

## Directives for the use of MCNB's samples for analytical purposes

The use of biological or geological samples for analytical purposes may, in many cases, affect the integrity of the material. Therefore, the cession of MCNB's samples for that purpose is guided by the following directives.

### THE REQUEST

The formal request, directed to the person in charge of the collection in question, is always made by means of an original letter written on letterhead paper from the requesting institution. If the request is made by a pre-doctoral or postdoctoral student, the letter must also be signed by the person in charge of the research project. In this case, the person in charge of the project must assume responsibility for fulfilling the commitments described in these directives.

The request must include the following information:

- A brief summary of the research being undertaken, indicating clearly the reasons why the samples from the Museum are necessary. The request must also include the objectives of the study, expected laboratory techniques, and the viability of the project.
- The applicant's complete information: full name, institution, mailing address, telephone, fax, and e-mail.
- The samples being requested in accordance with the information provided by the Museum, including the amount of required sample and expected shipping method

A copy of these directives, signed by the lead researcher, must also accompany the request.

### REQUEST EVALUATION

Requests will be evaluated according to the following criteria:

- The amount and the quality of the available material in the collection. The Museum reserves the right to refuse the request of a sample if doing so may endanger either the conservation of the collection or later study of the material.
- In the case of protected species, the evaluation process will take into consideration the legal norms governing the protection of animal species.
- The guarantees given by the lead researcher with respect to the ability of the applicant research group to complete the project in the established period.

### COMMITMENTS

The applicant agrees:

- To use the samples only in accordance with the purposes described in the request.
- Not to use the material for commercial purposes or to apply for patents or licenses without written permission of the Museum.

- Do not give any portion or the entire extracted sample to any third party without the written permission of the Museum.
- In case of sample cession, the applicant must return to the Museum the portion of sample not used, and in case of genetic studies, if so agreed previously, to also return one aliquot of the DNA extract.
- To refer to the record number of all units used in any scientific papers that may be published. Publications including research on the MCNB's specimens must mention the institution "Museu de Zoologia de Barcelona - Museu de Ciències Naturals de Barcelona" or "Museu de Geologia de Barcelona - MCNB" (replacing "Geologia" by "Zoologia" when necessary) as repository of these specimens, as well as their registration numbers formed by the official acronym ("MGB" or "MZB", respectively) followed by the accession number.
- To publish the sequences obtained from the Museum's unit in GenBank and to provide the Museum with the accession number of these sequences.
- To send a copy of any published works to the Museum.

Signed: Lead Researcher

**Museum of Natural Sciences of Barcelona**  
Passeig Picasso, s/n. 08003 BARCELONA

Laboratori de Natura, Zoologia. Telèfon 256 22 00. Fax 93 310 49 99

Museu Martorell, Geologia. Telèfon 93 256 22 22. Fax 933199312

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