

Specimen Loan Policy

Museum of Southwestern Biology, Division of Amphibians and Reptiles

The following policies have been adapted from Simmons (1987) for specimen loans from the Museum of Southwestern Biology, Division of Amphibians and Reptiles. Please, read each item carefully and return a signed copy to the museum along with the BLUE copy of the loan invoice. If you have any questions concerning these policies, please address them to the Curator.

1. The Curator reviews all loan requests, and permission for the loan is solely at his/her discretion. When large numbers of specimens, or especially fragile specimens, are requested, we encourage visits to our museum rather than loans. However, we realize that visits may not always be possible, and we will strive to accommodate as many loan requests as possible.
2. Loans will be made only to persons affiliated with a university, museum, or other permanent research institution.
3. The loan recipient (or major professor thereof in the case of a student) is responsible for all materials contained in the loan.
4. All loans must be preceded by a written, signed, and dated request specifying the specimens to be examined. If the specimens are to be used for a study which results in permanent alteration of the specimens, a full description of these alterations must also accompany the request. In the case of student requests, his/her major professor must submit these documents.
5. Any parts removed from the loaned specimens are the property of this institution and must be returned with the borrowed specimens. All parts must be packaged in such a way as to prevent mixing of these sub-collections. All sub-collection specimens must contain the catalog number corresponding to the borrowed specimen they were removed from. Suitable containers for sub-collections (i.e. vials for stomach contents and boxes for skeletal material) are the responsibility of the loan recipient and should be approved by the Curator prior to returning the loan.
6. All borrowed specimens must reside at the institution to which they were loaned for the entire duration of the loan. These specimens may not be removed from that institution or loaned to another institution without a written consent of the Curator.
7. With the exception of large or fragile loans, all materials should be returned at the same time. In the case of large or fragile loans, we request that the loan be divided into various packages and mailed separately.
8. All loans are for the time specified on the loan form. Requests for extensions must be made in writing to the Curator.
9. Upon receipt of the loan, check the contents against the loan form. If there are any discrepancies, note them on the BLUE form. After the loan has been checked, sign, date, and return the BLUE form to the Curator. The WHITE form should be retained for your records.
10. All specimens (and any parts thereof) must be packaged in such a way as to prevent damage in transit. The shipment must be insured, registered or certified.
11. The specimens borrowed must be maintained in the state specified on the loan form (i.e. ISOH, ETOH, Formalin, Dry, etc.)
12. Please, provide copies of all publications pertaining to loaned specimens for our records. We request that you reference specimen cited in any publication to the Division of Amphibians and Reptiles, Museum of Southwestern Biology, University of New Mexico. When there are taxonomic changes or re-identifications pertaining directly to the specimens borrowed, these changes should be communicated directly in written form to the Curator and should accompany the returned specimens. In the case of taxonomic changes, the communication should be made as soon as possible after publication of the work, and a copy of the publication should accompany the letter.

Signature

Date