



Division of Invertebrate Zoology (DIZ-KUNHM)
Natural History Museum & Biodiversity Research Center

Correspondence to:

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Incoming specimens to be deposited in the University of Kansas Natural History
Museum (KUNHM), Division of Invertebrate Zoology (DIZ)

Before catalog numbers can be assigned, the specimens must be accessioned by the museum administration. Once the required paperwork is filed, processing can take between three days and a month. Only after a specimen has been accessioned can a catalog number be assigned to it. Only cataloged specimens can be loaned.

PAPERWORK REQUIRED FROM DONORS FOR ACCESSIONING:

- Collecting permit from relevant official institutions.
- Export permit allowing collections to be brought back into the US legally – *if collection outside US.*
- 3-177 form (US Fish and Wildlife Service) – *if collection outside US.*
- KUNHM Deed of Transfer (form bestowing ownership of the specimens to KUNHM).

COLLECTION INFORMATION TO PROVIDE TO DIZ-KUNHM:

- Field number and notes (if any)
- Specimen identification (whether tentative or final), to the lowest level possible; if to species, include author and date of species
- Locality (place name and coordinates – GPS or otherwise)
- Depth/Elevation
- Collection date
- Collector(s)
- Method of collection
- What it is stored in (ethanol/formalin/other)? Please provide a chronology if it was previously put into other fixatives or preservatives
- Sub-samples of specimens (such as histological preparations, frozen tissue, photographs, etc.)

Repository Agreements

KUNHM will care for specimen that it does not own, although such arrangements are not encouraged. A repository agreement or a memorandum of agreement between KUNHM and the official governing office of the relevant country or agency must be created for such specimens. If the specimens were not previously accessioned at another museum, paperwork is required as for a normal accession. If the specimens were previously accessioned at another museum, requirements are a transmittal form or letter from an appropriate authority at the institution of origin, an export permit (*if from a non-US institution*), an import permit (*if from a non-US institution*), CITES permits if the specimens are of CITES-listed species, and APHIS certification, if relevant.