

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

GENERAL CONDITIONS

1. The borrowers agree to conserve and protect all material entrusted to their care and to exercise extraordinary caution in the care and maintenance of this material.
2. The Museum lends material for the time period stated subject to renewal upon request.
3. All loans are subject to recall at any time and must be returned in a timely manner.
4. The Museum will loan material only to institutions and organizations, not to individuals except under special circumstances.
5. Research materials requested by graduate or undergraduate students require faculty or institutional endorsement and, for the duration of the loan, will be considered the direct responsibility of that faculty member or institutional representative.
6. Under no circumstances are loans to be transferred without written authorization from the Curator of the Department of Herpetology of the Sam Noble Oklahoma Museum of Natural History.
7. No labels are to be removed or altered by the borrower.
8. Any dissections or destructive sampling of research material must be approved in writing by the Curator of Herpetology. A form for destructive sampling is available and must be submitted to the Curator.
9. Please acknowledge use of specimens in publications that reference materials from the Department of Herpetology with the credit line "Sam Noble Oklahoma Museum of Natural History, University of Oklahoma". Indicate the source of materials from the Museum used in drawings, photographs, or other types of illustrations. Use the acronym OMNH with all catalog numbers.
10. The Department of Herpetology requests two copies of all publications resulting from use of its research collections.
11. 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.

UPON RECEIPT OF THE LOAN

1. It is the borrower's responsibility to immediately verify the number and conditions of specimen(s). Any discrepancy in the Loan Agreement and/or specimen damage should be reported immediately.
2. The Loan Agreement is to be signed and returned by mail to the Collection Manager (Attn: Hannah Eichelberger) upon receipt of the loan. A copy of this agreement will be forwarded to the museum Registrar.

DURING THE TERM OF THE LOAN

1. Loan material must be maintained in the same preservative in which it was received. Generally, this will be 70% ethanol. More recent tadpole collections are in 10% formalin, and under no circumstances should these specimens be changed to alcohol.
2. Borrowers are encouraged to return the specimen(s) promptly following examination. Please report any taxonomic changes or corrections in identifications to the Collection Manager when the material is returned.
3. Please keep specimens wet while working with them. Do not allow toes or other fragile parts to dry out.

RETURN OF THE LOAN

1. Prior to or at the time of the return of material by the borrower, a letter or email verifying shipment should be sent to the Collection Manager, Hannah Eichelberger (heichelberger@ou.edu) or Interim Curator, Dr. Janet Braun (jkbrown@ou.edu).
2. Return the loaned material in the same condition in which it was received.
3. Loan material must be packed for return in a manner that maintains the integrity of the specimen. Use only cheesecloth for wrapping specimens. Dampen with appropriate storage fluid, and double bag in heat-sealed liquid-proof plastic bags. Empty space in the container used for shipping should be packed with styrofoam peanuts or bubble wrap.
4. Address labels should be placed on the inside and outside of the package. Package should be addressed to the Collection Manager (Attn: Hannah Eichelberger). The outside packing label should include the following:

SCIENTIFIC SPECIMENS
NO ENDANGERED SPECIES
NO COMMERCIAL VALUE
5. Include a copy of the Loan Agreement with the shipment.

Please sign and return one copy. The other copy is for your records.

I hereby acknowledge receipt of these specimens in satisfactory condition, and I have read and agree to the terms and conditions of this loan.

Signed by: _____ **Date:** _____