Loan policy for scientific purposes

Göteborgs Naturhistoriska Museum (GNM)

• The borrowing institution will be held accountable for the material. This means that the material may

 not be loaned out to a third party or transferred from the agreed institution without the correct

 authorisation.

• Loans are generally made out for the duration of one year, alternatively six months. An exception is
 type material which only can be studied at the Museum. Photos of most of the type specimens can be

 sent out on request.

• The loan period may be extended by submitting a written request in good time (i.e.1-2 months before

 the expiration date of the loan) to the appropriate Division Curator at GNM.

• The material should be checked upon receival to establish that the description on the

 loan form is correct. Any damage to the material should also be noted. Both the loan form and the

 loan policy should be signed by the borrower and the originals subsequently sent back to GNM.

• The material may only be used for the purpose agreed upon in the loan form. For instance, no

 dissections, remounting or sampling may take place if not agreed upon in advance.

• If the material is mentioned in any publication, GNM as the owner of the material should be

 acknowledged along with the materials ID-no (which is found on the loan form). Contact the lender

 if the ID-no is missing. This also applies to photographs of the material. A copy of every such

 publication should then be sent to GNM.

• A new label containing the following information should always be applied to the material preceding

 any new species identification: *Species name* in Latin with the author and the year.

 *Determinator,* with first name, surname and year.

 Labels must be written on acid free paper with an archival quality pen.

 *The above means that no original labelling may be removed. Original labels must be returned*

 *together with the material respectively!*

 Apart from a new species label please ensure to also enclose a list or excel file with the information

 on the new label, as well as the GNM-no if available. Also provide any information regarding

 possible concerns pertaining to earlier species identification, irrespective of whether a new species

 identification has been possible or not.

• Any eventual samples should be labelled correctly and returned together with the specimens

 respectively.

• When returning the loaned materials to the Museum, the borrower must pack all objects in a manner comparable to that in which the materials were received and also ensure safe transportation.

• The loan should be returned in its original state, no later than the agreed date.

• Any reminders/inquiries concerning delayed material should be responded to immediately.

• If the loan has not been returned or is returned in a damaged state any future loan requests may be

 denied.

**GNM reserves the right to immediately resume the material at the borrowers cost, if any of the above regulations are breached. In addition borrowers who breach these regulations may be denied any future loans.**