



LOAN POLICY FOR SCIENTIFIC PURPOSES

This document describes the conditions and procedures for obtaining loans of material for scientific purposes from the Swedish Museum of Natural History (NRM), including the museum's policy for invasive and destructive use and sampling of material from its collections. Please note that additional loan and sampling conditions apply for some departments of the museum.

INTRODUCTION

The collections of the Swedish Museum of Natural History are available for researchers¹ throughout the world for research purposes. While every effort will be made to accommodate the needs of researchers, decisions concerning loans and destructive use will be made on a case-by-case basis by curatorial staff at the relevant research department.

CONDITIONS

General

Loans are usually granted to researchers at scientific institutions, not to private researchers. Receiving institutions must have adequate storage facilities so that the safekeeping of the material is guaranteed. For example, loans must be stored so that they are not physically, chemically or biologically damaged; material preserved in liquid must not be allowed to dry out, and must not be placed in ethanol denatured with methanol or any other destructive substance. In addition, receiving institutions must have proper routines for packing and return of the loans; it is required that loans are securely packed to prevent damage when material is returned. Institutions that cannot meet these requirements, as well as researchers lacking institutional affiliation, need to ask an appropriate institution to request the loan on their behalf, and the loan must remain in that institution at all times. Students can only receive loans through their supervisor(s), who will assume formal responsibility for the specimens.

¹ Botanical material is lent only to researchers at institutions listed in *Index Herbariorum*.

Granting of loans depends on the general availability of the requested taxon/taxa. Type specimens and other unique historical collections are subject to more restrictive loan conditions, and researchers are instead encouraged to visit NRM to study these.

The normal period is 12 months (6 months for type material), but an extension may be granted upon written request. If specimens are not returned after the agreed period has expired a fine will be applied, the appropriate authorities will be contacted and legal action may be taken. No further loans will be granted unless requested returns of previous loans have been fulfilled.

Specimens (or parts, extract, or product thereof) must not be transferred to a third party without prior written permission from a curator at NRM.

No commercial use shall be made of, nor licence or patent applied for, on the material from NRM (including information or data derived from this material, e.g. photographs) without written permission from the Director of Science at NRM. Publication of photographs of the borrowed material in any form requires written permission and shall clearly identify NRM as the source of the material.

For researchers in non-European Union countries, a CITES institutional permit is required to receive material of CITES-listed Appendix I, II or III taxa.

DNA data from specimens at NRM must be made publicly available, e.g. at GenBank, and accession numbers should be reported to a relevant curator at NRM.

NRM should be acknowledged in all publications, with a list of voucher/sample numbers, in relevant cases correlated to GenBank/EMBL accession numbers. Reprints of any publications resulting from the study of material obtained from NRM are greatly appreciated; if new taxa are described based on specimens at NRM, reprints are required.

Destructive sampling/use

No invasive or destructive use or sampling whatsoever is allowed without prior written permission. This includes, but is not restricted to, grinding and sectioning of fossil material, dissection, coating for SEM, preparation and sectioning for TEM, dyeing, removal of material for chemical or DNA analysis, and remounting of fixed specimens. Samples for chemical and DNA analysis will be taken by curatorial staff of NRM, unless otherwise agreed in writing. Sampling shall not be permitted if there is reason to believe that the data sought cannot be obtained from the specimen (e.g., the technique is not sufficiently well known to consistently produce satisfactory results), or the specimen is known to be unsuitable for sampling (e.g. old, or treated with heat or chemicals inimical to DNA sampling).

In case invasive or destructive use/sampling is permitted, prepared, sectioned or coated specimens are to be returned. Any detached material is to be placed in a suitable packet with a slip bearing the taxon's name and NRM specimen number. Each sampled specimen must be annotated, indicating the type of material removed, the date of removal, the name

and institutional affiliation of the person who removed the sample, the type of the study, and the identification of the specimen accepted by the researcher. These annotations should be written in a separate document, not on the original labels/sheets. Reliable clarification or enhancement of the data with a specimen is gratefully received, especially where identification, locality, date, collector, collector's number or type status are concerned. However, no alterations of the labels are allowed. Annotations should be made and attached on new slips.

Unused material supplied for DNA or chemical analyses must be returned. NRM reserves the right to request extracted DNA obtained from specimens owned by NRM.

If serious damage has occurred to any specimen, NRM must be notified immediately; attempts to repair or clean specimens are not allowed.

REQUEST

A request for material, by ordinary mail or email, should include the following information, and be sent to a relevant curator at NRM.

- Brief outline of the research proposed.
- Names and affiliation of investigators involved. Students are required to submit a letter co-signed by their supervisor(s), or ask their supervisor(s) to request the loan on their behalf.
- A list of requested material.
- For DNA samples, the amount required, and the preferred preservation method for shipment (e.g. dry ice, 95% EtOH).
- A statement that the applicant accepts all of the conditions in this document.
- Foreign researchers must include any permits required by their government.