

American Museum
of **Natural History**

Department of Invertebrate Paleontology

Research Loan Request Form

This form must be completed by researchers requesting research loans.

Applicants must read and agree to the Terms and Conditions before submission.
Student requests must be submitted by their academic advisor.

Forms must be returned to Museum Specialist Peter Daly (pdaly@amnh.org) at least four weeks before the specimens are required.

Requester			
Name			
Position			
Institution			
Department			
Address			
Institutional email		Phone	

For use by (e.g. student, or postdoctoral researcher, if applicable)			
Name			
Program			
Institution			
Department			
Address			
Institutional email		Phone	

1. Research proposal Please provide a brief outline of your research project, including duration and expected outcomes.

American Museum of Natural History

2. Requested specimens

Please list the specimens you wish to borrow. Only cataloged specimens can be loaned. If specimens are uncatalogued, please indicate this and allow additional time for cataloging and approval. For requests exceeding 10 specimens, please use the continuation sheet.

Catalog number	Taxon	Locality and stratigraphy (in brief)	Specimen status (e.g. type, figured, cited)

3. Use of specimens

The following activities require a separate application and prior written approval in addition to this loan request. Please indicate all that apply.

Destructive sampling ☐	Molding ☐	Whitening for photography ☐
Specimen preparation ☐	Casting ☐	3D data generation ☐

By signing this form, I agree to abide by the terms and conditions, and any additional terms and conditions that may be specified by the Curator-in-Charge.

Signed (Applicant)	
Date	

AMNH use only

Approved ☐	Not approved ☐
Remarks	
Signed (Curator-in-Charge)	
Date	

Terms and Conditions

1. Loaned specimens must be used for scientific research purposes only. The following activities require prior written approval and museum be requested through the appropriate application process: destructive sampling, preparation, molding, casting, whitening for photography, CT scanning or other 3D data generation.
 2. 2D photography is permitted for scientific use only. Use on social media is not permitted. Commercial use requires prior written permission from AMNH and may incur a fee.
 3. The borrower must ensure:
 - a. Secure housing with protection from temperature and humidity extremes
 - b. Retention of all original labels (if supplied), which must be returned unaltered with the specimens
 - c. Proper documentation confirming that the collection belongs to AMNH must remain with the specimens at all times.
 4. Loaned material must not be transferred to another individual or institution. All loans must be returned to AMNH and formally closed before a new loan can be issued.
 5. The Museum reserves the right to recall specimens at any time.
 6. Shipping and return
 - a. Specimens must be carefully packed to the same standard as received.
 - b. Insured shipments must be returned insured.
 - c. Courier shipments must be trackable. Borrowers must notify Invertebrate Paleontology collections staff prior to return and provide the tracking number.
 7. Acknowledgement and Data Sharing
 - a. Borrowers must acknowledge the American Museum of Natural History Department of Invertebrate Paleontology in all publications and data products.
 - b. Borrowers must use the correct institutional abbreviation when citing specimens.
 - c. Provide copies (PDF or print) of all resulting publications.
 8. Failure to comply with these conditions may result in denial of future loan requests, institutional restrictions and additional sanctions as determined by the Division of Paleontology in accordance with the Collections Policy.
9. Additional terms and conditions specified by the Curator-in-Charge (if applicable)

Research Loan Request Form (continued)

Page # _____ Use this sheet for additional items

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