

External researcher arranging to scan (non-CT) AMNH specimens at another institution

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 scan the specimens and
 - the scanning methods 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).
- 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.
- 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
 - include details of the specimens you wish to scan e.g. relevant elements
 - 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](#) once the Director of Collections has responded.