

American Museum of Natural History
Ambrose Monell Cryo Collection (AMCC)

Central Park West at 79th Street, New York, NY 10024

Phone: 212-769-5663, Fax: 212-496-3380

Loan Policy and Conditions for AMCC Loans

These are the loan policy and conditions for AMCC issued loans. For specimen samples issued from one of the five AMNH Departments (Herpetology, Ichthyology, Invertebrate Zoology, Mammalogy, or Ornithology), please follow the loan policy and conditions of the issuing department.

1. Loans are made to institutions, not individuals; therefore, specimens are not to be moved to another address without prior written permission from the AMNH.
2. Any additional research not included in the original proposal requires the express written permission of AMNH. Violation constitutes a breach of contract.
3. The borrower of a specimen tissue loan must agree that the tissue loan(s) and any results stemming from its/their use will not be used for any commercial purpose(s).
4. The borrower is asked to return a copy of the invoice signed immediately upon receipt of the loan. Loaned specimens must be stored appropriately and to professionally accepted standards while under the care of the recipient institution.
5. Any unused material should be returned to the AMCC. Specimens being returned should be carefully packaged in the same manner as they were sent. Packages containing ethanol must be packed and shipped in accordance with IATA regulations. Specimens shipped insured must be returned insured for the same value. All returns must be sent via UPS, FedEx, or similar carrier with tracking capability.
6. Loan applications must include a timeframe for completion of the proposed research. Time extensions should be requested in writing before the loan expiration date. Typically, the borrower will not receive a 'due' notice. However, it is the borrower's responsibility to fulfil the terms of the loan by complying with any conditions placed upon the recipient by the signed copy of the specimen(s) invoice.
7. The borrower must inform AMCC of all electronic database submissions (such as GenBank accession numbers) and publications resulting from the loaned specimens. The additional specimen data should be submitted electronically to the AMCC.
8. AMNH is not responsible for verifying specimen identifications. Efforts have been made to ensure the accuracy of information concerning identification, collecting locality, etc., but errors can occur. It is the borrower's responsibility to verify specimen identification. AMNH is not responsible for any issues arising from misidentified specimens.

Reporting tissue numbers in Publications and Presentations

AMCC specimen loans must be cited using the AMCC barcode number. For example, if your sample is listed on the invoice as "Dept/Partner = Ambrose Monell Cryo Collection (AMCC); AMCC barcode # = 121212", you would cite the sample as "AMCC 121212".

Publishing the name of the AMCC

Please cite the AMCC in publications/presentations as: The Ambrose Monell Cryo Collection (AMCC) at AMNH.

Acknowledging the AMCC

I/We would like to acknowledge the Ambrose Monell Cryo Collection (AMCC) at the American Museum of Natural History, New York, for their support in my/our research.

By signing, initialing, and dating this document, the borrower agrees to abide by the policies outlined above and any additional written stipulations for the loan of any material from the AMNH.

Borrower's Full Name: _____ Initials: _____ Date: _____