



DIVISION OF PALEONTOLOGY LENDING AND BORROWING PROCEDURES

AMNH Board policies on Accessions, Deaccessions, and Loans are the primary documents governing loans. All loans are solely at the discretion of the staff of the Division of Paleontology. Under current procedures, the Division may loan original catalogued fossil specimens to qualified and responsible scholars of accredited educational institutions, research institutions and other divisions of the AMNH, with the qualification that these will be used to generate published results in a timely fashion. If granted, the loan is made out to the borrower's institution, in care of a permanent staff member; i.e., the institution accepts the loan and both the institution and signatory staff member are responsible for the care and return of the specimens. Loans for use by students are made out to the care of their advisors, or to another responsible staff member of the institution (as determined by AMNH staff).

No specimen should be removed from its storage area in the collections without appropriate approval and documentation.

Request Procedures: Outgoing Study Loans

Outgoing study loans require the approval of the relevant curator-in-charge or, in their absence or in special circumstances, the Divisional Chair, Acting Chair, or the Director of Collections & Archives.

Requests for loans may be initiated by e-mail or telephone call, but must be immediately followed by a formal request. Requests for loans usually require a formal hard-copy letter, on institutional letterhead, which can be faxed or e-mailed. In the case of regular borrowers, an e-mail alone may suffice. Under certain circumstances, for example where borrowers are not known to the institution, a supporting reference may be requested.

Loan requests should be sent to the appropriate curator-in-charge (with a copy to the Director of Collections & Archives) who will either not approve the loan (outright, or pending a request for additional information) or approve the loan, and then pass this decision to the relevant collections manager for processing. The letter is kept with all other correspondence associated with the loan over time (specimen invoices, renewals, over-due notices, etc.) by the collections manager in a file or notebook relating to the loan.

Only accessioned and cataloged specimens can be loaned. If a borrower requests material that is unaccessioned and/or uncataloged, then these procedures must be completed at the AMNH by collections staff before the specimen can be loaned and sent out of the Museum.

In general, the Division of Paleontology does not loan Type specimens. Under certain circumstances, and at the discretion of the curator-in-charge or Division Chair, Type specimens

may be loaned; in such cases, restrictions may be placed on the duration of the loan and the method of shipment, and the borrower may be required to insure the specimen during transit.

All material requested for loan must be physically assessed by the Director of Collections and Archives or one of the collections staff, in consultation with the curator-in-charge, and documented prior to shipping by digital image(s) archived in divisional files. For particularly complex or fragile specimens a condition report may also be necessary.

In some cases, for example where the borrower works for a non collections-holding institution or for extremely rare or valuable specimens, they may be asked to provide suitable evidence that the specimen(s) will be handled adequately, and that suitable and secure environmental and storage conditions will be provided for the specimen.

Loan Duration & Recovery Procedures

Loans typically will be for no less than one year, and will not normally be made for periods of more than three years. Loans are considered due for return once the period of the loan has elapsed. The borrower should be sent e-mail or written notification of the end of the loan, with a request to either extend or return the loan.

Loans that have not been returned five years after the due date are considered to be delinquent. Active recovery procedures should be initiated by the appropriate collections manager, which may include (in order of increasing severity) e-mail reminders; telephone reminders; contact by the curator-in-charge; contact by the divisional chair; and contact with the borrower's head of department or more senior administrators. A visit to the institution may be arranged to reclaim the specimen(s). In extreme cases, the Associate Dean of Collections and/or the Museum's legal counsel may become involved.

Persistent failure to return overdue loan material may be grounds for the withdrawal of the borrower's right to use the collection. Under extreme circumstances, such as failure of the borrower's home institution to act to ensure the return of the material, and at the discretion of the Divisional Chair, withdrawal of privileges may be extended to cover all staff and students of the borrower's institution. Further action, including legal proceedings, may be undertaken if necessary, upon consultation of the Divisional staff and AMNH senior administrators.

