



SPECIMEN LOAN REQUEST FORM

Please read our detailed [loan policy](#) and procedures before making a request. Requests for tissues or sampling specimens for molecular analyses require a different form.

BORROWER NAME*: _____ **INSTITUTION:** _____

***Borrower must be an individual with a permanent appointment at the named institution. Loans for student, fellow, or visiting researcher use must be requested by their professor, other tenured individual, or a permanent institutional employee.**

DEPARTMENT: _____ **POSITION:** _____

PHONE #: _____ **EMAIL:** _____ **FOR STUDY BY:** _____

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: *Briefly* described your project and how the requested material will be used to support your research.

SPECIMENS &/OR TAXA REQUESTED: Add Excel file if needed. Include specific requirements (geographic area, # of individuals per species, etc.). **No more than half of any species 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, alcohol type, access restrictions)

SPECIAL LOAN CONDITIONS (check any/all on this page that apply to your loan request):

Type specimens - lent at discretion of curators for a 2 month period, & only when required to resolve nomenclatural problems.

Justify the use of USNM type specimens:

Destructive sampling (any permanent specimen alteration: clearing & staining, dissections, hemipenial preparations, stomach content removal, etc.) Review USNM Division of Amphibians & Reptiles' [Destructive Sampling guidelines](#).

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 and why they are needed:

> 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

Detail your methodology and if any chemicals (e.g., iodine) are to be used for scanning purposes. Explain how alcohol specimens will be kept moist during the scanning process.
