

SAM NOBLE OKLAHOMA MUSEUM OF NATURAL HISTORY
DEPARTMENT OF MAMMALOGY
LOAN TERMS AND CONDITIONS

Institutional Affiliation. Loans are made to institutions, not to individuals. Loans will be granted only to appropriate curators or faculty members with the authority to bind the institution and will be considered the direct responsibility of the institution.

Students, Fellows, Emeritus Faculty, Visiting Researchers. Individuals without affiliations, students, fellows, and others may borrow, if endorsed by a curator or faculty member with the authority to bind the institution and willing to accept direct responsibility for the care and return of the loan.

Loan Agreement. The Loan Agreement must be promptly signed and returned to the Curator of Mammals on receipt of the loan. By signing the Loan Agreement, the borrower agrees to abide by the conditions set forth here. If damage has occurred during shipping, it must be detailed on the Loan Agreement at the time of receipt, and SNOMNH curatorial staff must be immediately notified.

Care of Specimens. All borrowed specimens must be kept in clearly marked cases, boxes, or drawers that indicate the contents are the property of the SNOMNH Department of Mammalogy Collection. Fluid-preserved specimens are to be stored in 70% ethanol, unless otherwise stated, and stored in a cool, dark place. The borrower takes full responsibility for care of specimens and agrees to protect them from damage caused by handling, poor environmental conditions, and museum pests. If unforeseen changes in condition (damage, theft) occur to the loan while in the possession of the borrower, the SNOMNH Department of Mammalogy must be contacted immediately. Absolutely no modification, molding, sampling, coating, restoration, repair, cleaning, or pest treatment may be performed by the borrowing institution without explicit permission of the SNOMNH curatorial staff.

Security and Insurance. The borrower must provide adequate security of loans. Financial responsibility for any damage to specimens while they are in the borrower's possession is assumed by the borrower and his/her institution. Should loss or damage occur, the amount of compensation will be decided by the SNOMNH based on the value to the specimen(s) and/or the cost of replacement.

Photography/Microscopy. Photography and microscopy for research and study purposes is permitted. Permission to reproduce or publish items must be requested in advance, and granted in writing through a "Request for Permission to Publish" form. With inquiries or requests for permission, please contact the SNOMNH Department of Mammalogy curatorial staff.

Publications, Exhibitions, and Publicity. All publications, presentations, printed material, and exhibition labels must acknowledge the "Sam Noble Oklahoma Museum of Natural History, University of Oklahoma" and "Department of Mammalogy OMNH (catalog number)." The SNOMNH Department of Mammalogy must be sent one copy of any publication including the loaned material, and the SNOMNH must be sent copies of all publicity releases or informational materials dealing with loaned specimens.

Loan Transfers. Loans are made to institutions. Borrowed specimens cannot be loaned secondarily or transferred, without the written permission of the SNOMNH Department of Mammalogy. In the event a researcher leaves the borrowing institution, loans are to be returned immediately.

Recall of Loans. Loans may be recalled at any time by the SNOMNH. When recalled, the specimens must be returned to the SNOMNH by the date specified on the recall notice.

Shipping and Return. Borrowers must return loans within a timely manner after approved use, established by the term of the Loan Agreement. Limited extensions are granted at the discretion of the SNOMNH Department of Mammalogy curatorial staff. Packaging and shipping must ensure the safety of the loan and follow regulations set forth by law. Loans must be packed in a manner comparable to that as received using original packaging, if possible. All shipping procedures must be replicated in return, including shipping insurance. Prior to the return of loans, the borrower must send notify the SNOMNH Department of Mammalogy with the shipping method and anticipated shipping and arrival dates.