



General Terms and Conditions for Research Loans

This document describes the general terms and conditions that apply for all research loans of material from the Research Collection of the Paleontological Research Institution (PRI). Research loans are defined as loans of material for the purposes of scientific study.

Generally, loans are made to institutions on behalf of individual Approved Borrowers in good standing. This means the individual Approved Borrower and their institution are jointly responsible for the care, safety, and prompt return of the loan. Under extraordinary circumstances, exceptions may be made if formal written approval is given by both the Director of Collections and the Director of PRI.

AS AN APPROVED BORROWER, IT IS IMPORTANT THAT YOU HAVE READ AND AGREE TO ABIDE BY THESE TERMS AND CONDITIONS. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS SET FORTH HEREIN MAY RESULT IN THE LOSS OF APPROVED BORROWER STATUS AND THUS THE LOSS OF ALL BORROWER PRIVILEGES.

YOUR SIGNATURE ON THE RETURNED LOAN INVOICE INDICATES THAT YOU AGREE TO THESE AND ANY OTHER SPECIAL CONDITIONS SPECIFIED ON THE LOAN INVOICE OR BY OTHER MEANS OF COMMUNICATION.

1. PRI RESEARCH COLLECTION OBJECTS AVAILABLE FOR LOAN

- 1.1. PRI endeavors to accommodate all reasonable loan requests for material in its collections for scientific study. PRI cannot guarantee the validity of identification or other data associated with loaned material.
- 1.2. Materials available for study to Approved Borrowers include:
 - Type specimens (e.g., holotypes);
 - Figured non-type specimens;
 - Cataloged non-type specimens with and without taxonomic identifications;
 - Uncataloged specimens;
 - Sorted, partly-sorted, and unsorted bulk material.
- 1.3. Generally, borrowers should allow a minimum of two weeks for loan requests to be processed. More time should be allowed if requesting uncataloged material, which usually must first be cataloged before it can be loaned.
- 1.4. It is recommended that researchers arrange to visit PRI and examine specimens in person if your research requires study of an unusually large number of specimens or multiple lots from the Type and Figured Collection. If this is not possible, PRI Collections Staff will separate the loan request into a series of smaller loans such that the next loan is sent only after the preceding loan is returned.
- 1.5. If another Approved Borrower asks about currently loaned material, PRI may provide them with collections data about the specimens, including photographs, and inform them that the specimens are on loan. PRI will not release the name of the current borrower, what topic the borrower is researching, or other non-specimen related information.
- 1.6. PRI reserves the right to deny loan requests at the sole discretion of Senior Collections Staff (i.e., Director of Collections or Collections Manager).

- Material will not be loaned if it is too fragile, rare, or historically important.
- Material will generally not be loaned if more than one third of the PRI holdings of any given taxon are already on loan.
- Material will not be loaned if external political or environmental circumstances (e.g., war, civil unrest, natural disaster) pose an unacceptable risk of loss or damage.

2. LOAN TRANSFER, DURATION AND COST

2.1. **Items on loan may not be transferred to another individual or institution, even if the institutional affiliation of the borrower changes, without the express written permission of Senior Collections Staff.**

2.2. The duration of the loan period and the number and length of extensions allowed will depend on the kind of material being loaned (see table below).

Summary of Typical Loan Periods:

	Typical Loan Period	Possible Extensions (if granted)	Maximum Possible Borrowing Period
Primary Type Specimens	6 months	6 months, up to 3 extensions	2 years
Figured Specimens	6 months	6 months, up to 3 extensions	2 years
Unfigured, Non-type Specimens	1 year	1 year, up to 4 extensions	5 years

