

**SAM NOBLE OKLAHOMA MUSEUM OF NATURAL HISTORY
DEPARTMENT OF VERTEBRATE 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 specified research project(s), 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 related transportation costs and to show proof of insurance, this will be noted under on the loan form.
7. All publications, presentations, printed material, and exhibition labels that reference materials from the Vertebrate Paleontology Collection must acknowledge the "Sam Noble Oklahoma Museum of Natural History, University of Oklahoma" and "OMNH [catalog number]". Specimens from Federal lands must be specially referenced; contact SNOMNH for details.
8. Specific locality data are not to be published without consent of SNOMNH.
9. Specimens are not generally loaned outside the continental USA; loan of specimens from Federal lands may require prior authorization from the relevant agency.

UPON RECEIPT OF THE LOAN:

1. It is the borrower's responsibility to immediately check the number and condition of the specimen(s). Borrowers are urged to document specimens photographically upon receipt. 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. The Loan Agreement is to be signed by an authorized institutional or faculty representative of the borrowing institution and returned to the SNOMNH Curator of Vertebrate 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.
3. Notify the SNOMNH Curator of Vertebrate Paleontology immediately if there is a change of address.
4. Any labels associated with SNOMNH 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.
5. Destructive sampling is prohibited without prior consent. Requests regarding destructive sampling should be directed to the SNOMNH Curator of Vertebrate Paleontology. All slides and embedded blocks must be returned to the SNOMNH.
6. Borrower must obtain written permission from SNOMNH before undertaking any specimen preparation, conservation, consolidation, repair, or restoration.
7. 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 Vertebrate Paleontology must approve molding or casting material. Molds of loaned specimens must be surrendered to the SNOMNH, and become the property of the SNOMNH.
8. SNOMNH maintains exhaustive archives on all specimens and related data. Digital or hard copies of any photographs, surface scan, CT, or other images or data based on borrowed specimens should be forwarded the SNOMNH. These can be withheld or embargoed from public access while awaiting publication.
9. Any inquiries about problems regarding the curatorial status of loaned specimens should be sent to the Curator of Vertebrate Paleontology, Collection Manager, or Registrar.
10. In order to maintain our collections current with the literature, the SNOMNH must be notified of publication of any loaned material. The borrower will send a PDF and (if available) hard copy of any reprint that describes, illustrates or refers to loaned specimens. The SNOMNH should be informed of any images or data that have been made available online (e.g., in supplementary information or on independent site such as digimorph).

RETURN OF THE LOAN:

1. Prior to the returning the loaned material, the borrower will send a written notice (letter or e-mail) to the SNOMNH Curator of Vertebrate Paleontology giving the anticipated date of the shipment, and then will provide an update with the actual date of shipment and tracking number(s).
2. Inventory loaned specimens against the Loan Agreement, making note of any repair, restoration, or conservation.
3. Loan material being returned must be packed in a manner comparable to that as received.
4. Place a copy of the Loan Agreement inside the package and in a shipping envelope attached to the outside of the shipping container.
5. 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.
- Loan material must be retained in locked cases.