

Museum of Wildlife and Fish Biology
Department of Wildlife, Fish and Conservation Biology
University of California, Davis
One Shields Avenue, Davis, CA 95616
Tel (530) 754-8813 FAX (530) 752-4154 e-mail: mwfb@ucdavis.edu

POLICY ON DONATIONS OF SPECIMENS OR ARCHIVAL MATERIALS

The Museum of Wildlife and Fish Biology (MWFB) may accept donations of fishes, amphibians, reptiles, birds, bird eggs and nests, and mammals for disposition into its collections. Donations may include preserved specimens and/or specimen parts (e.g., tissue samples) as well as unpreserved material (e.g., frozen carcasses, live animals) that will be prepared by curatorial staff. The Museum also accepts donations of images (digital or printed photographs or slides), sound recordings, field notes, and other natural history archival material. Acceptance of a donation is at the discretion of the MWFB Curator.

All specimen-related material donated to the MWFB must be accompanied by copies of permits or other documentation that the material was obtained legally by the donor. In cases where the donation consists of older material that lacks such documentation, the donor must submit a letter to the Museum at the time of the donation that indicates the nature and source of material and that explains the reason for lack of permit documentation. Salvaged material (i.e., specimens found dead) may be donated to the Museum under its institutional state and federal salvage permits.

Ideally, specimens donated to the MWFB should have information on collection locality and geographic coordinates, date, and other relevant data. These data may be in the form of field notes or they may be written directly on specimen tags. We encourage potential donors to contact MWFB curatorial staff for guidelines for recording such data. If a potential donor plans in advance to collect or salvage specimens for disposition into the MWFB collections, he/she may request certain curatorial supplies from the Museum to assist with this work, including specimen tags, tissue vials, and archival field note paper.

Occasionally, donors may wish to claim specimen donations as a tax deduction. Museum staff are not responsible for appraising the value of specimen donations for tax or other purposes. In these cases, the donor must submit a letter to the Chair of the Department of Wildlife, Fish, and Conservation Biology indicating the number and kind of specimens donated, their estimated value, and how this appraisal was obtained (e.g., by a certified taxidermist). The Museum then will submit this letter to the U.C. Development Office, who will provide the donor with a receipt.

Once a donation is accessioned into the MWFB collections, the inclusive material and any copyrights become the property of the Regents of the University of California. A Deed of Gift signed by the donor and MWFB transfers all rights to the UC Regents. Accessioning and cataloguing will follow established procedures of the Museum. Donated material and associated data will be made available for research, education, or public exhibit according to the mission and policies of the Museum and Regents, except by prior signed agreement between the donor and the Museum. Archival bird records from California's Central Valley will be entered into the Central Valley Bird Observation Archives in the museum's database and can be queried via the Museum's Internet site.

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DEED OF GIFT

I, (donor) _____, herewith present to the Regents of the University of California, irrevocably and for the use and purposes of The Museum of Wildlife and Fish Biology, all right, title, and interest in the following materials received by the Museum on (date) _____:
(a detailed list may be appended)

Further, I transfer and assign all copyrights that I possess in this material to The Regents of the University of California, except as noted here:

I agree that this material will be made available for research and/or teaching according to the established procedures of The Museum of Wildlife and Fish Biology, except as noted here:

I agree that appraisals of donated material are the responsibility of the donor.

Signed: _____ Date: _____
Donor

Address: _____

Phone: _____

E-mail: _____

The Museum of Wildlife and Fish Biology hereby gratefully acknowledges receipt of this gift to the Regents of the University in accordance with the conditions specified above.

Signed: _____ Date: _____
MWFB Curator

WFCB Departmental Chair