



KU Herpetology Photo Request

KU Herpetology can provide digital photographs of specimens in cases where direct examination of physical specimens is unnecessary. This form can be used to request new photographs of KU Herpetology specimens. Please review our Specimen Photography Policies document prior to completing this form and submitting via e-mail to curators Brown (rafe@ku.edu) and Glor (glor@ku.edu).

Person Requesting Loan

1. Name:

2. Affiliation:

3. Position: Photographs are typically only provided to qualified professionals. Students are required to include the co-signature of their research supervisor at the bottom of this form.

Professional

Student

Other, explain:

Specimen Query and Request

All researchers requesting photographs from KU Herpetology should complete their own on-line queries of our publicly available specimen database to identify desired specimens, and to see if photographs are already available in our database. We recommend using GBIF or the KU Specify Web Portal to conduct these searches since its image searching and viewing capabilities are superior to those offered by other sources like VertNet and iDigBio.

Database: Which database did you use to query our collection?

GBIF

KU Herpetology Specify Web Portal

Other (e.g., VertNet/iDigBio)

Did not use

List specimens that you would like photographs of below. Standard requests include whole body images taken from dorsal, ventral or lateral perspectives. If you require a non-standard image, check the appropriate box in the special requests section below, justify your request and include images to illustrate your request. If you are requesting photographs of more than 10 specimens, please append separate spreadsheet and check the "Large number" box below. If you require assistance with specimen selection, please check the appropriate box below, and explain the type of assistance you require.

KU Specimen ID	Species Name (in our database)	Required perspective(s)		
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral
		Dorsal	Ventral	Lateral

Special Requests

Does your photo request meet any of the following criteria, which may require special arrangements? If yes, please be sure to provide additional information on the third page of this form:

Large number of specimens (>10)

Require specialized photographic equipment (e.g., microscope, specialized lighting).

Non-standard images required, including close-ups or use of specialized equipment

Requires special handling or sorting by size, sex, life stage or other attributes

Require destructive sampling (i.e., any procedures that permanently alter specimens)

Time sensitive request (i.e., require photographs in <4 weeks)

Research Objectives

Please provide us with a brief outline of the goals, methods, and time frame for your research project. Please be sure to share the scientific objectives of your proposed research and why specimen photographs from KU Herpetology's collection are required to accomplish these objectives.

Sign & Submit

Signature (digital signatures are acceptable):

Date:

Research Supervisor

Signature (Students Only):

Date:

The following page should be completed only by borrowers making special requests. Complete it only if you checked one or more boxes in the "Special Requests" section on page 1.

Additional Details for Special Requests

Complete the relevant sections below only if you checked any of the boxes in the "Special Requests" section above.

Large Requests: If you require whole-body images of more than 10 specimens, please justify your request here. Note that regardless of justification, photographs of more than 10 specimens may be denied or require hourly billing.

Non-standard Image Request: Please explain here if you require something other than whole body images taken from dorsal, ventral or lateral perspective using a standard camera and lighting. Do you require close-ups of specific anatomical features? Do your images require use of specialized photographic equipment like a microscope? We strongly recommend that you attach images to your request that illustrate exactly what you are looking for.

Destructive Sampling: Explain and justify any proposed destructive sampling. Destructive sampling is defined here as anything that will permanently alter specimens (e.g., incisions, removal of gut contents).

Special Handling or Sorting: Explain why your request involves special handling or sorting/selection of specimens. For example, does your project require us to identify and photograph only those specimens representing certain sizes or sexes?

Image Accessibility: If you do not want the images we take for you to be immediately accessible to the public please justify the need for temporarily embargoing release of these images here.