KU KANSAS

KU Herpetology Photo Request

Biodiversity Institute

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 Photograph Policies document prior to completing this form and submitting it via e-mail to our collection manager Ana Motta (apmotta@ku.edu).

Person Requesting Photo

I. 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.

Student Other, explain:

Professional (e.g., postdoc, professor, government scientist, private or independent researcher)

Photo 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 <u>GBIF</u> to conduct these searches since its image searching and viewing capabilities are currently superior to those offered by other sources like VertNet and iDigBio.

Database: Which database did you use to query our collection?	GBIF	Specify 6 Web Portal
1 7	Vertnet	iDigBio

List specimens that you would like photographs of below, be sure to include both the KU Specimen ID and the species' name (use the name in our database). Standard requests include whole body images taken from dorsal, ventral or lateral perspective. If you require a non-standard image, check the appropriate box 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(s)	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 next page of this form:		
Large number of specimens (>10)	Specimen selection requires feedback and consultation with collections staff.	
Non-standard images required, including close-ups or use of specialized equipment	Request that images not be made publicly available.	
Photographs require destructive sampling (i.e., any procedures that permanentaly alter specimens)		

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

Sign & Submit

Signature (digital signatures are acceptable): Research Supervisor Signature (Students Only):

Research Supervisor Name (Printed): Date:

Date:

Submit completed form via e-mail to apmotta@ku.edu.The next page must only be completed by borrowers making special requests. Complete this page only if you checked any of the boxes in the "Special Requests" section.

Additional Details for Special Requests

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

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. 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 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.