Standard Restrictions

Normal loan conditions preclude any interventive work on the specimen(s), such as preparation, molding or casting, or destructive sampling. Such work must not be undertaken without advanced, written permission from AMNH. The process for requesting and granting such permission is covered under a separate section of this manual. Carrying out preparation or destructive sampling on a borrowed specimen without permission may be grounds for denying future loan requests from the borrower. Images may be captured for scientific use only; any other use requires advance, written approval from the Division, and copyright remains with the Museum.

Loan Material must never be transferred to a third party, within or outside the AMNH. All material must be returned as laid out in the loan procedures and loan documents, and if necessary a new loan can be requested by the third party and arranged according to the above procedures.

The Division should be given appropriate credit in any publications and databases drawing on the loaned specimens. Two copies of all publications in which the specimen(s) appear should be sent to the Division for inclusion in the Osborn Library. Failure to credit the Division, and/or to deposit publications, may result in loss of future borrowing privileges.

Loans are made solely at the discretion of the AMNH, and can be terminated or otherwise recalled at any time by the Museum, for any reason. The Museum will endeavor to, but is not required to, give a minimum period of 2 weeks notice.

Documentation

All loans should be recorded in the appropriate collection loans database (FM, FF, FARB, or FI). Triplicate loan invoices should be generated from the database; an example is attached below. Two copies must be signed by the appropriate curator-in-charge or, in their absence, by the Director of Collections & Archives (the third copy is kept on file by the collections manager), Division Chair, or Acting Chair. Both signed copies should then be sent with the loan material to the borrower, who countersigns both and returns one copy to AMNH. By signing the invoice, the borrower acknowledges receipt of the specimen and agrees to abide by the conditions set out in the invoice.

Shipping Arrangements

Loans generally should be shipped by a method which allows tracking of the package. The borrower should be informed of the date of shipping, the tracking number, and the estimated date of delivery.

Fragile material should always be shipped by courier. International shipments should always use an international courier company such as Fed-Ex, ICN or UPS; USPS should never be used for international shipments. The AMNH Shipping Department is a useful source of information on reliable shippers, as are collection management staff in Paleontology and other Divisions.

Under certain circumstances (fragile or rare material, Type specimens), hand-carriage by an AMNH staff member may be appropriate, or the borrower (if approved by the Curator-in-Charge and Director of Collections and Archives. Such carriage should be point-to-point; *handover at an intermediate venue (e.g., SVP) is strongly discouraged, and only permitted when approved in advance by the Curator-in-Charge, Director of Collections and Archives, or Division Chair.* Specimens should be packed to the same standard as is used for regular shipping. If hand-carried specimens are to be taken on airplanes, especially if overseas, the packing material should be arranged to allow easy opening at airport security, if necessary.

Damage to Material while on Loan

Borrowers should immediately report any damage to a loaned object to the relevant Curator-in-Charge and the Director of Collections and Archives, detailing the damage to the specimen and the circumstances under which the damage occurred. No work should be undertaken on the specimen by the borrower. The impact of the damage will be assessed by the Curator-in-Charge, the Supervisor of Fossil Preparation and the Director of Collections and Archives, and a suitable course of action agreed upon and conveyed to the borrower.

Interstate and International Shipping of Legally Regulated and Unregulated Species, Samples, and Artifacts

The holding and transport of certain categories of material may be subject to State, Federal, or International laws; examples include USFWS regulations applying to the import and export of wildlife (applicable to Recent materials) and recent Brazilian legislation prohibiting the export (even if a secondary export) of fossils originating in Brazil.

In such cases, failure to provide appropriate documentation when shipping specimens may lead to seizure of the shipment. Such regulated specimens will be dealt with on a case-by-case basis. The Division will ensure that all documentation, to the best of its knowledge, is in place prior to

shipping such material. Where necessary, additional advice will be sought from the Registrar, Associate Dean of Science for Collections and, if appropriate, the AMNH Counsel or external advisors.

