

## MWFB SPECIMEN LOAN POLICY

The Museum of Wildlife and Fish Biology (MWFB) provides loans of skins, skeletons, and fluid preserved specimens from its collections for scientific research, training, and education. Bird eggs, nests, and rare bird, mammal, and fish specimens are not loaned. For grants of tissues from MWFB please refer to Destructive Sampling and Tissue Grant Policy.

Research loans are made only to faculty, curators, and permanent research staff at recognized institutions with facilities to properly house and care for specimens. Undergraduates and graduate students must have a faculty sponsor that agrees to assume responsibility for their loan. The MWFB loans Freeze-dried specimens following guidelines outlined in the MWFB Freeze-dried Policy Document. Individuals may request a loan of material only if (1) they have appropriate arrangements for housing of specimens, or (2) have identified, through writing, if an institution agrees, in writing, to receive and store the specimens on the researcher's behalf. All requests (1) must be made in writing, (2) should include a brief statement about the proposed use of the material, and (3) must be approved by the MWFB Curator. Loans for use by graduate students or post-docs must be co-signed through the individual's major advisor.

Education and training loans are made to resource agencies and education programs only. We will always strive to have training completed at the facilities of the MWFB in favor of loaning materials. Individuals requesting such a loan must insure that they have facilities to properly house and care for specimens. Specimens are not to be handled by persons other than the individual(s) responsible for the loan. The MWFB Collections Manager will go over packing and handling protocols with each education or training loan.

Invasive procedures or destructive sampling are not permitted without expressed written permission. If permission is granted to remove specimen parts, e.g., reproductive organs, or stomach contents, feathers, those parts must be labeled with the WFB catalogue number by the researcher and returned with the specimens. Removal of hair or skin samples for molecular analyses is considered an invasive procedure and thus destructive sampling. Written permission must be obtained in advance for destructive sampling (see MWFB Invasive and Destructive Sampling Policy).

The borrower must sign and return a copy of the loan contract to acknowledge safe receipt of specimens. Specimen damage that occurs during transit should be reported immediately. The borrower is liable for damage that occurs during handling of specimens.

Research Loans are generally made for a period of six months. Education and Training Loans are made for a period not to exceed one month, and most will be requested to pick-up materials the day of the activity and return the following day. Requests for loan extensions, and for permission to transfer specimens from one institution to another, must be made in writing. When specimens are returned to the MWFB, they should be shipped in the same container, using the same carrier, and insured for the same value as they were originally sent.

Unless otherwise requested, domestic loans will be shipped via UPS Ground (UPS Air for Alaska and Hawaii) and international loans will be sent via Federal Express or DHL. All FedEx/DHL loans will be charged to the borrower, who must provide a recharge number at the time of the request. For foreign loans, the borrower also is responsible for providing copies of all relevant import and export permits. If permits are not necessary, that should be stated in writing at the time of the request. Loans to countries where commercial delivery services are unreliable will be granted only when specimens can be hand-carried in both directions.

**Policy on MWFB Loans, continued.**

In the case of re-identification of specimens, the new designations should be provided to the MWFB Curator or Collections Manager when specimens are returned to the Museum. These data can be provided on a copy of the original loan invoice, or in a separate list that contains the WFB catalog numbers and respective new identifications (either in text or spreadsheet format). Borrowers should never write new designations on museum tags.

The Museum of Wildlife and Fish Biology should be acknowledged in any publications that result from the use of its specimens. Specimens should be cited in the manuscript with the approved MWFB acronym affiliated with the specimen. These acronyms are: WFB-1234 or WFBz-1234. These are clearly written on the specimen tag. Two reprints of each publication should be sent to the Museum c/o the Collections Manager.

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## MWFB INVASIVE AND DESTRUCTIVE SAMPLING POLICY

All requests must be in writing on institutional letterhead to the Curator, Museum of Wildlife and Fish Biology. Information on our holdings may be requested initially by letter or email. Requests should contain:

1. A summary of the research that must include:
  - a. Objectives of the project and its potential scientific value.
  - b. Sources of material and justification for why samples are needed from the MWFB collection.
  - c. Nature of material needed, including sampling site and technique, number of samples per taxon and geographic locality (include WFB catalog numbers if known).
  - d. Qualifications of the investigator(s) to perform the laboratory work.
  
2. Where applicable, submit a copy of all state and federal permits required to possess samples of tissue from endangered, threatened, migratory and otherwise protected species.

Whenever possible, removal of tissue samples from museum specimens will be done by trained researchers or MWFB staff. All efforts will be made to satisfy the particular requirements of the applicant, however, the ultimate decisions regarding how much tissue, from where it will be remove, wetting agents and cutting instruments will be made by MWFB staff. Tissue samples will be considered "grants" and documented as such on the MWFB grant form. The following paragraph appears on all such grant forms, and in signing the form, the borrower agrees to the conditions set below:

"The listed tissue samples from MWFB specimens are "granted" to \_\_\_\_\_ for extraction and amplification of DNA by him/her or his/her staff at \_\_\_\_\_. Use of MWFB tissue samples by other researchers must be approved in advance by the MWFB. No extraction products are to be returned to MWFB, instead, grants will be closed upon the receipt of published or unpublished information on the DNA extraction results of the listed specimens."

Further, the applicant agrees to:

- a. Notify MWFB if any extractions are deposited in tissue banks; ensure that any extraction transfers are labeled with the appropriate WFB catalog number.
  
- b. Notify MWFB if sequences are deposited in any national or international databases and how the data may be accessed; ensure that any sequences are accompanied by the appropriate WFB catalog number.
  
- c. Acknowledge the Museum of Wildlife and Fish Biology in any publications that result from the use of its specimens. Specimens should be cited in the manuscript with the approved MWFB acronym affiliated with the specimen. These acronyms are: WFB-1234 or WFB-1234z. These are clearly written on the specimen tag. Two reprints of each publication should be sent to the MWFB c/o the Collections Manager.