

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 samples from the MCNB for this purpose is guided by the following directives.

THE REQUEST

The formal request, directed to the person in charge of the collection in question, must be made via an e-mail from an e-mail address belonging to the requesting institution. The request must be signed by the person in charge of the project, who must assume all responsibility for fulfilling the commitments described in these directives. The name of the pre-doctoral or postdoctoral student involved must be clearly indicated as a contact person.

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.
- Personal information of the person in charge of the project and/or contact person: full name, institution, mailing address, telephone and e-mail.
- The samples being requested in accordance with the information provided by the Museum, including the number of required samples 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 for a sample if doing so may endanger either the conservation of the collection or further 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.

- Not to give any portion or the entire extracted sample to any third party without the written permission of the Museum.
- In case of sample cession, to return to the Museum the portion of sample not used, and in case of genetic studies, if agreed previously, to also return one aliquot of the DNA extract.
- To publish the sequences obtained from the Museum's specimens in GenBank and to provide the Museum with the accession number of these sequences.
- To refer to the loaned specimens in all publications using the official acronyms MGB or MZB, followed by their accession number.
- In all publications including research using the MCNB's specimens, to cite the institution as follows: 'Museu de Zoologia de Barcelona – MCNB' or 'Museu de Geologia de Barcelona – MCNB'.
- To send to the Museum references for all published works or a digital copy of them.

Signed: Lead Researcher

Name and surname
Research Institution or University

Date: