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# VISITING THE INSECT COLLECTION AT THE FIELD MUSEUM



**Visitor Information Guide**  
Collection of Insects, Arachnids, and Myriapods  
Department of Science and Education

The **Field**  
Museum

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## Visiting the Insect Collection

The Insect Collection of research specimens and library are used by scientists, graduate students and others from around the world. On average we host around 50 research visitors annually. The collection is primarily used for basic research on insects, arachnids, and myriapods. The collection and library are not open to the general public or used for activities that might disrupt scientific users. **Due to reductions in our staff size, we cannot accommodate unannounced visitors.** All visitors are requested to arrange visits at least one week in advance by contacting the staff member in charge of the collection of interest:

- *Arachnida and Myriapoda* - Petra Sierwald, Associate Curator, psierwald@fieldmuseum.org, (312) 665-7744
- *Formicidae* - Corrie Saux Moreau, Associate Curator, cmoreau@fieldmuseum.org, (312) 665-7743
- *All other collections* - **Crystal Maier, Collection Manager, cmaier@fieldmuseum.org, (312) 665-7745.**

The Insect Collection is open 8:30 a.m. – 4:30 p.m., Monday through Friday. Arrangements to arrive earlier or to work later must be made in advance. The collection is not staffed and thus not open on weekends and federal holidays. Long term visitors can discuss the possibility for after hours and weekend access with their host. **We ask that you confirm your visit date(s) and time with Insect Staff before your arrival. If you plan to drive, let us know and with a week's notice we can usually reserve a parking space in the West Lot free of charge.** The alternatives are the East Museum Lot or North Garage (see 2<sup>nd</sup> map), \$16 for up to 4 hours or \$19 for 4-12 hr, more on special-event days.

**Before you visit, please fill out the *Visitor Information Form* available here - <https://goo.gl/forms/q0V94693uSeL0dWn1>**

## Driving Directions:

### From the City, north of the Museum

Take Lake Shore Drive (US-41) south past Grant Park. Continue south until the 18th Street exit. Turn left on 18th Street and continue as it bends left, becoming Museum Campus Drive. Turn left onto McFetridge Drive (the 3<sup>rd</sup> stop sign) when the museum is ahead and to your left. The West Lot is on your right just past the Museum.

### From the City, south of the Museum

Take Lake Shore Drive (US-41) north. Continue on Lake Shore Drive until the 18th Street exit. Turn right on 18th Street and continue as it bends left, becoming Museum Campus Drive. Turn left onto McFetridge Drive (the 3<sup>rd</sup> stop sign) when the museum is ahead and to your left. The West Lot is on your right just past the Museum.

### From the City, west of the Museum and the Western Suburbs

Take the Eisenhower Expressway, I-290 east. Continue through the city on Congress Parkway until you reach Buckingham Fountain. Turn right onto Columbus Drive. Columbus Drive merges into Lake Shore Drive (US-41) immediately south of the museum, just about at the 18th Street exit. Take that exit and turn left onto 18th Street, continuing as it bends left, becoming Museum Campus Drive. Turn left onto McFetridge Drive (the 3<sup>rd</sup> stop sign) when the museum is ahead and to your left. The West Lot is on your right just past the Museum.

### From Wisconsin and the Northern Suburbs

Take I-94 to the Kennedy Expressway, I-90/94. Continue through the city. Take the Roosevelt Road exit and turn left at the second light, onto Roosevelt Road. Continue east on Roosevelt Road. The second light after crossing Michigan Avenue is Columbus Drive. Turn right on Columbus Drive. Columbus Drive merges into Lake Shore Drive (US-41) immediately south of the museum, just about at the 18th Street exit. Take that exit and turn left onto 18th Street, continuing as it bends left, becoming Museum Campus Drive. Turn left onto McFetridge Drive (the 3<sup>rd</sup> stop sign) when the museum is ahead and to your left. The West Lot is on your right just past the Museum.

