

**PEABODY MUSEUM OF NATURAL HISTORY
YALE UNIVERSITY**

170 WHITNEY AVENUE, P.O. BOX 208118
NEW HAVEN, CT USA 06520-8118

LOAN AGREEMENT

TO (Name, address & telephone):

Reason for loan:

Number of packages:

Shipping method:

Return material by:

Total estimated value:

List of specimens and condition:

Itemized insurance value
(when applicable):

Shipment authorized by:

Name:

Title:

Signature:

Date:

Loan recipient:

Name:

Title:

Signature:

Date:

By signing above, the borrower agrees to abide by all the conditions listed on the reverse side of this loan agreement. Specimens will be shipped upon receipt of this signed agreement.

THIS COPY TO BE SIGNED AND RETURNED TO THE PEABODY MUSEUM OF NATURAL HISTORY AT THE ABOVE ADDRESS

Approved, Board of Curators, February 6, 1995

All specimens loaned from the Peabody Museum of Natural History are subject to the following stipulations:

Loan Period: The length of each loan will be specified at the time of the loan, and will generally not exceed one year. Requests for extensions should be made in writing to the appropriate division of the Peabody Museum. The Peabody Museum reserves the right to recall any object from loan and will make every effort to give reasonable notice. Loaned specimens must not be transferred or forwarded to another institution or individual without prior written permission from the Peabody Museum, even if the individual who requested the loan changes institutional affiliation.

Care: Specimens on loan for research should be housed securely and according to professional museum standards. Specimens should be protected from extremes of temperature and humidity, from insects, vermin, and dirt. Light-sensitive specimens should be protected from light when not being studied. Specimens must not be sampled, dissected, prepared, molded or otherwise replicated, remounted, reframed, repaired, coated for photography, fumigated, or in any way altered without prior written permission from the Peabody Museum. Documentation affixed to specimens such as accession or catalogue numbers must not be altered or discarded.

Liability and Expenses: Specimens returning from loan are the responsibility of the borrower until received by the Peabody Museum. Returning specimens, which must be accompanied by an itemized list on institutional letterhead or loan form, must be packed properly and with the same care as they were when sent out, and returned by the same shipping method, or as specified by the Museum at the time of return. The Peabody Museum will indicate the appropriate value for insurance on the outgoing loan form; returning specimens must be insured for this value. The Museum is to be notified immediately if damage or loss occurs, whether in transit or on the borrower's premises. In the case of research loans, the borrower is expected to cover the cost of return shipping and return insurance. Reimbursement may be required for additional expenses such as construction of shipping crates, outward shipping, and couriering. For exhibit loans, the borrower must provide all-risk, wall-to-wall insurance and cover all packing and shipping costs. Reimbursement may also be asked for conservation treatment, for fabrication of exhibit mounts, and for couriering.

Credit: The Peabody Museum must receive credit in exhibit labels, catalogues, and publications based on the use of specimens from its collections. The acronym "YPM" should be used to cite the Museum's specimens (unless otherwise specified by the division). Authors are asked to send two reprints of publications based in whole or in part on material borrowed from the Museum. The Museum should be notified of taxonomic changes when material is returned.

Special conditions :