# KU Herpetology Specimen Loan Request

Complete this form to request whole animal specimens, skeletal material or cleared and stained samples from KU Herpetology (requests for genetic resources require a separate form). Submit this form via e-mail to curators Brown (rafe@ku.edu) and Glor (glor@ku.edu). See the "Collections Policies" on our website (https://biodiversity.ku.edu/herpetology/) for additional details.

**1. Name:**

**2. Affiliation:**

**3. Position:** Loans can be made only 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 material from KU Herpetology should complete their own on-line queries of our publicly available specimen database to identify desired specimens. Several freely available on-line portals may be used to query our database, including GBIF and Specify. These portals are updated monthly with our latest collection information. Please contact our collections staff via e-mail (brown@ku.edu or glor@ku.edu) if you require assistance.

**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 being requested below, be sure to include both the KU Specimen ID and the species' name (including both the current name and the name in our database when these differ). If you are requesting more than 20 samples, please append separate spreadsheet in Microsoft Excel or comma-delimited format and check the "Large number" box below:

| KU Specimen ID | Species Name(s) | KU Specimen ID | Species Name(s) |
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## Special Requests

Does your loan 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 (>20) or physically large specimens (e.g., large snakes, crocs)

☐ Particularly valuable specimens (e.g., type specimens, endangered or extinct species)

☐ Possible shipping complications (see below for details)

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

☐ Destructive sampling (i.e., any procedures that permanentaly alter specimens)

☐ Time sensitive request

## 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 specimens from KU Herpetology's collection are required to accomplish these objectives.

## Shipping Address

Addressee:

Institution:

Street Address 1:

Street Address 2:

City:

State/Province:

Postal Code

Country:

Phone #:

Shipping costs: KU Herpetology requests that borrowers cover all shipping expenses. Please provide a FEDEX account number below to expedite the shipping process (you can acquire one online if you don't already have one). In some cases, KU Herpetology can provide gratis outgoing shipment of standard loans to peer institutions who also serve the research community by providing specimen loans. If you are affiliated with such a peer institution please click the "Request gratis shipment" box below.

☐ Borrower agrees to cover outgoing shipment

FedEx Account #:

☐ Request gratis shipment

☐ Borrower will pick-up specimens (shipment unecessary)

## Sign & Submit

Signature (digital signatures are acceptable):

Date:

Research Supervisor Signature (Students Only):

Date:

*The next page is only necessary if you checked any of the 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 Loan Requests:** Our typical loan requests involve less than 20 specimens that can fit into a shoebox sized container. If your shipment involves a larger than average number specimens (>20 specimens), or particularly large specimens, please let us know if (1) you have considered instead visiting the museum in person and (2) if you have funds available to subsidize outgoing shipping costs.

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

**Special Handling or Sorting:** Explain why your request requires special handling or sorting/selection of specimens. For example, does your project require us to identify and ship only those specimens representing certain size, sex, life stage or other attributes? Do you require specimens that have particular preservation attributes (e.g., flat specimens, intact tails)

**Valuable Specimens:** Please explain why specimens being requested may be particularly valuable (e.g., type specimens, endangered or extinct species). Please reference KU specimen IDs for those specimens in your request that you consider particularly valuable.

**Shipping Complications:** Please explain any circumstances that might complicate shipment (e.g., CITES protected species, borrowers institution or country has restrictive policies regarding receipt of biological specimens, lack of reliable shipping options, or legal restrictions on shipping to your location). Please also provide CITES permit number(s) or any other permit or declaration information that may be required for successful shipment.