### From O'Hare and the Northwest Suburbs

Use I-90 east to the Kennedy Expressway, I-90/94 east heading towards Chicago. Continue through the city. Take the Roosevelt Road exit and turn left at the second light onto Roosevelt Road. Continue east on Roosevelt Road. The second light after crossing Michigan Avenue is Columbus Drive. Turn right on Columbus Drive. Columbus Drive merges into Lake Shore Drive (US-41) immediately south of the museum, just about at the 18th Street exit. Take that exit and turn left onto 18th Street, continuing as it bends left, becoming Museum Campus Drive. Turn left onto McFetridge Drive (the 3<sup>rd</sup> stop sign) when the museum is ahead and to your left. The West Lot is on your right just past the Museum.

### From Indiana, Michigan and the South and Southeast Suburbs

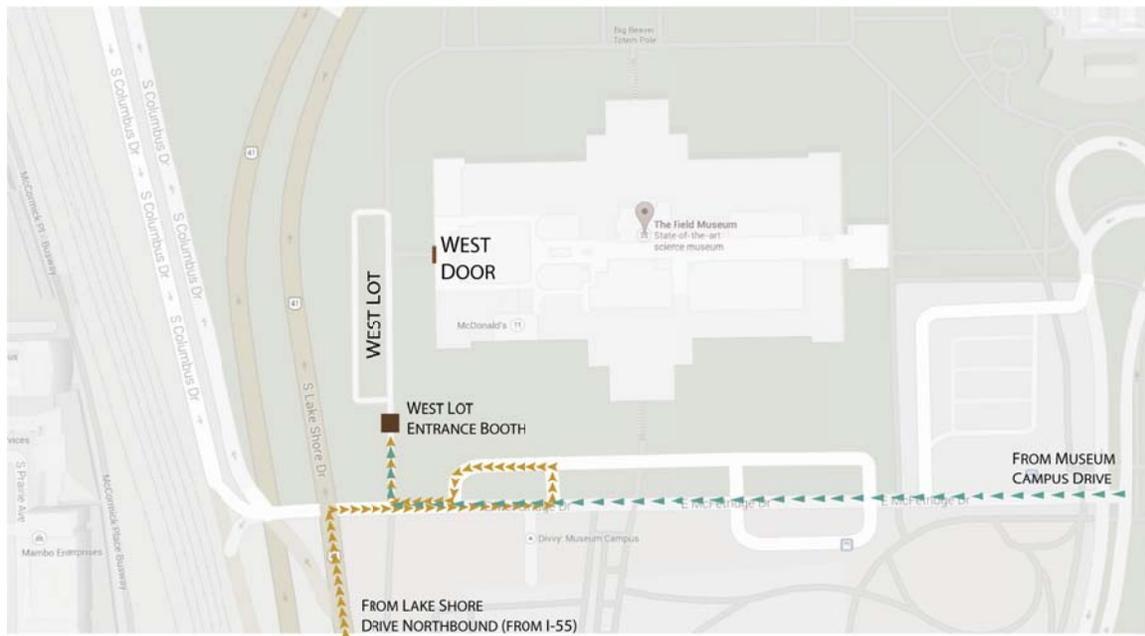
Take the Dan Ryan Expressway, I-90/94 north to the 103rd Street exit. Continue East on 103rd Street to Stony Island Avenue. Turn left on Stony Island Avenue and continue north to Lake Shore Drive (US-41). Continue north on Lake Shore Drive to the 18th Street exit. Turn right onto 18th Street and continue as it bends left, becoming Museum Campus Drive. Turn left onto McFetridge Drive (the 3<sup>rd</sup> stop sign) when the museum is ahead and to your left. The West Lot is on your right just past the Museum.

