

External researcher arranging to CT scan AMNH specimens at an external institution

Please print this checklist and use it to record your progress in the application process.

Please follow the steps in order.

- ☐ Contact the relevant [Curator-in-charge](#) and ask for permission to [borrow](#) and scan the specimens
 - list 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.
- ☐ Contact the [VP scanning staff](#), 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
 - 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 VP scanning staff.
- ☐ Fill out the online form (at least two weeks in advance of your scanning date at the MIF) once the VP scanning staff has responded.