

## GENERAL CONDITIONS FOR SCIENTIFIC LOANS

The temporary loan of material from the collections of the Museu de Ciències Naturals de Barcelona (MCNB) is a loan for which settlement is only possible with the return of the material and in compliance with the agreed conditions. This type of loan is subject to the following general conditions:

Collection, harvest, preparation, documentation and management of the specimens included in this loan implies a high expense of resources, in particular of human resources and for this reason it is requested that the borrowers only ask for the specimens necessary to carry out their research.

The species included in CITES convention will only be lent if the Curator considers them indispensable for the research. Otherwise, it is recommended a direct study of the material in the facilities of the Museum is undertaken.

Type specimens (primary types), such as Holotypes, Neotypes or Lectotypes are only loan in very justified cases.

When the applicant asks for many or all the specimens of a same species, the request will be divided into separate loans. Each loan will be sent conditional on the return of the former one.

Fragile and exposed specimens are excluded from loan.

### **The Loan Destination**

MCNB will only loan specimens from its collections to those persons who have a long term relationship with research centres and universities. If a loan is requested by a student or research associate from an institution then the loan will be the responsibility of the person overseeing the research. The Curator can authorise a loan to a non-affiliated person based on their credentials as a specialist as long as they can demonstrate they are capable of handling and taking care of the specimens in a correct and safe manner and return them on time.

The borrower agrees not to transfer the loan material to any third person or institution not listed on the loan agreement. Any such transfer would require the prior approval of the MCNB.

### **Loan period**

The standard loan period is between 6 and 12 months, renewable upon written request one month before the expected loan expiration date. One exception being if due to extraordinary circumstances the Curator demands the return of the material before the end of the loan period. The loan will have a maximum duration of 4 years.

All typus specimens have a maximum loan period of 6 months, non-extendable. If the study cannot be done in a period less than 6 months, the loan conditions will be adjusted accordingly. However, is not possible to accept loans with a longer duration that those established above.

### **Preservation of Loaned Material**

The person requesting the loan agrees to maintain the material in optimal conditions for its preservation. When appropriate, the Museum will provide descriptive information about the optimal conditions of conservation under which the species should be kept. In particular, it is necessary to remember that is mandatory to maintain regular anti-plague controls.

### **Authorisation to Manipulate Loaned Material**

Loaned material cannot be subjected to restoration, cleaning, destructive analysis, dissection, creation of moulds, additional preparation or any other manipulation that might affect in any way the structure and arrangement of the specimens and attached supports. These measures also apply to the associated labels. Only if express written authorisation has been granted by the Museum may the specimens be subjected to manipulation. In this case, the borrower must send the Museum, together with the loan request form, a report describing the materials and techniques the borrower intends to use. For example: genitalia preparation, anatomical dissection, Hoyer immersion fluid, etc. In response, the Museum will detail which manipulations are authorized to perform.

### **Results of authorised manipulated Loaned Material**

The material removed or separated from specimens provided as a result of an authorised manipulation is Museum property and must be returned, together with the original specimens. There must be sufficient information/description so as to be able to identify the original specimen.

### **Reproduction of Loaned Specimens**

The publication of photographs, films, videos, moulds or any reproduction of specimens provided must be authorized by the Museum in advanced. If is planned to use reproductions of loaned material for scientific publications it should be included on loan request. In all cases it is necessary to record the name of the museum and the registration numbers corresponding to the specimens reproduced in images. Any such authorizations for scientific publication must be confirmed by the Curator of the museum.

### **Scientific information obtained from the loaned material**

If the scientific study of the specimens provides relevant information that alters the identification (for example, type designation) or specimen information (identification, gender, development, in the case of zoological specimens; identification, age or composition data of the site in the case of geological specimens) this information must be communicated to the Curator.

### **Labelling**

Original labels must not be separated from the specimen with which they are associated. It is also necessary to respect the integrity of the original labels. If in the course of a loan, the borrower should need to report new data concerning the specimens, it can be done by additional labels, either their own labels or ones provided by Curator.

### **Transportation**

Transportation shall be carried out under optimal conditions for the preservation of the material and at the expense of the borrower. Types, figurates or CITES specimens should be transported by the borrower personally or by museum staff. For the remaining materials, objects will be shipped by certified mail or by courier companies approved by the Museum.

Air mail is useful for rapid shipping, but the material must be packed appropriately so that it is not subjected to sudden changes in temperature, atmospheric pressure, or the drastic reduction of these micro-climatic variables that occur in the cargo bay of airplanes.

### **Packing type**

Loaned material must be returned in the packaging used by the Museum or similar. Do not use materials that perish in direct contact with the specimen. Only use those that are considered to have a neutral effect on them.

### **Packing labelling**

On return the containers should be labelled on the outside with the name of the technician responsible and the address given on the Museum loan sheet. It is suggested to place a copy of the loan request form in an envelope on the outside of the packaging container. You must place a second copy of the loan request form inside the container; therefore if the outside labels are lost the material will reach the Museum. The following statement should also be place on the outside of the container: BIOLOGICAL (OR GEOLOGICAL) SPECIMENS WITH NO COMMERCIAL VALUE.

### **Insurance**

If material is loaned to a private individual and when the museum requires, an insurance policy will be arranged with the same loan period. The policy will also cover the transportation and all specimens will be assigned monetary value that will be included on the loan request form.

### **Formalizing the loan**

The Curator will assess the loan. If the loan is approved it will become effective when the loan request form has been completely formalised and the Museum has obtained the necessary guarantees.

### **Publications**

In the publications in which reference is made to the loan specimens, it is essential to mention where the specimens are kept (Museu de Ciències Naturals de Barcelona) and their origin (Museum of Geology of

Barcelona or Museum of Zoology of Barcelona) with the acronym and register number from the loan request form. It is also essential that a copy of the publication is sent to the Curator responsible for the loan.

### **Breach of conditions**

Breach of the conditions governing the loan involves termination of the loan and the immediate return of the material to the museum.

The material will be returned to the MCNB in the different ways stipulated above. Until the material is returned, the Museum will not lend the borrower any further material.

The Museum reserves the right to make a personal visit to verify the conditions of the material.

In the event that the borrower does not return the material to the museum, in spite of the warnings, the material will be reclaimed from the head of department or dean or director of the research centre or university responsible for the loaned material.

Recovery of loan: in case of loss or unintentional accident the borrower shall provide an equivalent sample to the loaned material; subject to approval of the Museum. In case that substitution is not possible, a monetary compensation will be necessary in accordance with the previously established valuation on the loan request form.

In all cases, with or without membership, the Museum reserves the right to publish the names of people who did not return the material, and notify other natural science museums with collections.

The Museum reserves the right to exclude such persons from the museum services: consultation and loans.

In the face of flagrant or repeated breaches, the Museum reserves the right to take any action it deems necessary to recover the loan materials.

Signature of museum technician:

Signature of borrower:

**Museu de Ciències Naturals de la Barcelona**  
Passeig Picasso, s/n. 08003 BARCELONA

Laboratori de Natura Phone number +34 93 256 22 00. Fax +34 93 310 49 99  
Museu Martorell Phone number +34 93 256 22 22. Fax +34 93 319 93 12

[www.museuciencies.cat](http://www.museuciencies.cat)