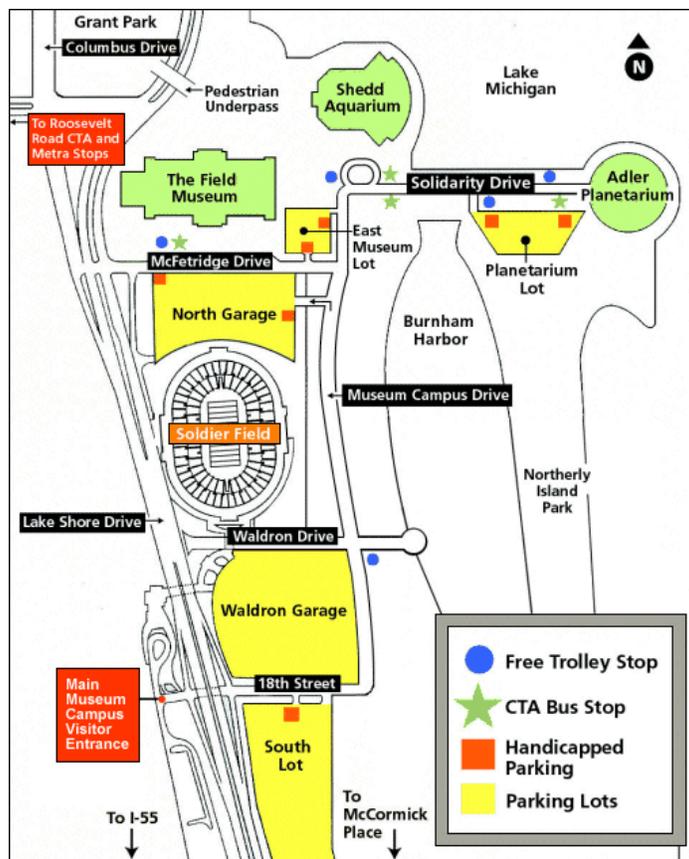
### From Southwest Suburbs

Take I-55 to the exit for Lake Shore Drive North (US-41). Continue north in the right lane on Lake Shore Drive to the 18th Street exit (the first exit). Turn right onto 18th Street and continue as it bends left, becoming Museum Campus Drive. Turn left onto McFetridge Drive (the 3<sup>rd</sup> stop sign) when the museum is ahead and to your left. The West Lot is on your right just past the Museum.

### Entering the West Lot and Museum

When you enter the West Lot there is a little booth at the entrance (see map). If that's not staffed, there's a button-operated intercom to call the Protection Services switchboard. In either case, give the officer your name and say you're here to visit [the name of your host in Insects], and they should let you in with no problem. Proceed from your car to the ground-level door facing the parking lot (green arrow on the map). You may have to press the intercom button next to the doors to contact a guard to let you inside. Once inside you may have to tell the guard again that you are here to visit [host name] and they will call that person's office number and your host will come down to pick you up.





### Using Public Transportation

#### Getting here by bus:

#146 – Inner Drive/ Michigan Express / Museum Campus

#130 – Museum Campus (mid-May through Labor Day)

For up to the minute arrival times, use the Chicago Transit Authority’s (CTA) Bus Tracker or by text messaging from your cellular phone (look for the code on the bus stop sign).

#### Getting here by train:

Roosevelt Red Line Stop – serving Red, Orange and Green Lines and offers connections to #146 bus; located at State Street and Roosevelt Road.

For schedule updates, fare rates and other CTA related travel information, please visit the CTA website (<http://www.transitchicago.com/> – a handy trip planner is available there) or call (312) 866-7000.

#### Metra Info:

If you are coming into the city from the Chicagoland area, you can take the Metra. For schedule information, fare rates and other related travel information, please visit the Metra website at <http://metrarail.com/metra/en/home.html> or call (312) 322-6900. For regional travel information, please call the Regional Transportation Authority (RTA) at (312) 836-7000 or visit the RTA website at <http://www.rtachicago.com/>

#### Getting here from O’Hare Airport:

You can either take a cab or use the public transportation system. Taxi fare is approximately \$45 from the airport to the museum. The CTA Blue Line runs directly from a station at O’Hare Airport to downtown. The ride is approximately 45 minutes. If you take the Blue Line, transfer to the Red Line at the Jackson stop and then take the Red Line to the Roosevelt stop – the

Museum is a few blocks East of the Roosevelt train station. From the Roosevelt train station, you want to turn left (East) coming out on Roosevelt Ave, towards Wabash Ave. Some landmarks so you know you are going the right direction - you should see Trader Joe's and a BP gas station if you are walking the right direction. Continue walking on Roosevelt Ave over the bridge. After crossing Columbus Ave, you will need to go slightly to the left and go down into the park. The path through the park will go under a bridge and curve towards the museum.

### Entering the Museum

Upon arrival at the museum, you do not have to pay for admission. Please inform the Guest Relations staff member or Protection Services officer at the entrance that you wish to visit the Insect Collection. Give them the name of your host and they will call and that staff member will come downstairs to greet you. If the desired person cannot be reached, ask the Guest Relations staff member or Protection Services officer to call one or more of the other numbers until an actual person is reached. Once contacted, one of us will come to meet you.

