

**INSTRUCTIONS**

Send completed form to: [HerpLoans@si.edu](mailto:HerpLoans@si.edu).

**Read all guidelines on the Specimen Loan page before submission.**

**For genetic sequencing requests, please use the Genetic Loan Request Form.**

**Please note that failure to follow instructions or submit a request with sufficient detail needed for loan evaluation will result in an immediate rejection.**

**BORROWER INFORMATION**

DATE: \_\_\_\_\_

BORROWER\*: \_\_\_\_\_  
LAST NAME, FIRST NAME

INSTITUTION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_

**\*Borrower must have a permanent appointment at the named institution. Loans for students, fellows, or visiting researchers ("For Study By" field below) must be requested by a permanent employee at the borrowing institution.**

**\*FOR STUDY BY:** \_\_\_\_\_

**INSTITUTION:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADVISOR\*\*:** \_\_\_\_\_

**ADVISOR EMAIL\*\*:** \_\_\_\_\_

**(\*\*If different from Borrower)**

**SHIPPING ADDRESS (No Post Office Boxes)**

ADDRESSEE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

STREET ADDRESS 1: \_\_\_\_\_

STREET ADDRESS 2: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## PROJECT INFORMATION AND PRE-LOAN HOMEWORK

PROJECT TITLE: \_\_\_\_\_

PROJECT DESCRIPTION: Be brief and **do not exceed the bounds of the text box below, if possible.**

PROJECT METHODOLOGY: Detail all proposed methods that will be applied to our specimens. **If possible, do not exceed the text box:**

TAXA REQUESTED: List number of specimens needed per taxa. Include specific requirements if needed (geographic area, e.g.).

If requesting a certain sex or life stage, complete this in the appropriate field on page 3.

**No more than ½ of our holdings of a species or ½ from a locality will be loaned at one time.**

**Do not request specific USNM catalogue numbers here. If specific individuals are required, complete that field at the bottom of page 3.**

**We do not guarantee the accuracy of identifications.**

FROM WHAT OTHER MUSEUMS HAVE YOU REQUESTED MATERIAL FOR THIS PROJECT? **List museums & request dates.** If none, justify why you are requesting material from only our museum, especially if you are requesting more than 10 specimens.

DID YOU CHECK VertNet.org and GBIF.org SEARCH PORTALS FOR OTHER MUSEUM SPECIMEN HOLDINGS THAT ARE MORE APPROPRIATE THAN OURS? A lack of response or "No" will result in your request being denied.

Yes          No

HOW WILL SPECIMENS BE STORED WHILE ON LOAN?

**Type/location of cabinetry, storage media, ethanol, access restrictions, etc.**

## SPECIAL LOAN CONDITIONS

(check any/all in this section that apply to your loan request. Please be brief, if possible, & add attachments only if necessary.)

TYPE SPECIMENS - lent at the discretion of a curator for a 2-month period and only when types are required to resolve nomenclatural problems. Justify the use of USNM type specimens:

DESTRUCTIVE SAMPLING - (clearing & staining, dissections, hemipenial preparations, stomach content removal, etc.)  
Read our [Destructive Analysis](#) page **before** completing this section. *Sampling for genetic analyses requires a [different form](#).*  
Detail the need for destructive sampling, VOLUME of tissue requested, and methodology and experience performing the methods:

SPECIFIC SIZE, SEX, LIFE STAGE REQUIRED, etc. Detail specific requirements, why they are needed, & (for sex & life stage) detail how staff can quickly identify these individuals to fulfill your loan request:

>20 SPECIMENS (Large requests may be delayed or declined, especially if other museums can also provide specimens.) Justify the need for so many specimens. Explain why you cannot visit the museum instead.

### CT SCANNING

Review our [CT Scanning Loan Policy](#). Detail your methodology. At minimum, detail contrast staining (if requested), and how alcohol specimens will be kept moist during scanning. Detail efforts to find existing scans or literature that could meet your research needs.

**Contrast-staining is a destructive request as it is not reversible. Requests for rare specimens may not be possible.**

**You must make all CT files available on MorphoSource and transfer ownership to the NMNH - Division of Amphibians and Reptiles team.**

SPECIFIC USNM CATALOGUE NUMBERS (List **numbers only, separated by commas**; attach an **EXCEL FILE**, if space below is not sufficient.)

Why are these specific individuals needed and why can't they be substituted with similar individuals?

**Approval of this request is contingent upon the BORROWER'S commitment to comply with all requirements and conditions set forth in the loan. Furthermore, the BORROWER must read and agree to each of the following statements. BORROWER'S signature means that the following requirements will be met. If the loan is requested on behalf of a student or visitor, this individual must also read and sign this form.**

**BORROWER & OTHER USER (student/visitor) understand and agree (check boxes after reading):**

I will promptly email a signed copy of the USNM loan invoice to HerpLoans@si.edu upon receipt of the specimens.

I will not transfer specimens to another institution, location, or address without prior written permission from the USNM Division of Amphibians and Reptiles.

I will not remove anything attached to the specimens (e.g., labels, tags, numbers, or vials), nor will I clear & stain, sample, section, remove tissue, make any incisions, remove/keep scales, dissect, or alter the specimens in any way without prior written permission from the USNM Division of Amphibians and Reptiles.

I will maintain specimens in a secure location protected from exposure to pests, light, extremes of temperature, and humidity.

I will store ethanol-preserved specimens in an airtight container filled with NON-denatured 70% ethanol.

I will properly cite samples and specimens in publications by catalog number using the acronym "USNM", and will provide the USNM Division of Amphibians and Reptiles with electronic copies of all publications resulting from this loan.

I understand that I am responsible for ALL permit, inspection, and return shipping expenses.

When returning this loan, I will pack fluid specimens and samples in accordance with IATA Special Provision A180. I will use the same methods and materials used for the original shipment to ensure the safe return of specimens. I will choose a secure means of shipment with a tracking number that meets all applicable regulations, and I will notify USNM Division of Amphibians and Reptiles staff at HerpLoans @si.edu **ahead of time** before I ship, and I will provide them with the shipment's tracking number.

I will promptly reply to USNM Division of Amphibians and Reptiles emails regarding my loan, including uploads to GenBank, MorphoSource, etc.

I understand that I am required to upload microCT/CT files of USNM specimens to MorphoSource and am required to transfer ownership of these files to the NMNH - Division of Amphibians and Reptiles MorphoSource team.

My signature below indicates that I have read, understand, and will abide by the above loan conditions **and** the guidelines on the USNM Division of Amphibians and Reptiles [Specimen Loans](#) page. I understand that loans are made only to institutions and in the care of a permanent staff member who assumes full responsibility for the use, storage, and **safe, prompt, legal return of this borrowed US Federal Government material.**

**BORROWER Signature & Date** \_\_\_\_\_

**OTHER USER (For Study by/Student) Signature & Date** \_\_\_\_\_

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**To begin the loan request process, submit this form to [HerpLoans@si.edu](mailto:HerpLoans@si.edu). DO NOT email it to Divisional staff.**

**Loans may take AT LEAST FOUR MONTHS to review due to lack of staff.**

**Please plan accordingly.**

**Some browsers have font issues:download the form, complete it, save it, then email it.**