Use of Specimens by Divisional Staff and Visitors

When, for any reason, a specimen is removed from its storage area (drawer/ shelf/cabinet), a yellow specimen tag must be completed.

- Part one, with borrower's name, destination, date, specimen name and number is left in the collection drawer from which specimen was removed.
- Part two (filled in with name, number, and door and drawer number) is kept with the specimen.
- Part three is left on the outside of the cabinet door.

The specimen is the responsibility of the borrower and they must ensure that the specimen is adequately handled and stored at all times. Failure to follow this procedure may be grounds for restriction or withdrawal of access rights to the collection. Yellow Borrow Tags can be obtained from the relevant collection manager.

Intramural Loans

Loans to other departments or divisions within the AMNH have the same approval and documentation procedures as loans to other institutions. They are entered in the database with all loans. For loans to other departments in AMNH Science, the requests should be made by a curator or senior collection staff member. Postdoctoral fellows should identify a curator within their department who will be responsible for the return of the loan material before or after their departure. In the case of graduate students, the loan request should be made by an AMNH curator on their advisory committee.

Loans to the Exhibitions Department should be requested by a senior staff member from Exhibitions. In cases where the exhibit is intended to tour outside AMNH, loan arrangements are handled by the Registrars Office (see Exhibition Loans), but care and staffing arrangements must be approved in advance by the Division of Paleontology (typically the Curator-in-Charge, Director of Collections and Archives, Supervisor of Fossil Preparation, and Division Chair).

Loans may be made to departments other than Science and Exhibitions on a case-by-case basis. In such cases, the loan should be the responsibility of a senior staff member. Particularly careful consideration should be given to the housing and security arrangements for the specimen while it is on loan.

Exhibition Loans

Other institutions may request specimens from the AMNH collections for inclusion in temporary exhibits. The initial application and approval procedures for such loans are the same as for research loans. However, Exhibition loans carry a greater risk to the specimens and frequently involve complex decisions relating to institutional facilities, display case lighting and materials, specimen insurance, risk to the specimens, and potential conflict with in-house uses or the Museum's goals for promoting active use by external researchers. For these reasons, Exhibition loans are arranged and processed through the AMNH Registrars Office, pending divisional approval.

Once the loan has been approved at the Divisional level, matters should be handed over to the Registrars Office, which will deal with arrangements for shipping, insurance, etc. The Division may be asked to provide input on and conditions of matters relating to the care and display of the specimen, but final approval of the loan arrangements is at the discretion of the Registrar. This should be made clear to borrowers at an early stage.

Incoming Research Study Loans

Given that the majority of institutions (including AMNH) loan material to other institutions rather than to individuals, requests for loans to staff within AMNH should be initiated by an AMNH paleontology curator or other permanent staff member in the Division of Paleontology. Graduate students and postdoctoral fellows should route their loan requests through a curator, who will be responsible for the material while it is at AMNH.

AMNH is obligated to afford specimens borrowed from other institutions the same standard of housing and care as it applies to its own collections. Specimens on loan generally should be stored in a lockable holding cabinet and/or secured area; the Director of Collections and Archives should be consulted regarding the availability of such cabinets or alternative temporary housing arrangements.

The Division is required to report to the Trustees, on an annual basis, all specimens from other institutions held on loan. For this reason, *it is essential* that the appropriate collection manager be provided with a list of all specimens being held on loan, their location, the lending institution, and the due date of the loan. Copies of all loan invoices should be provided to the collection manager upon receipt of the loan.

It is the responsibility of the AMNH borrower to ensure that the loaned specimens are housed and treated appropriately and returned to the lending institution on a previously agreed-upon or otherwise timely basis. Collection staff may provide assistance with packing and shipping, but sufficient notice must be provided for this to be considered.

Loan Procedures

Bring the specimens up from the collection (ensure that yellow borrow tags are filled out; see above).

Accession specimens, and assign catalog numbers if necessary (see Accessions and Cataloging sections).

