

LOANS MAY TAKE FOUR MONTHS TO REVIEW

Send completed form to this sole email: HerpLoans@si.edu. Read all guidelines on the [Specimen Loan page](#) before submission.
Do not use this form for **molecular analyses requests**.
Some browsers have font issues. If so, try downloading the form, complete & save it, then email it.

DATE: _____

BORROWER*: _____ INSTITUTION: _____
LAST NAME FIRST NAME

*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.

DEPARTMENT: _____ POSITION: _____

EMAIL: _____ PHONE #: _____

*FOR STUDY BY: _____

INSTITUTION: _____ DEPARTMENT: _____

POSITION: _____ EMAIL: _____

SHIPPING ADDRESS (No Post Office Boxes)

ADDRESSEE: _____

INSTITUTION: _____

STREET ADDRESS 1: _____

STREET ADDRESS 2: _____

CITY: _____ STATE/PROVINCE: _____

POSTAL CODE: _____ COUNTRY: _____ PHONE #: _____

PROJECT TITLE: _____

PROJECT DESCRIPTION & METHODOLOGY: Please be brief & include how USNM material will be used to support your research.

TAXA REQUESTED: If needed, include specific requirements (geographic area, # of specimens, e.g.). If requesting a certain sex or life stage, detail how we determine this. **DO NOT LIST USNM numbers unless you need specific individuals that cannot be substituted** (complete "Special Loan Conditions", bottom of page 2.) No more than 1/2 of any species/area is loaned at a time. *We do not guarantee the accuracy of identifications.*

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 & add attachments only if necessary.):

TYPE SPECIMENS - lent at the discretion of the curators 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 prior to form completion. *Sampling for molecular analyses requires a [different form](#)*. Justify the need for destructive sampling. Detail your request, methodology, and experience performing the methods listed:

SPECIFIC SIZE, SEX, LIFE STAGE, 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:

> 50 SPECIMENS

Justify the need for so many specimens. Explain why you cannot visit the museum instead. From what other institutions have you requested material? If none, why?

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.**

Specific USNM Numbers (separate by commas; attach an Excel file, if necessary)

Detail why these specific individuals are needed and why they cannot be substituted with similar individuals.

Approval of this request is contingent upon the BORROWER'S commitment to comply with all requirements and conditions to be set forth in the loan. Furthermore, the BORROWER must read and agree to each of the following statements. The BORROWER'S signature indicates 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 mail a signed copy of the USNM loan invoice 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 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 specimens using methods and materials similar to those used for the original shipment to ensure safe return of the specimens. I will choose a secure, traceable means of shipment that meets all applicable regulations, and will notify USNM Division of Amphibians and Reptiles staff ahead of time with the shipment's tracking number.

I have read, understand, and agree to comply with 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 borrowed material.

BORROWER Signature & Date _____

OTHER USER (For Study by/Student) Signature & Date _____

To begin the loan request process, submit this form to HerpLoans@si.edu and no other email address.
Loans may take AT LEAST FOUR MONTHS to review. Please plan accordingly.
