



## HUNGARIAN NATURAL HISTORY MUSEUM

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### LOAN POLICY STATEMENT

**BORROWER'S OBLIGATIONS.** Sign and return one copy of this Loan Agreement before receipt of specimens. Signing this Loan Agreement the Borrower obligates himself to take the greatest care with the specimens during the loan period ("from nail to nail"), to save them from damage and not to expose them to any dangers. The Borrower is liable for ruin, loss or damage of the specimens according to legal provision. A Shipping Invoice will be sent along with the specimens. This Agreement shall in all respects be governed by the laws of Hungary.

**DURATION OF LOANS.** Unless stated otherwise, loans are made for an initial period of 6 months from date of receipt of specimens; primary types are lent for 3 months only. The loans are renewable on request in appropriate circumstances.

**MAINTENANCE.** Every normal precaution must be taken in handling and storage of the material, so as to ensure that it suffers no deterioration while in the borrower's charge.

**STUDENT LOANS.** Loans initiated by or for study by students must be cosigned by the major/senior professor and are the responsibility of the major/senior professor.

**THIRD PARTIES.** Loans may not be forwarded to another individual or institution without prior written approval from the Lender.

**CHANGE OF ADDRESS OR STATUS.** The Borrower should notify the Lender of any change in address or student status.

**DISSECTION.** Genitalia or other structures may be dissected if the parts are stored by a generally accepted method for the taxon in question. Primary types may be dissected only with written permission of the Lender. I understand that in case of invasive sampling upon permission, a description of the sampling protocol is required.

**MICROSCOPE SLIDES.** Slides prepared by the Borrower must be clearly labelled so as to be easily associated with other parts of the specimen. Slides must be returned at the same time as other specimen parts, but packed separately to avoid breakage.

**LABELS.** Specimens and labels may not be altered in any way. Except in extraordinary circumstances, determination labels (citing the identifier as authority) should be placed on each specimen used in revisionary studies, but all identifying institutional tags, computer codes or other labels not of lasting importance placed on the specimen by the borrower should be removed.

**PACKING.** Specimens should be returned in the original boxes and packed and shipped to ensure their safe return. Vials, microscope slides, and other heavy/fragile objects should be packed separately from pinned material. Genitalia vials and large specimens should be appropriately braced with insect pins. A minimum of 7 cm of cushioning material should surround the specimen box in case of insect shipment.

**RETURN ARRANGEMENT.** When returning the material, please mention the record office number in the correspondence. Specimens should be arranged so that species are clearly separated and recognizable. Primary types should be returned by registered mail or equally safe means. Please do not ship specimens during December.

**RETENTION OF INVERTEBRATE SPECIMENS.** All types already contained in the borrowed material must be returned. Of originally undetermined material, all primary types and unique specimens with at least one specimen of each sex, caste, or major variant for each species represented and one specimen from each locality. must be returned. To retain other specimens, you must contact the Lender.

**REPRINTS.** The Borrower should acknowledge the loan in any paper resulting from the study of the borrowed material. The "HNHM" abbreviation should be used for indication of Hungarian Natural History Museum as depository of borrowed specimens. Copies of all publications based on HNHM specimens in whole or in part are requested. When reprints are not available, the Lender should be notified of the citation of the publication.

**LOAN RENEWAL / PROGRESS REPORT.** We request a report of progress and/or a request for loan extension at the end of each loan period. Specimens must be returned promptly when a loan is terminated.