Enter loan details into database and generate 3 copies of loan invoice:

- Copy 1: Collections Manager keeps until signed return comes back
- Copy 2: Borrower keeps
- Copy 3: Borrower signs and returns to appropriate AMNH collections manager

Pass invoices to appropriate Curator-in-Charge, or to Director of Collections and Archives or Division Chair for signature.

Photograph and store digital image of specimen and, if necessary, complete condition report form.

Specimen Tags and Packaging

- Retrieve specimens from collection. Make sure that yellow specimen tags are completed for all specimens removed.
- Photocopy each specimen label. Original labels stay with the loan form until specimen is returned. In the past, original labels have been lost during the duration of the loan period. The same should be done for intramural loans, to the Exhibition Department, for example.

Wrap each specimen carefully. Use 'Ethafoam', acid-free tissue or bubble wrap, as necessary. Write the specimen number on the outer wrapping on a piece of masking tape. Put the wrapped specimens in a box using filler of bubble paper, ethafoam, or other suitable material. Place small specimens in plastic boxes with wrapping material. Heavy elements, such as skulls, should be placed in separate boxes with foam and bracing supports. Packing delicate materials inside a ziploc bag, in addition, can aid in ensuring that any fragments (should the specimen deteriorate in transit) are captured in the plastic bag.

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- Place the two loan invoices signed by the AMNH Curator-in-Charge or approved designee (Division Chair, Director of Collections & Archives, or another member of the curatorial staff) in an envelope and put inside the box with specimen. Tape the box closed.
- Place the specimen box in a slightly larger box with Styrofoam peanuts or other packing for added safety during shipping when necessary for the safety of the specimen (this process is known as "Box Within a Box"). Add address labels and "Fragile" labels. Packages must conform to US postal and parcel service regulations.
- Fill out a shipping record provided by the AMNH Shipping & Receiving Department; copies of these are available from the Vertebrate Paleontology and Invertebrate Paleontology departmental office areas. It is important that the shipping method chosen allows for tracking the package. *Fragile material should always be couriered and not sent by US Mail.*
- Insurance of specimens is at the discretion of the appropriate Curator-in-Charge, who is responsible for assignment of an insurance value, in consultation with the Director of Collections and Archives.
- Get the shipping form signed by the Divisional Chair or designee.
- Send an e-mail to the borrower. This e-mail should give of the date of shipping, the tracking number, and the estimated date of delivery.

Return Procedures

Partial loan returns should be discouraged; except in exceptional circumstances, all specimens from a loan should be returned at the same time.

The borrower should return the loan directly to the relevant collections manager in the same packaging (or packaging to the same standard) as was sent out.

A copy of the loan invoice should be included with the returning material.

When the returned loan is unpacked by the collections manager, the condition of the specimen(s) should be assessed against the outbound condition report and the photographic images taken when the loan was first sent out; if necessary, a new condition report should be produced.

Any damage should be reported to the relevant Curator-in-Charge and the Director of Collections and Archives.

After assessment (and, if necessary, conservation or repair) the specimen(s) should be returned to the collection and the borrow tag(s) removed.

If the borrower has proposed a change in the identification of the specimen, and the change has been approved by the relevant Curator-in-Charge, make sure all relevant specimen tags, drawer labels, and the specimen database are also changed. This could include:

- Catalog cards
- Database
- Inventory sheets in FM drawers
- Drawer label (FF): put on new drawer, be sure to take name off old drawer
- Door Label (FF, FM): be sure to take off old door
- Specimen Tag: cross out old name by putting a single line through it, add new name. If label is becoming cluttered, add a new specimen tag with new name. Be sure to save ALL old tags together in a Mylar sleeve or envelope.

There may not be a place assigned in the collection for the specimen, particularly if it has been newly designated the Type of a new genus or species. The Curator-in-Charge of the relevant collection and the Director of Collections and Archives should be consulted regarding the placement of the specimen.

The loan database should be amended to show the loan as closed, and the file, folder, or notebook containing the invoice and other relevant papers, tags, etc. should be archived with the rest of the closed loans.