



**Division of Ichthyology
Biodiversity Institute
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SPECIMEN LOAN AGREEMENT

1. All alcoholic specimens are to be maintained in 70% ethanol unless otherwise noted on the loan invoice. Cleared and stained specimens are to be maintained in Glycerin.
2. A copy of the loan invoice has been sent as a pdf attachment to an email, as well as a copy as a packing slip together with the specimens. One copy of the loan invoice is to be signed, dated and returned to University of Kansas, Biodiversity Institute (KUBI) Ichthyology upon receipt of the specimens. A copy should be included with all returned material.
3. Specimens are loaned to bona-fide research institutions for research use by the investigator on the loan form. In the case of students, the material is loaned to their advisor. No specimens may be exchanged, loaned or re-gifted to a third party or cataloged into any collection without the express written permission of KUBI Ichthyology. Permission should also be requested in writing from KUBI Ichthyology to convey specimens from one institution to another in the case of a researcher's relocation.
4. No destructive sampling (clearing and staining, dissection, incision or removal of structures) may be undertaken without express written permission from KUBI Ichthyology. A detailed report of the destructive sampling necessary should accompany all requests for such work. A detailed report tag, written in pencil on alcohol resistant paper, should accompany all specimens that have had destructive sampling performed or re-identified and should include the investigator's name and date. All dissected materials must be returned and should be associated with the individual specimen from which they were removed.
5. Specimens are loaned for a period of six (6) months unless otherwise noted on the loan invoice. Specimens are to be returned to KUBI Ichthyology after this period using appropriate dangerous goods packing and shipping regulations and the authorized carrier (USPS for domestic and courier for international shipments). If work on the specimens is incomplete after this period, an extension for a further six (6) months may be requested in writing from KUBI Ichthyology.
6. Any publications resulting from specimens examined are to be lodged with KUBI Ichthyology and cited using the internationally accepted Darwin Core Triplet of Institution Code (KU), Collection Code (KUI) and catalog number. Addition of unique identifiers is also encouraged. All products and derivatives generated from specimens (images, x-rays, CT scans, audio recordings, etc.) remain the intellectual property of the Biodiversity Institute, University of Kansas, should be cited as such and are required to be lodged with the division. CT Scans should be uploaded to MorphoSource, and links lodged with the division. Request should be processed for proxy uploader status to ensure that scans are attributed correctly and copyright remains with KUBI. Media associated and available with specimens, or generated by investigators, may not be downloaded, published, saved, shared or used without express written permission of the division, should credit the division (or original creator if applicable) and be captioned with the catalog number using Darwin Core triplet format. No products or derivatives may be used for commercial purposes.
7. All specimens should be returned using the same or similar packing methods including cheese cloth, absorbent material, heat-sealed bags and packing peanuts. All specimens should be returned by USPS if within the United States. All international shipments should be returned by courier (FedEx, UPS or DHL). Due to stricter shipping regulations (DOT domestically and IATA internationally) governing the shipping of dangerous/hazardous goods, no international shipments may be sent or returned by USPS or regular mail equivalent and will have to be sent by courier (FedEx, UPS, DHL). When returning material please adhere to DOT 173.4 or IATA SP A180 regulations and packing requirements.

Leo Smith
Curator

Andy Bentley
Collection Manager