

## Loan Conditions

- One Loan Receipt should be signed and returned by the borrower immediately on receipt of the specimens by regular mail or as a scanned copy via e-mail.
- All specimens must be treated with care and stored in suitable environmental conditions when not in use. In particular, stringent measures must be taken to prevent infestation by insect or other pests. Specimens sent out in a liquid preservative must be maintained in the same medium and not allowed to dry out. Specimens should be stored in total darkness.
- A written permission must be obtained before any specimen is dissected or altered in any way, including sampling for chemical or DNA analysis. Parts removed from a specimen (genitalia etc) must be fully documented and must be returned at the same time as the specimen.
- Original labels are not to be removed or altered. Changes in the nomenclature should be indicated on a separate label. Every specimen identified by the borrower should have a determination label attached to it.
- Material on loan must not be removed or transferred from the institution to which it is loaned or passed on to another worker unless and until written permission is obtained from the MZLU. The borrower agrees to inform MZLU immediately of any change of address.
- The specimens on loan are to be returned by the date specified. Extensions to the loan period may be negotiated with the curator at least 2 weeks before the return date. Loans of primary type specimens may be extended for up to six months from the time of the initial loan and loans of non-type material may be extended annually for up to five years.
- Borrowed specimens remain the property of MZLU. The Museum may allow the borrower to retain a small proportion of specimens in recognition of work done in identifying unworked material, but ALL specimens must be returned to MZLU in the first instance (with a note of those the borrower wishes to retain).
- When returning specimens the borrower is requested to ensure that they are packed in such a way as to protect them fully against the risk of damage during transit. The borrower is responsible for costs of material being returned. Type material must be returned using registered mail.
- The borrower should acknowledge MZLU for loan of specimens in any paper resulting from the studies of the borrowed material, and a reprint, or a pdf of the paper, should be sent to MZLU. The preferred acronym for use in publications is: MZLU.
- The museum appreciates very much if any digital data concerning the borrowed material is sent to the initiator of the loan. This will be of great help when registering the specimens upon their return.