### Accommodations:

#### International House, University of Chicago

<http://ihouse.uchicago.edu/>

1414 East 59th Street, Chicago, Illinois 60637

Linens supplied weekly, guest must exchange.

No air conditioning

(773) 753-2270

Accessible by public transit, Metra train, ~ 25 minute commute from The Field Museum

Dorm room \$65; guest room \$80 (shared bath), Deluxe room (private bath) \$110, \$135

#### Hostelling International Chicago

<http://www.hichicago.org/>

24 East Congress Parkway, Chicago, Illinois 60605

(312) 360-0300

Maximum stay 14 days, longer with written explanation

1.8 miles from The Field Museum, walking or public transit (bus) available

Dorm bed (shared bath in the hall) \$32 - \$34, Dorm bed (bath in room) \$36 - \$38

#### Chicago Getaway Hostel

<http://www.getawayhostel.com/>

616 West Arlington Place, Chicago, Illinois 60614

(773) 929-5380, (800) HOSTEL-5, FAX (773) 665-5485

Accessible by public transit, CTA train, ~ 45 minute commute from The Field Museum

Dorm room \$23- \$29, Private room \$57 - \$112

#### Guest (short-term) Housing at University of Illinois Chicago

<http://www.housing.uic.edu/halls/guest.php>

818 South Wolcott Avenue, Chicago, Illinois 60612

(312) 355-6300

3.0 miles from The Field Museum, walking or public transit (bus) available

\$100/day, \$300-500/week, \$1000-2000/month, 2 & 4 room apartments

#### Thomas Beckham Hall

<http://www.housing.uic.edu/intern/index.php>

1250 South Halsted, Chicago, Illinois 60605

(312) 355-6008

3.0 miles from The Field Museum, walking or public transit (bus) available

\$300/week, \$900/month, 2 & 4 room apartments

#### Just Passing Through

<http://www.justpassingthrough.com/>

1140 North La Salle Street, Chicago, Illinois 60605  
(312) 501-3310, FAX (866) 365-1998  
\$1350 - \$1800/ month

#### **Grant Park Best Western**

<http://www.bwgrantparkhotel.com/>  
1100 South Michigan Avenue, Chicago, Illinois 60605  
(312) 922-2900, (800) 472-6875, Fax (312) 922-8812  
\$129 single/double; additional guest \$10/night

#### **Congress Plaza Hotel & Convention Center**

<http://www.congressplazahotel.com/>  
520 South Michigan Avenue, Chicago, Illinois 60605  
(312) 212-8192, Fax (312) 427-2919  
\$159-199 per night

#### **Essex Inn**

[http://essexinn.com/hotel\\_accomodation\\_downtown\\_chicago.html](http://essexinn.com/hotel_accomodation_downtown_chicago.html)  
Contact: Brad Owens  
800 South Michigan Avenue, Chicago, Illinois 60605  
(312) 939-2800, Fax (312) 939-1605  
\$80-\$100, 25% The Field Museum discount

#### **Fairfield Inn**

<http://www.fairfieldsuiteschicago.com/>  
216 East Ontario Street, Chicago, Illinois 60611  
(312) 787-3777  
Free breakfast, fitness center, can use Marriott's pool  
\$99 single, with single, double, or twin beds

### **Chicago Orientation for Newcomers**

Chicago's street numbers are on a grid system, numbered north and south from Madison Street and east and west from State Street; these two streets intersect in the heart of the "Loop" downtown. Street numbers run about 800 to a mile, and south of Madison are many numbered streets whose grid location equals the number x 100 (e.g., S 57th St = South 5700 Street).

The Field Museum is at 1400 South (on Lake Shore Drive) and about 400 East, at the south end of Grant Park and north of Soldier Field stadium (and parking garage).

The first three hotels above are closest to the Field Museum. Michigan Avenue runs along the west side of Grant Park and is easily reachable on foot, thanks to the pedestrian underpasses going below Lake Shore Drive and Columbus Drive.

