

## **POLICY ON LOANS OF SPECIMENS**

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. Tissues taken for long-term storage in ultra-cold freezers are contributed to the Museum of Vertebrate Zoology at UC Berkeley. Please contact their web sites for policy on loans of tissues.

Research loans are made only to faculty, curators, and permanent research staff at recognized institutions with facilities to properly house and care for specimens. The MWFB loans Freeze-dried specimens following guidelines outlined in the Freeze-dried Policy Document. Individuals may request a loan of material only if they have appropriate arrangements for housing of specimens, or 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 postdocs 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, 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 are considered invasive procedures and written permission must be obtained in advance (see policy relating to tissue grants)

The borrower must sign and return a copy of the loan invoice 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 on museum tags new designations.

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.

### **FREEZE-DRIED SPECIMEN LOAN USE POLICY EXCERPT**

The MWFB allows for the loan of FD materials, and protocol for handling specimens is covered by the Collections Manager before the loan is sent out (see MWFB Loan Policy). Freeze dried specimens are not loaned if conditions for their storage (humidity controlled room inside museum cases) cannot be guaranteed by the loan requesting researcher. Destructive sampling is allowed following policy governing that activity. We allow experimental procedures such as CT Scans, radiological, etc of specimens. Although we have not had a request for rehydration and organ removal, we would allow for such an activity if accompanied by a research proposal and protocol for minimizing damage to the specimen. In such cases, after research is completed the bird will be reposed (catalog tag and Database noted as to sampling), frozen and then placed into the freeze-drier until fully preserved (usually 2-3 months).

Upon return of loans, all FD material is examined for any pests or damage. If none are evident, the specimens are frozen for 7 days in a standard 0° C freezer before allowing reentry into the collection. If specimens are out on loan for longer than 1 month the specimens are, upon their return, refrozen and then placed into the freeze-drier for one month prior to reinstallation into the Museum. They are weighed prior to placement into the freeze drier. Records for each specimen's weight beginning and monthly to end of process are maintained for reference to assess the effects of ambient humidity on rehydration of materials.