

SAM NOBLE OKLAHOMA MUSEUM OF NATURAL HISTORY
DEPARTMENT OF PALEOBOTANY, MICROPALAEONTOLOGY, AND MINERALOGY
LOAN TERMS AND CONDITIONS

GENERAL CONDITIONS

1. The borrower agrees to preserve and protect the materials—specimens, objects, and/or archives—entrusted to their care by exercising extraordinary caution in their study, and storage under similar conditions as they would be if at the Sam Noble Oklahoma Museum of Natural History (SNOMNH). Any loss or damage to the property as described on the Loan Agreement caused by the borrower, or costs associated with recovery from loss or damage, are the responsibility of the borrowers up to and including, but not limited to, paying for conservation by qualified conservator and paying all costs related to replacement of loaned property.
2. SNOMNH Paleobotany, Micropaleontology, and Mineralogy Collection (PBOT) will lend material only to other institutions and organizations, not to individuals. An authorized representative of the borrowing institution/organization must sign off on acceptance of the loan. Materials requested by students or associates will require faculty endorsement with an institutional or organizational affiliation for the duration of the loan and will be the direct responsibility of that faculty member including the care and safe return of the specimens.
3. In obtaining a loan, the borrower and borrower's institution/organization agrees to comply with all applicable local, state, federal, and international laws, treaties, and regulations.
4. SNOMNH will lend material for the period stated. However, all loans are subject to recall on 30-day notice to the borrower or sooner if specified by the administration. **Tenure of loans normally will be six (6) months for published specimens or twelve (12) months for unpublished material, unless otherwise specified on the Loan Agreement.** An extension may be requested by letter or e-mail or via the Loan Renewal Notice & Agreement sent to the borrower. All loan renewals must have a signed Loan Renewal Notice & Agreement on file at SNOMNH in order for the renewal to be complete. **Note: Failure to sign and return a Loan Renewal Notice & Agreement within 30-days will result in a Loan Recall Notice.**
5. Specimens must be stored at the borrower's institution/organization in a manner that minimizes the risk of theft or damage, including from hazards of extreme temperature and relative humidity, pests, and fires/floods.
6. Prior written approval of SNOMNH Registrar or SNOMNH Curator of PBOT is required to transfer loans or specimens from a loan to other researchers or to another institution/organization than listed on the loan agreement.
7. Acknowledgement of the use of specimens or data about specimens from the SNOMNH PBOT in any publication (print or digital—including blogs and social media) is required. Please indicate the source as "Sam Noble Oklahoma Museum of Natural History, University of Oklahoma", and use "OPC" for the SNOMNH Paleobotany & Micropaleontology specimens/localities and "OMC" for the SNOMNH Mineral specimens/localities before numbers. Authors are requested to send to the SNOMNH PBOT at least three (3) copies of any print publication(s) that describes or refers to SNOMNH specimens or localities. For digital publications, please provide both the link as well as a digital version.
8. The SNOMNH or SNOMNH PBOT reserves the right to require borrowers to pay conservation, packing, shipping, and related transportation costs or to show proof of insurance before issuing a loan and to show proof of continued insurance for loan renewals. If these are required, notice will be made under *SPECIAL CONDITIONS* below.
9. With SNOMNH Curator of PBOT approval, in limited circumstances visiting researchers may be allowed to hand-carry loans of specimens selected during an on-site visit at SNOMNH PBOT back to their borrowing institution/organization.

UPON RECEIPT OF THE LOAN

1. Immediately upon receipt, it is the borrower's responsibility to verify the number and condition of the specimen(s). Immediately report any discrepancies in the loan agreement and/or specimen damage; otherwise, the condition of the specimens and terms will be as indicated by the SNOMNH on the agreement.
2. Signing the Loan Agreement signifies acknowledgement of these terms. The Loan Agreement is to be signed by an authorized institutional or faculty representative of the borrowing institution and returned by mail to the SNOMNH Collection Manager of PBOT. **Note: Failure to signed and return a loan agreement within 30-days will result in a Loan Recall Notice.** The Collection Manager will forward copies to the SNOMNH Curator of PBOT, and the SNOMNH Registrar.

DURING THE TERM OF THE LOAN

1. The loaned materials must be kept in a secured condition, (e.g., locked in a drawer or cabinet, locked in a room with restricted access).
2. The items covered by this loan agreement are to remain in the condition in which they are received. Any additional preparation—including but not limited to degagement, splitting, trimming, subsampling for isotopic or palynological analysis, or coating for scanning electron microscopy—must be approved in writing by the SNOMNH Curator of PBOT **before** preparation is attempted. An application form for destructive sampling is available and must be submitted to the SNOMNH Curator of PBOT and approved **before** preparation is attempted.
3. **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 PBOT must approve molding or casting material. Molds of SNOMNH specimens must be surrendered to SNOMNH and become the property of SNOMNH.
4. Borrowers must not remove or alter any labels associated with SNOMNH specimens. Note any corrections of errors or change of identification or data on another label/slip of paper and associate it with the specimen and they should be reported to the SNOMNH Collection Manager of PBOT when loan is returned.
5. *Excepting special arrangements*, when a specimen is no longer *in active use* in research projects, it should be promptly returned, even if it is before the loan due date. Borrowers are encouraged not to keep specimens or to request renewals solely for general instructional use or in the hope that some student might like to work on it.
6. Any inquiries about problems regarding the curatorial status of SNOMNH specimens should be directed (phone, email, or letter) to the SNOMNH Curator or Collection Manager of PBOT or SNOMNH Registrar.
7. Notify the SNOMNH Curator or Collection Manager of PBOT immediately if damage to any loaned specimens occurs, if there is a change of address, or if an institutional representative changes.

RETURN OF THE LOAN

1. Prior to the returning the loaned material, the borrower must send a written notice (letter or e-mail) to the SNOMNH Curator or Collection Manager of PBOT to confirm current shipping address and to provide anticipated date of the shipment/delivery. Once shipment is made update SNOMNH PBOT with actual date of shipment and tracking number(s).
2. When returning the loan to the SNOMNH, pack and transport the material in a manner comparable to that in which it was received.

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3. Place one copy of the loan agreement inside the package and one copy in a shipping envelope attached to the outside of the shipping container.
4. Place address labels addressed to Collection Manager of Paleobotany, Micropaleontology, and Mineralogy on both the inside and outside of the package.
5. Insure the loan for the amount specified on the Loan Agreement and/or in *Special Conditions* or as agreed upon with the SNOMNH Curator of Paleobotany, Micropaleontology, and Mineralogy.

SPECIAL CONDITIONS (applying to this loan):