The Fairfield is further north, near the "Magnificent Mile" shopping area on Michigan Avenue that starts at about 800 North (Chicago Avenue); the CTA #146 bus that stops right at the museum would provide good service to it. Arlington House is further north, near Lincoln Park, and close to the CTA (train) Red Line, whose Roosevelt stop is not too far west of the museum, walkable or a short bus ride (#146).

### Use of Collection Guidelines:

- All visitors must sign the guest book. Please provide complete information as requested.
- Visitors staying more than three days must obtain a Visitor ID Badge from Access Control to gain access to the non-public areas of the building, and to enter and exit the building each day during the length of their visit. A refundable deposit of \$10.00 is required.
- The Insects holdings are divided into dry, fluid preserved and slide collections. Specimens in the pinned collection are arranged taxonomically by order, superfamily, family and subfamily according to the system posted in the collection area. Within a subfamily, tribes are arranged alphabetically and within a tribe, genera are arranged alphabetically and within a genus, species are arranged alphabetically. Some parts of the Staphylinidae use subtribes as well.
- Specimens in the alcohol collection are arranged alphabetically by order. Within an order, families are arranged alphabetically and within a family, genera are arranged alphabetically and within a genus, species are arranged alphabetically.
- Visitors will be provided a personal work station with a dissecting microscope for their use and a staff member to serve as a contact during their visit.
- Materials such as forceps, pencils, label paper, gloves, specimen boxes, and vials can be provided at your work station.
- Use care when moving and handling specimens. Please use unit trays or drawers to transport specimens to your work area. Insect drawers and alcohol trays do not have stops and can fall out of the cabinets if pulled more than two thirds of the way out.
- Wet preserved material should not be allowed to dry. Minimize the exposure of specimens to photo flood or other light.
- Specimens are not to be coated, dissected, destructively sampled, or otherwise altered without pre-approval. If dissections are allowed, do not discard body parts.
- Specimens removed from collection for study for more than one week must have a removal slip prepared and placed in the collection. Do not leave specimens out after use or overnight. Close cases immediately when not in use. Return specimens to their original location after use.
- Existing labels are not to be altered. Revision, identification and other notes are to be written in pencil or indelible black ink on archival quality label paper.
- No smoking is allowed in the research collections or anywhere within the museum. Smoking is allowed outside the West Door only. Per City of Chicago ordinance, smokers must be at least 15 feet from the West Door. Both terraces are at least 15 feet away from the entrance and are acceptable places to smoke.
- No food or eating is permitted in the research collections. Designated eating areas include the Insects Library Room 3307, The Field Bistro, Explorer Café, Sea Mammals exhibit areas.
- Please turn off lights when you are not using them.
- Requests for hand-carried loans must be made at least one day before departure for in-country destinations and **three business days prior to departure for international destinations** leaving directly from Chicago.
- For publication purposes, the correct museum acronym for the Field Museum of Natural History is "FMNH", regardless of the label heading. We request a reprint or PDF file for all publications resulting from use of our specimens.
- Do not leave cameras, purses, or wallets unattended in a work area, even for a short time. Conceal them in a nearby cabinet or case. Ask a collections staff member for assistance.

- At the end of your visit, leave your work area as you found it; put away all vials, boxes, etc. Dispose of broken glass in the waste glass container and give waste ethanol to collection staff for disposal. Do not change the location of specimens in the collection without consulting our staff.
- As a courtesy, visitors are asked to identify or verify the identification of specimens. Please bring misidentifications or damaged specimens and labels to our attention.
- Visitors working in the wet collection are asked to point out lots or jars with low levels of alcohol.
- If you bring personal property into the museum (e.g., books, cameras, computers, specimens, etc.) you must ask for a door pass before leaving the building. When you leave, present the pass to the guard at the exit. If you are hand-carrying a loan of FMNH specimens, you will receive an extra copy of the loan form to give to the guard at the exit.

If you have any questions about the use of the specimens or the collections, please feel free to ask the collections staff.

### Library Use

The Field Museum's library encompasses a general library and several specialized libraries. The Insect Collection library contains literature dealing solely with insects, myriapods and arachnids. Publications dealing with other groups will be found in the main library or other divisional libraries. **If you would like assistance with library resources, please let us know in advance**, as library staff are only available on a limited schedule (generally 1-4pm Monday-Friday).