- 2.3. The loan must be returned to PRI by the due date on the original loan form or by the date listed in the most recent extension letter.
- 2.4. To extend a loan, the Approved Borrower should send a written request to the Collections Manager before the loan is due. Extensions may be denied. When requesting an extension, the borrower should therefore allow sufficient time for the request to be reviewed and for the borrower to return the loan by the original due date if the extension is not granted.
- 2.5. If an Approved Borrower wishes to retain a specimen loan beyond the maximum borrowing period (two or five years, depending on the type of material), they must first return the material to PRI with a written request justifying the exceptional circumstance. After reviewing the request and the materials returned, the final decision will be made by Senior Collections Staff.
- 2.6. PRI may terminate or recall a loan at any time for any reason. PRI will endeavor to provide at least 14 days advanced notice. If PRI recalls a loan, the borrower must return the loan in the manner listed in both the general and specific conditions of the loan. Extensions will not be granted for a recalled loan. The returned material may be requested at a later date (at least six months later for Type and Figured material, one year for other material).
- 2.7. Loan requests from individuals with outstanding overdue loans will generally not be considered until the overdue material is returned.
- 2.8. Generally, except as agreed upon prior to the loan being issued, the cost of the outgoing loan will be borne by PRI. The cost of returning the loan will be the responsibility of the Approved Borrower or their institution.

- If packing or shipping a loan would place an unreasonable burden on PRI Collections resources or staff time, the borrower may be asked to reimburse PRI Collections for its expenses.

3. SPECIMEN LABELS

- 3.1. All labels must be kept with the specimens at all times and returned with them in good condition. Original specimen tags or labels may not be modified or removed. Do not write on labels.**
- 3.2. Please inform PRI Collections of any specimen re-identifications, taxonomic updates, or data corrections. Suggested taxonomic changes should be noted on a separate slip of paper included with the specimen, never directly on the label.
- 3.3. If any specimens are removed from a lot in order to be renamed, figured (see Section 9.2 below) or destructively sampled, please return the specimens (along with any remnants) clearly segregated from the original parent lot with a note indicating the PRI number of the original lot and any new information. Use format “split from PRI 12345” for this information.

4. HANDLING AND CARE

- 4.1. PRI considers loaned specimens to be in good condition unless otherwise stated on the Loan Invoice or in separate communication. To document that the loan arrived at the intended destination in an acceptable condition or that any damage occurred in transit, one copy of the **Loan Invoice must be signed by the Approved Borrower (with notes on specimen condition) and returned immediately upon receipt of the loaned material** or, alternatively, an acknowledgement with the same information may be sent by e-mail.
- 4.2. **PRI must be informed immediately if any portion of the loan has been lost or damaged.** Photographs and other details of the damage should also be sent to PRI Senior Collections Staff.
- 4.3. **No conservation treatments are to be attempted without explicit prior written permission from PRI.**
 - Upon receiving notification, PRI will instruct the borrower on what, if any, conservation treatment should occur. Conservation treatment may include but is not limited to stabilizing, consolidating, and repairing the specimen(s), etc.
- 4.4. If permission is granted, any approved treatment must be fully documented, including methods of preparation, brand names, composition, and concentration of applied materials, solvents used, etc. Any pieces that have broken off, no matter how small, as well as any matrix that has been dislodged from a specimen, should be gathered and returned with the specimen.

5. HOUSING OF SPECIMENS, SECURITY AND ENVIRONMENTAL CONDITIONS

- 5.1. Specimens are to be housed at the address listed on the Loan Invoice unless other arrangements are first approved by PRI in writing. If the loan is sent to an Approved Borrower on behalf of another person (e.g., a student), the Approved Borrower is the borrower of record and is responsible for the safety and return of the loan material.**
- 5.2. The loan material must be treated with care and be housed and examined in a safe, secure, and environmentally controlled area. Storage and examination areas must not allow any food, drink, or smoking.

