



As a visitor to the Division of Paleontology we require that you abide by the following conditions:

- 1) no outside visitors who have not been approved and granted access should be brought into the Division.
- 2) no eating or drinking is allowed in collection areas. No food or drink should be brought into the collection areas.
- 3) photography of specimens is limited to scientific use only. No images may be used for commercial purposes without written consent.
- 4) 2 copies of any publication figuring or mentioning AMNH specimens should be deposited in the Osborn Library shortly after publication.
- 5) Yellow specimen withdrawal tags must be completed for any specimens removed from their cabinets. These tags should be handed to the relevant collection management staff member on departure.
- 6) specimens are not to be prepared or otherwise modified without written permission (this includes coating specimens for photography). If a specimen is damaged during study please advise the relevant collection management staff member immediately.
- 7) preparation, molding and casting of specimens is prohibited without authorization.
- 8) access to collections and archives is limited to the stated purpose of an investigator's visit.
- 9) no departmental facilities (including telephones, mail and shipping services, fax machines, computers, internet services, cameras, lights, etc.) can be used without explicit permission of the departmental chair.
- 10) within reasonable limits photocopying is allowed in the Osborn Library. Library materials are not to be removed from the Library.
- 11) if cabinet keys are issued, they must be returned to the relevant collection management staff member at the end of each working day.
- 12) visitor hours are from 9.30am until 4.30pm. Visitors should leave the collections promptly at 4.30pm. All specimens should be returned to their cabinets before you leave.

Failure to follow these guidelines will result in immediate expulsion from the Department of Vertebrate Paleontology, and may result in forfeiture of future collection access or borrowing privileges.