The museum's library holdings are organized by the Library of Congress system. The general and specialized libraries can be searched with the Field Museum's online catalog "Harlow" <http://library2.fieldmuseum.org:8991/F>, which you can use to locate the literature in which you are interested. Books and journals must be checked out if they are removed from the library; ask the collection staff if you are eligible to check out material (it will require filling out a library registration form). Library material is not allowed outside the museum. Please do not reshelve books that have been checked out. Copies can be made with a photocopy machine in the main library or on a second machine next to the Zoology office.

### Evacuation Procedure and Safety:

In the event of a museum emergency, listen for and follow the instructions broadcast over the security loudspeakers. In case of an evacuation, the designated meeting point for the Insect Collection is the **Fish Statue** at the Shedd Aquarium if you need to evacuate the museum during business; after 5:00pm go to the ramp at Solider Field located directly across the South Entrance. Look for others from the Insect Collection when you arrive at the designated safe area so a head count can take place. See *Emergency Procedures – Insect Collection* for more information and maps.

In case of an emergency call 7999 (Field Museum emergency response number is on a sticker under the handset of the phones). Security will call police, medics, fire department, etc. They will also notify the curators if they (curators) are not at the museum. Please fill out the *Visitor Information Form* available here - <https://goo.gl/forms/q0V94693uSeL0dWn1>  
Send the completed form to Crystal Maier, Collection Manager and she will keep your information on file.

### Information for international visitors:

#### Hand-carried specimens

If you plan on hand-carrying specimens **to** the Field Museum please coordinate your plans through Crystal Maier. Give Crystal your flight information a week before you leave. This information should include the name of the airline, your flight information, and time of departure and arrival. If you don't have a direct flight to Chicago, then include the city you need to go through to catch your connecting

flight. Crystal will need your contact information and a list of specimens that you plan on carrying with you. This list should be as complete as possible and include:

Order, Family, Genus, Species (if known)  
Country of origin (spelled out)  
Number of specimens  
Prep type (pinned, wet, slide)

Crystal will electronically file the US Fish and Wildlife Import Declaration Form 3-177 (e-Dec) with the Chicago office if you have a direct flight. Otherwise he will file with the office in the first U.S. city you stop to catch your connecting flight. For example, if you are flying from Hong Kong to Los Angeles to Chicago you will need to be inspected in Los Angeles. You will need to plan your flights accordingly so you have time to have your specimens inspected. Crystal will notify USFW in the appropriate city of your arrival at the airport, and an inspection appointment will be made. There have been situations when USFW have cleared the 3-177 online, and in these cases no airport inspections were needed. These situations are the exception, not the norm. Assume your specimens will be inspected at the airport unless Crystal instructs you otherwise. If your 3-177 has been cleared, Crystal will try to contact you before you leave for the airport to let you know. If you do not hear from Crystal then proceed with the inspection.

Your 3-177 will be on file and the USFW inspector will have access to your form by the time you arrive at the inspection. You should bring a blank copy of the 3-177 to fill out before the inspection in case you do not hear from Crystal. When you enter the U.S. carrying specimens, you have to declare the specimens through the US Fish and Wildlife Service, not with customs. When you arrive at customs tell the agent that you have to see the US Fish and Wildlife Inspector on duty because you have specimens to declare. The custom agent will direct you to the USFW Inspector.

If your flight arrives at the airport after 5pm, before 8am or anytime on Saturday or Sunday be prepared to pay a \$100.00 USFW overtime fee for the inspection. Have your checkbook or credit card ready because USFW does not accept cash. You are responsible for this fee.

You are not allowed to bring EtOH on the aircraft. If you plan to carry your specimens in propylene glycol, glycerin, buffer or other unregulated fluid you will have to do so via checked baggage (beyond any small quantities that will fit within your allowed 1-qt Ziploc bag, with no individual container over 3 ounces in volume). Make sure your containers are labeled with the name of the fluid and carry a copy of the MSDS with you. Other standard TSA rules pertaining to liquids, gels and aerosols apply; for additional information, see <http://www.tsa.gov/travelers/index.shtm>.

### **Field Museum Address:**

The Field Museum  
1400 South Lake Shore Drive  
Chicago, Illinois 60605-2496  
U.S.A.