



KU Herpetology Visit Request

Complete this form to request an in-person research visit to KU Herpetology and submit via e-mail to curators Brown (rafe@ku.edu) and Glor (glor@ku.edu). See the "[Collections Policies](https://biodiversity.ku.edu/collections-policies)" page on our website (<https://biodiversity.ku.edu/herpetology/>) for additional details. Detailed visit planning typically occurs after initial review of the information in this form.

Person Requesting Visit

1. Name:

2. Affiliation:

3. Position: We host research visits from qualified professional researchers and students. Students are required to include the co-signature of their research supervisor at the bottom of this form.

Professional

Student

Other, explain:

4. Visit Dates

Start Date
(D/M/Y)

End Date
(D/M/Y)

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 prior to the proposed visit. Several freely available on-line portals may be used to query our database, including [GBIF](https://gbif.org/) and [Specify](https://specify.org/). 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 with a collections search.

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

GBIF

KU Herpetology Specify Web Portal

Other (e.g., VertNet,iDigBio)

Did not use

Type Material

If you are requesting access to type specimens, please provide details about these specimens below. For non-type material that you would like to examine during your visit, please attach a separate spreadsheet that includes KU specimen IDs and species names (in our database).

KU Specimen ID	Species Name(s)	Type Status		
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other
		Holotype	Paratype	Other

Special Requests

Does your visit 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 (>100) or physically large specimens (e.g., large snakes, crocs)

Scientific equipment required from host

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

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

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

Request involves cleared and stained or skeletal material

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.

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: We are typically able to offer access to large number of specimens (~100) during in-person visits. If your visit requires more than 100 specimens, please provide additional justification for your needs here.

Scientific Equipment Requirements

If your proposed work requires access to any scientific equipment or supplies that you will not be bringing with you, please let us know what you require:

Dissecting microscope

Scientific measurement tools (e.g., calipers, rulers)

Slide microscope

Camera and macro lens for specimen photograph

Dissecting equipment (e.g., fine forceps and scissors)

Photo studio and lighting

Microscope with digital camera attachment

Other needs (please explain):

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).

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

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 share 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)

Cleared and Stained or Skeletal Material: If you are requesting cleared and stained or skeletal/dry material, please indicate the relevant specimens in your specimen spreadsheet.