



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

Correspondence to:

Department of Ecology and Evolutionary Biology
1200 Sunnyside Drive, University of Kansas
Lawrence, Kansas, USA 66045-7561

Curator-in-charge: Dr Daphne Fautin; e-mail: fautin@ku.edu; phone: (785) 864-3062
Curatorial Assistant: Andrea Crowther; email: andreac@ku.edu; phone: (785) 864-4607
fax: (785) 864-5321

SPECIMEN LOAN PROCEDURE:

To initiate a loan, please send an email or written request to the Curator-in charge, Daphne Fautin. Please include the following information:

- Borrower's name and contact details (including institutional mailing address, phone number, fax number and email address).
- A list of the specimens requested, if possible including information such as catalog numbers, preparation type, size desired.
- A brief description of the research project or proposed use of specimens.

The DIZ-KUNHM specimen catalog can be viewed and searched at:

<http://web.nhm.ku.edu/Hdocs/Collections.html>

SPECIMEN LOAN POLICY:

1. Specimens are loaned to bona-fide researchers for use in scientific investigation. In the case of students, the material is loaned to the advisor. No specimens may be exchanged, loaned, or re-gifted to a third party, or cataloged into any collection without the express written permission of DIZ-KUNHM. Permission should also be requested in writing from DIZ-KUNHM to convey specimens from one institution to another in the case of a researcher's relocation.
2. No destructive sampling (clearing and staining, dissection, incision or removal of structures) may be undertaken without express written permission from DIZ-KUNHM. Details of the nature and extent of destructive sampling and justification for it should accompany all requests for such work. A detailed report on specimens that were destructively sampled, including the investigator's name and date of sampling, should be returned with the specimens. All materials

- resulting from such work (such as dissected pieces or histological blocks and slides) must be returned and should be associated clearly with the specimen from which they originated.
3. Alcoholic specimens are to remain in 70% ethanol. Formalin preserved specimens are to remain in 10% formalin.
 4. Two copies of the loan invoice are sent under separate cover, and one as a packing slip with the specimens. One copy of the loan invoice is to be signed, dated, and returned to DIZ-KUNHM upon receipt of the specimens.
 5. Type specimens are loaned for a period of three (3) months and other material for a period of six (6) months unless otherwise noted on the loan invoice. Specimens are to be returned to DIZ-KUNHM within this period using appropriate dangerous goods packing and shipping regulations. If work on the specimens is incomplete after the loan period, an extension may be requested in writing from DIZ-KUNHM. All original labels must be returned with specimens. Every specimen lot identified by the borrower should bear a legible identification label.
 6. DIZ-KUNHM must be notified of any publications resulting from research with specimens that are its property.