

**LOANS MAY TAKE FOUR MONTHS TO REVIEW**

Send completed form to this sole email: [HerpLoans@si.edu](mailto:HerpLoans@si.edu). Read all guidelines on the [Specimen Loan page](#) before submission.

Do not use this form for **molecular analyses requests**.

Some browsers have font issues. If so, try downloading the form, complete & save it, then email it.

DATE: \_\_\_\_\_

BORROWER\*: \_\_\_\_\_ INSTITUTION: \_\_\_\_\_  
LAST NAME FIRST NAME

*\*Borrower must have a permanent appointment at the named institution. Loans for students, fellows, or visiting researchers ("For Study By" field below) must be requested by a permanent employee at the borrowing institution.*

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

*\*FOR STUDY BY:* \_\_\_\_\_

*INSTITUTION:* \_\_\_\_\_ *DEPARTMENT:* \_\_\_\_\_

*POSITION:* \_\_\_\_\_ *EMAIL:* \_\_\_\_\_

SHIPPING ADDRESS (No Post Office Boxes)

ADDRESSEE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

STREET ADDRESS 1: \_\_\_\_\_

STREET ADDRESS 2: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT DESCRIPTION & METHODOLOGY: Please be brief & include how USNM material will be used to support your research.

**TAXA REQUESTED:** If needed, include specific requirements (geographic area, # of specimens, e.g.). If requesting a certain sex or life stage, detail how we determine this. **DO NOT LIST USNM numbers unless you need specific individuals that cannot be substituted** (complete "Special Loan Conditions", bottom of page 2.) No more than 1/2 of any species/area is loaned at a time. *We do not guarantee the accuracy of identifications.*

**HOW WILL SPECIMENS BE STORED WHILE ON LOAN?** Type/location of cabinetry, storage media, ethanol, access restrictions, etc.

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**SPECIAL LOAN CONDITIONS** (check any/all in this section that apply to your loan request. Please be brief & add attachments only if necessary.):

**TYPE SPECIMENS** - lent at the discretion of the curators for a 2-month period and only when types are required to resolve nomenclatural problems. Justify the use of USNM type specimens:

**DESTRUCTIVE SAMPLING** - (clearing & staining, dissections, hemipenial preparations, stomach content removal, etc.) Read our [Destructive Analysis](#) page prior to form completion. *Sampling for molecular analyses requires a [different form](#)*. Justify the need for destructive sampling. Detail your request, methodology, and experience performing the methods listed:

**SPECIFIC SIZE, SEX, LIFE STAGE, etc.** Detail specific requirements, why they are needed, & (for sex & life stage) detail how staff can quickly identify these individuals to fulfill your loan request:

**> 50 SPECIMENS**

Justify the need for so many specimens. Explain why you cannot visit the museum instead. From what other institutions have you requested material? If none, why?

**CT SCANNING**

Review the USNM Division of Amphibians & Reptiles [CT Scanning Loan Policy](#). Detail your methodology. If any chemicals (e.g., iodine) are to be used, detail how specimens will be stained and de-stained. Explain how alcohol specimens will be kept moist during scanning.

**Specific USNM Numbers (separate by commas; attach an Excel file, if necessary)**

Detail why these specific individuals are needed and why they cannot be substituted with similar individuals.

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Approval of this request is contingent upon the BORROWER'S commitment to comply with all requirements and conditions to be set forth in the loan. Furthermore, the BORROWER must read and agree to each of the following statements. The BORROWER'S signature indicates that the following requirements will be met. If the loan is requested on behalf of a student or visitor, this individual must also read and sign this form.

**BORROWER & OTHER USER (student/visitor) understand and agree (check boxes after reading):**

I will promptly mail a signed copy of the USNM loan invoice upon receipt of the specimens.

I will not transfer specimens to another institution, location, or address without prior written permission from the USNM Division of Amphibians and Reptiles.

I will not remove anything attached to the specimens (e.g., labels, tags, numbers, or vials), nor will I clear & stain, sample, section, remove tissue, make any incisions, remove/keep scales, dissect, or alter the specimens in any way without prior written permission from the USNM Division of Amphibians and Reptiles.

I will maintain specimens in a secure location protected from exposure to pests, light, extremes of temperature, and humidity.

I will store ethanol-preserved specimens in an airtight container filled with NON-denatured 70% ethanol.

I will properly cite samples and specimens in publications by catalog number using the acronym "USNM", and will provide the USNM Division of Amphibians and Reptiles with copies of all publications resulting from this loan.

I understand that I am responsible for ALL permit, inspection, and return shipping expenses.

When returning this loan, I will pack specimens using methods and materials similar to those used for the original shipment to ensure safe return of the specimens. I will choose a secure, traceable means of shipment that meets all applicable regulations, and will notify USNM Division of Amphibians and Reptiles staff ahead of time with the shipment's tracking number.

I have read, understand, and agree to comply with the guidelines on the USNM Division of Amphibians and Reptiles [Specimen Loans](#) page. I understand that loans are made only to institutions and in the care of a permanent staff member who assumes full responsibility for the use, storage, and safe, prompt, legal return of borrowed material.

**BORROWER Signature & Date** \_\_\_\_\_

**OTHER USER (For Study by/Student) Signature & Date** \_\_\_\_\_

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To begin the loan request process, submit this form to [HerpLoans@si.edu](mailto:HerpLoans@si.edu) and no other email address.  
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