

**SAM NOBLE OKLAHOMA MUSEUM OF NATURAL HISTORY  
DEPARTMENT OF INVERTEBRATE PALEONTOLOGY  
LOAN TERMS AND CONDITIONS**

**GENERAL CONDITIONS:**

1. The borrower agrees to protect the materials entrusted to their care, to pay any damages arising from loss or damage to the property herein described caused by the borrower, and to exercise extraordinary caution in the care and preservation of said property.
2. Excepting special arrangements, borrowed material is not to be retained for general instructional use or kept in the hope that some student might like to work on it. When a specimen is no longer *in use* in research projects, it should be promptly returned, even if it is before the loan due date.
3. The Sam Noble Oklahoma Museum of Natural History (SNOMNH) will lend material only to other institutions and organizations, not to individuals. Materials requested by students or associates will require faculty or institutional endorsement and for the duration of the loan will be the direct responsibility of that faculty member or institutional representative.
4. Specimens must be stored at the institution to which they are loaned.
5. Loans are not to be transferred without prior written approval of SNOMNH.
6. If the borrower is required to pay conservation, packing, shipping, and/or related transportation costs and to show proof of insurance, these will be noted on the Loan Agreement.
7. All publications, presentations, printed material, and exhibition labels based on this study of borrowed materials should credit the "Sam Noble Oklahoma Museum of Natural History, University of Oklahoma" and ownership of specimens as "Invertebrate Paleontology Collection (catalog number)".

**UPON RECEIPT OF THE LOAN:**

1. It is the borrower's responsibility to immediately check the number and condition of the specimen(s). Any discrepancies in the Loan Agreement and/or specimen damage should be reported immediately, otherwise the condition of the specimens will be assumed to be as indicated by the SNOMNH on the Loan Agreement.
2. This Loan Agreement is to be signed by an authorized institutional or faculty representative of the borrowing institution and returned to the SNOMNH Curator of Invertebrate Paleontology or Registrar.

**DURING THE TERM OF THE LOAN:**

1. The SNOMNH will lend material for the period stated subject to renewal upon written request. All loans are subject to recall on 30-day notice to the borrower.
2. The loaned materials must be kept in a secured condition, i.e. locked in a drawer or cabinet to insure against damage or loss.
3. The items covered by this Loan Agreement are to remain in the condition in which they are received. Any additional preparation must be approved in writing by the SNOMNH Curator of Invertebrate Paleontology.
4. Notify the SNOMNH Curator of Invertebrate Paleontology immediately if there is a change of address.
5. Any labels associated with loaned specimens may not be removed or altered by the borrower. Any corrections of errors or change of identification or data may be penciled on the specimen label or noted on another slip of paper accompanying the specimen, or they may be reported to the curator.
6. Molding and casting is prohibited without prior written consent. SNOMNH maintains an active casting program. We may already have casts of the specimen or prefer to mold and cast the specimen ourselves. The SNOMNH Curator of Invertebrate Paleontology or Registrar must approve molding or casting material. Molds of loaned specimens must be surrendered to the SNOMNH, and become the property of the SNOMNH.
7. Any inquiries about problems regarding the curatorial status of loaned specimens should be sent to the SNOMNH Curator of Invertebrate Paleontology or Registrar.
8. In order to maintain our collections current with the literature, the SNOMNH requires notification of publication of any loaned material. The borrower will also provide 2 copies of any reprint that describes or refers to loaned specimens.

**RETURN OF THE LOAN:**

1. Prior to the returning the loaned material, the borrower should send a written notice (letter or e-mail) to the SNOMNH Curator of Invertebrate Paleontology giving the anticipated date of the shipment. Once the shipment is made provide and update with the actual date of shipment and tracking number(s).
2. Loan material being returned must be packed in a manner comparable to that as received.
3. Place a copy of the Loan Agreement inside the package and in a shipping envelope attached to the outside of the shipping container.
4. Insure the loan for the amount specified on the Loan Agreement.

**SPECIAL CONDITIONS (check items applying to this loan):**

( ) Material is to be insured in transit when returned.