

**FIELD MUSEUM OF NATURAL HISTORY
SCIENCE AND EDUCATION — COLLECTIONS CENTER
INVERTEBRATES COLLECTIONS**

LOAN POLICIES, TERMS AND PROCEDURES

Research collections are kept for the advancement and dissemination of scientific knowledge. Loans, therefore, are among our highest priorities and we make every effort to serve the needs of our borrowers while insuring the safety of our irreplaceable collections. The following policies and procedures balance these two, sometimes conflicting, goals.

ELIGIBILITY:

Loans are approved by the Collections Manager and authorized by a Curator in the Division of Invertebrates. Loan approval is granted if a loan can be transported safely and will be handled properly. The Division reserves the right to recall a loan at any time.

Loans are made to institutions, not individuals. Generally, loans are made to private individuals or students only if a research institution agrees to accept responsibility for the loan. Loans are not to be forwarded to third parties without our advance written permission. Researchers with outstanding loans must inform the Division of Invertebrates before moving to a new institution and request a new loan.

TERMS AND PROCEDURES:

Loan period

If not otherwise stated the following loan periods, counted from the loan invoice date, apply:

- Primary types are loaned for a period no longer than 3 months.
- Other specimens are loaned for periods normally not exceeding one year. At the end of the loan term the borrower must return the material or request an extension.
- No new loans are made to a borrower with an overdue, outstanding loan.

Specimen handling

- Specimens are not to be altered without prior written permission. Such alterations include, but are not limited to: coating, dissection, embedding/sectioning, destructive sampling, cleaning (especially removal of tissue remains), highlighting.
- Borrowers are responsible for maintaining the appropriate level, concentration and type of preservative of all wet loan material. Preserved wet material is maintained in 70% ethanol unless otherwise stated.
- Labels are not to be discarded, damaged or altered. New identifications and other annotations are to be written in pencil or indelible black ink on archival quality paper and must be accompanied by the FMNH catalog number, the name of the researcher and the year when written. Archival label paper is available from the Division upon request.
- As a courtesy, borrowers are asked to identify all loaned specimens or verify their identifications. Any observed discrepancies in label information should be noted and such notes will be gratefully received.
- All loan material must be returned including all specimens, dissected body parts, shell fragments, and preparations, such as serial sections on microscopic slides, extracted DNA and products derived from it, unless previously exempted in writing.

Packing and shipping:

- Overseas loans are sent by air mail or carrier, such as UPS or FedEx. Domestic loans are sent by parcel post or carrier.
- All primary type material is sent by registered mail or its international equivalent, if possible, or by carrier.
- Loans must be returned by the same or equivalent means by which they were received. Returns containing new type material are an exception; they should always be returned by registered mail or its international equivalent, if possible, or carrier.
- Borrowers are responsible for safely packaging specimens and paying return shipping charges.
- All specimen shipments must comply with national and international transportation laws and regulations (e.g. 49 CFR and IATA Dangerous Goods Regulations). This applies in particular to shipments of wet-preserved specimens that fall under the provisions for shipping of hazardous materials. It is the borrower's responsibility to return borrowed specimens in compliance with these laws and regulations.
- All international shipments must comply with national and international laws and regulations for the international trade of wildlife, such as the CITES treaty. It is the borrower's responsibility to return borrowed specimens in compliance with these laws and regulations. For each international loan or loan return, respectively, an import or export declaration (Form 3-177) has to be filed with the U.S. Fish & Wildlife Service by the Division of Invertebrates. The time limits for filing import or export forms have to be observed (most commonly Form 3-177 has to be submitted within 180 days of the transaction for non-CITES species).
- Each loan is accompanied by an invoice which lists the contents of the loan. The borrower verifies that the invoice completely and accurately lists the material received and indicates the condition. The borrower signs and returns a copy of the invoice form to THE DIVISION OF INVERTEBRATES and keeps a copy for their records.

Hand-carrying loans

Domestic loans can also be picked up personally at the Field Museum.

- At least one full working day prior notice must be given for the processing of domestic hand-carried loans.
- Before leaving the Division of Invertebrates the borrower signs the loan invoice noting the physical condition of the specimens and the terms of the loan.
- Upon exiting The Field Museum, the borrower gives the pink copy of the loan invoice to security staff and retains a copy for their records.
- The borrower must observe the national and international transportation laws and regulations when hand-carrying a loan, particularly when the loan contains wet material that falls under the provisions for shipping of hazardous materials.
- To avoid any complications with export regulations, visitors will not be allowed to hand-carry specimens outside the country and specimens are likewise not to be returned by hand-carrying them across the border into the United States. All non-domestic loan requests will be shipped and must be returned via mail or carriers such as UPS and FedEx. The above mentioned provisions must be observed.

Publications / GenBank

- Publications based fully or in part on a loan from the Division of Invertebrates must acknowledge The Field Museum. The used material shall be identified by the institutional acronym FMNH in combination with the individual catalogue numbers (e.g.: FMNH 123456).
- If DNA/RNA sequences are analyzed based on Field Museum material the results shall be submitted to GenBank mentioning the catalogue numbers of the FMNH voucher specimens (e.g.: FMNH 123456).
- We request that a reprint of each publication that is based in full or in part on an FMNH loan be sent to our divisional library.

Failure to follow these loan conditions may result in the loss of loan privileges for the borrower or/and the institution he/she is affiliated with.