

KU Herpetology Visit Request

This form can be used to request visit to KU Herpetology. Please complet this form and submit it via e-mail to our collection manager Ana Motta (<u>apmotta@ku.edu</u>). Detailed instructions for you visit are given once the date of your visit is settled. Be sure to read them carefully.

Person Requesting Visit

I. Name:

2. Affiliation:

3. Position: 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)

4. Visit date:

Specimen Query

All researchers requesting visit to 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 <u>GBIF</u> and the <u>KU Herpetology Online Portal</u>. These portals are updated monthly with our latest collection information. Please contact our collections manager via e-mail (<u>apmotta@ku.edu</u>) if you require assistance.

Database : Which database did you use to query our collection?	GBIF	Specify 6 Web Portal
1 5	Vertnet	iDigBio

Please append separate spreadsheet listing all the specimens you wish to study during your visit. If your list includes HOLOTYPES, please list them bellow. 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).

KU Specimen ID	Species Name(s)	KU Specimen ID	Species Name(s)

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 next page of this form:		
Large number of specimens (>100) or physically large specimens (e.g., large snakes, crocs).	Destructive sampling (i.e., any procedures that perma- nentaly alter specimens).	
Particularly valuable specimens (e.g., type specimens, endangered or extinct species).	Specialized tools and / or equipment.	
Cleared and stained specimens or skeletons		

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:

The next page must only be completed by visitors making special requests.

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:

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

Cleared and stained specimens and/or skeletons: Please list the KU specimen ID for those.

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).

Specialized tools and/or equipment: Visitors have access to a stereomicroscope and basic tools (e.g. forceps, digital caliper). If you need any specialized tool and/or equipment, please list it bellow and we can let you know if we can provide it to you.