

GENERAL CONDITIONS FOR SCIENTIFIC LOANS

The temporary loan of material from the collections of the *Consortium Museu de Ciències Naturals de Barcelona* (CMCNB) represents a loan whose settlement only occurs with the return of the material in compliance with the agreed conditions. This type of loan is subject to the following general conditions:

The collection, harvest, preparation, documentation and management of the specimens included in a loan implies great expense in terms of resources and, in particular, of human resources and for this reason borrowers are asked only to request the specimens they need for their research.

The species included in the CITES convention will only be lent if the Curator considers them indispensable for the proposed research. Otherwise, it is recommended that material be studied *in situ* in the CMCNB's facilities.

Type specimens (primary types) will only be loaned if fully justifiable.

If the applicant requests many specimens, thereby complicating the management of the loan, the request will be divided into separate loans. Each loan will be only dispatched when the previous loan material has been returned.

Fragile and display specimens cannot be loaned.

The loan destination

CMCNB will only loan specimens from its collections to researchers who have long-term relationships with research centres and/or universities. If a loan is requested by a student or research associate from an institution, 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 provided they can demonstrate that they are capable of handling and taking care of specimens in a correct and safe manner and will return them on time.

The borrower agrees not to transfer the loan material to any third person or institution not listed in the loan agreement. Any such transfer requires the prior approval of the CMCNB.

Loan period

The standard loan period is between 6 and 12 months, renewable upon written request one month before the expected loan expiration date. An exception occurs if, due to extraordinary circumstances, the Curator stipulates a shorter loan period in the application form or demands the return of the material before the end of the previously agreed loan period. The maximum duration of any loan period will be four years.

All type specimens have a maximum non-extendable loan period of six months. If the study cannot be completed in less than six months, the loan conditions will be adjusted accordingly. However, is not possible to agree to loans that last longer than the conditions described above.

Preservation of loaned material

The person requesting the loan agrees to maintain the material in an optimal state of conservation. When appropriate, the CMCNB will provide descriptive information about how the specimens should be conserved. In particular, it is mandatory to carry out regular anti-plague checks.

Authorisation to manipulate loaned material

Loaned material should not be restored, cleaned, used for creating moulds, or subject to destructive analysis, dissection, additional preparation or any other type of manipulation that might affect in any way its structure or their arrangement and attached supports. These measures also apply to their associated labels. Only if expressly written authorisation has been granted by the CMCNB may the specimens be manipulated. In this case, the borrower must send the CMCNB, 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 CMCNB will state which manipulations may be performed.

Results of the authorised manipulation of loaned material

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

Reproduction of loaned specimens

The publication of photographs, films, videos, moulds or any reproduction of loaned specimens must be authorised by the CMCNB in advance. If it is planned to use reproductions of loaned material for scientific publications, this information should be included in the loan request. In all cases, the name of the CMCNB and the registration numbers corresponding to the specimens must appear in all reproductions. Any authorisation for scientific publication must be confirmed by the Curator of the CMCNB.

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 or 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. The original labels may not be altered in any way. If in the course of a loan, the borrower should need to report new data about the specimens, it can be done using additional labels, either those of the borrower 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 must be transported by the borrower personally or by CMCNB staff. For other material, objects will be shipped by certified mail or by courier companies approved by the CMCNB.

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 or atmospheric pressure, or to the drastic alterations in micro-climatic variables that occur in the cargo bay of airplanes.

Packing type

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

Packing labelling

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

Insurance

If, exceptionally, material is loaned to a private individual and if the CMCNB so requires, an insurance policy will be arranged for the 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 fully formalised and the CMCNB has obtained the necessary guarantees.

Publications

In all publications in which MCNB specimens are used, the institution must be cited as follows: 'Museu de Geologia de Barcelona – MCNB' or 'Museu de Zoologia de Barcelona – MCNB'.

It is necessary to refer to the loaned specimens in all publications using the official acronyms MGB or MZB, followed by their accession number. Researchers must send the CMCNB the references of all published works or a digital copy thereof.

Breach of conditions

Any breach of the conditions governing the loan will lead to the termination of the loan and the immediate return of the material to the CMCNB.

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

The CMCNB reserves the right to make a personal visit to verify the conditions under which the material is being stored.

In the event that the borrower does not return the material to the CMCNB despite 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 the loss or an accident the borrower shall provide an equivalent sample as a replacement for the loaned material subject to approval by the CMCNB. If a substitution is not possible, monetary compensation will be necessary in accordance with the valuation established on the loan request form.

In all cases, the CMCNB reserves the right to publish the names of people who do not return loaned material and to notify other natural science CMCNBs with collections. The CMCNB reserves the right to exclude such persons from all CMCNB services, i.e. consultation and loans.

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

Specific conditions, if applicable

The responsible researcher of the organization accepts the general conditions of the loan and, in test of conformity, he signs this document.

Museum or Institution:

Name and surname:

Position in your Institution:

Fiscal direction:

NIE:

The Consortium of the Barcelona Museum of Natural Sciences is responsible for the processing of the personal details of those who loan material to the Museum and the management of all aspects of the loans. Personal details will be processed according to the terms of the contract between the two parties and in the public interest. No personal data will be transmitted to third parties. Those who loan material can exercise their right to access, rectification, erasure and objection to the processing of their personal data by contacting the Museum. Additional detailed information on the processing of personal data can be consulted at www.museuciencies.cat

Signature::

Date:

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