Date: ___________  Length of Loan: ___________

Mode of Shipment: ___________, Tracking #: ___________________________  # of Packages: ______

Borrower: ________________________________  Prepared By: ________________________________
__________________________________________________
__________________________________________________
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<tr>
<th>Cat #</th>
<th>Taxon &amp; Locality</th>
<th>Method of Preservation</th>
<th>Specimen Cnt.</th>
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Total Number of Specimens: _____  Date Received: _____________

Condition Received: __________________________________________

Signature of Borrower (see conditions on reverse side): ___________________________ Date: ___________
CONDITIONS FOR LOAN OF SPECIMENS FROM
THE NATURAL HISTORY COLLECTION
UNIVERSITY OF ALABAMA

GENERAL CONDITIONS
1. The borrower agrees to conserve and protect all material entrusted to their care and to exercise extraordinary
care and maintenance of this material.
2. The Museum lends material for the time period stated, subject to renewal upon request.
3. All loans are subject to recall.
4. The Museum will loan material only to institutions and organizations, not to individuals except under special
circumstances.
5. Research materials requested by graduate or undergraduate students require faculty or institutional
endorsement and, for the duration of the loan, will be considered the direct responsibility of that faculty member
or institutional representative.
6. Under no circumstances are loans to be transferred without written authorization from the staff of the
Department of Museum Research and Collections at ALMNH.
7. No labels are to be permanently removed or altered by the borrower.
8. Any dissections or destructive sampling of research material must be approved in writing by ALMNH staff.
9. Please acknowledge use of specimens in publications that reference materials from the ALMNH. Indicate the
source of materials used in drawings, photographs, or other types of illustrations. Use the acronym ALMNH.
10. The Department of Museum Research and Collections requests a printed and or digital copy of all publications
resulting from use of its research

UPON RECEIPT OF THE LOAN
1. It is the borrower’s responsibility to immediately verify the number and conditions of specimen(s). Any
discrepancy in the Loan Agreement and/or specimen damage should be reported immediately.
2. The Loan Agreement is to be signed and returned by mail to the Collection Manager (Attn: Mary Beth
Prondzinski at the address on this form) upon receipt of the loan.

DURING THE TERM OF THE LOAN
1. Loan material must be maintained in the same preservative in which it was received. Generally, this will be dried
material or 70% ethanol.
2. Borrowers are encouraged to return the specimen(s) promptly following examination. Please report any
taxonomic changes or corrections in identifications to the Collection Manager when the material is returned.
3. For specimens preserved in EtOH, please keep specimens wet while working with them. Do not allow fragile
parts to dry out.

RETURN OF THE LOAN
1. Prior to or at the time of the return of material by the borrower, a letter or email verifying shipment should be
sent to the Collection Manager, Mary Beth Prondzinski (mbprondzinski@ua.edu).
2. Return the loaned material in the same condition in which it was received.
3. Loan material must be packed for return in a manner that maintains the integrity of the specimen. Empty space
in the container used for shipping should be packed with Styrofoam peanuts or bubble wrap.
4. Address labels should be placed on the inside and outside of the package. Package should be addressed to the
Collection Manager (Attn: Mary Beth Prondzinski). The outside packing label should include the following:
   SCIENTIFIC SPECIMENS
   NO ENDANGERED SPECIES
   NO COMMERCIAL VALUE
5. Include a copy of the Loan Agreement with the shipment.

Please sign and return one copy. The other copy is for your records.

I hereby acknowledge receipt of these specimens in satisfactory condition, and I have read and agree to the terms and
conditions of this loan.

Signed by: _________________________________ Date: __________