

<b>External researcher arranging to CT scan AMNH specimens at AMNH</b>
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**Please print this checklist and use it to record your progress in the application process.**

**Please follow the steps in order.**

- ☐ Apply for a [loan](#) from the relevant [curator-in-charge](#), stating:
  - the intent to CT scan the specimens and
  - listing the specimens requested in the body of the email, not as an attachment (please be specific about the specimens you have chosen; due to the amount of time we require to prepare specimens for scanning, we expect you to choose which specimens to scan in advance of your loan request).
- ☐ Contact the relevant [curator-in-charge](#)
  - ask for permission to borrow and scan the specimens and
  - request time to be allocated to you on the AMNH CT scanner (the latter is dependent on the curator assigning some of their scanning time to you, if they have unused time available).
- ☐ Download the [user agreement](#) via email if scanning has been approved by the curator-in-charge.
  - Review it
  - Sign it
  - Scan it
  - If you require more space to list all the specimens, write “see attached” in the relevant fields and attach the list to the user agreement as a single pdf.
- ☐ Then contact the staff at the [MIF](#) to arrange a scanning date.
- ☐ If/once the loan and scanning has been approved, contact the [Director of Collections](#), forwarding the following in a single email:
  - loan approval and
  - scanning approval and
  - signed user agreement and
  - Include details of your scanning project e.g. scanning date, list of AMNH specimens to be scanned and the relevant elements and
  - This contact should be made at least three weeks in advance of your scanning date at MIF.
  - Each person who will have access to the data must sign a separate user agreement. Attach all user agreements to the email you will forward from the Curator-in-Charge to the Director of Collections.
- ☐ Fill out the online form ([VP](#); [IP](#)) (at least two weeks in advance of your scanning date at the MIF) once the Director of Collections has responded.
- ☐ If scanning VP specimens, they will be given to you in an Ethafoam mount. You may not unpack the specimens from their mount(s) until you have returned them to the relevant staff member in the Division.