- 5.3. Loaned specimens should be stored away from heating and cooling sources and protected against harmful extremes and rapid fluctuations in temperature and humidity. We recommend that the storage area maintain a temperature in the range of 65 to 75°F (18 to 24°C) and a relative humidity range of 45 to 55% RH.
- 5.4. In addition, the Approved Borrower named on the Loan Invoice is responsible for maintaining constant and adequate protection of loan materials from direct sunlight, insects and other pests, fungi, mold, pollutants, dirt, theft, and handling by unauthorized or inexperienced persons.
- 5.5. The borrower's ability to maintain appropriate conditions in specimen examination and storage spaces is considered during the evaluation of a loan request, and may be grounds for denying a loan.
- 5.6. If the borrower will be absent from the institution at which the loan is housed for more than 4 consecutive weeks (e.g., sabbatical or extended leave, field work, etc.), the borrower is responsible for arranging appropriate storage and care of the specimens during their absence. PRI should be informed in writing of the borrower's absence and the arrangements made for the loaned specimens.
- 5.7. PRI must be immediately notified if the material begins to deteriorate, ceases to be safe (i.e. flood, fire, tornado, etc.), or environmental conditions of the storage space change (loss of controlled environmental conditions for more than 12 consecutive hours). Under such circumstances, the borrower may take immediate action in moving the material to another location if removal of the material is necessary to prevent damage. Such action may include moving loaned material away from the borrowing institution, provided the new location is safe, secure, and environmentally stable. All such changes should be communicated in writing to PRI.

6. DESTRUCTIVE SAMPLING, TECHNICAL ANALYSIS AND ALTERATION OF SPECIMENS

- 6.1. **Specimens on loan from PRI must remain in the condition in which they are received.**
- 6.2. Any procedure that alters or has the potential to alter specimens is strictly prohibited without prior written permission. This includes but is not limited to:
 - Physical or laser removal of any material from a specimen for any purpose, including but not restricted to (geo)chemical, organic, or genetic analysis;
 - Soaking or rinsing specimens with water or any other solution (e.g., bleach);
 - Any technique involving deliberate exposure to electromagnetic radiation with wavelengths shorter than the visible spectrum, including but not restricted to CT scanning and imaging/examination under UV light;
 - Mounting SEM stubs and electron microscopy;
 - Wet or dry sieving of unconsolidated material;
 - Cleaning matrix from specimens;
 - Writing on specimens or otherwise marking specimens in any manner;
 - Cutting, sectioning, or polishing specimens;
 - Removal or application of adhesives and consolidants;
 - Staining or coating the specimen with any material, including but not restricted to sputter coating for SEM and whitening or blackening specimens for imaging);
 - Preparing molds and casts;
 - Removing labels physically attached to specimens;
 - Mounting specimens with any substance or compound (e.g., clay) that would leave a residue.
- 6.3. Failure to obtain explicit written permission to physically manipulate or destructively or invasively sample a borrowed specimen may result in the loss of Approved Borrower status.
- 6.4. An Approved Borrower who would like to physically manipulate or destructively or invasively sample on a borrowed specimen may initiate the process for obtaining permission by filling out a Destructive

Sampling/Technical Analysis Request form. For more information, please see the Special Terms and Conditions for Destructive Sampling/Technical Analysis.

- 6.5. PRI reserves the right to limit or deny all requests for physical manipulation or destructive sampling.
- 6.6. Non-invasive examination of specimens (e.g., measuring) does not require special permission.

7. PHOTOGRAPHY AND IMAGING OF SPECIMENS

7.1. Ordinary light photography of loan material is permitted. Please limit exposure to hot lights. Use of UV light is strictly prohibited without prior written permission.

- 7.2. Generally, images produced by PRI Collections staff of collections material have been dedicated to the public domain using [Creative Commons Zero](#). We encourage others to also apply the Creative Commons Zero waiver to their images of PRI specimens, but this is not required.
- 7.3. **If you intend to figure PRI specimens in a published work, PRI requests that the specimens be properly referenced.** See Section 9.
- 7.4. In special cases, PRI may ask for digital copies, in the highest resolution available, of PRI specimen images or renderings taken and used in presentations and publications.

8. PACKAGING AND RETURN OF LOANS

- 8.1. PRI strongly prefers the return of the entire loan at one time. Loans should be shipped with enough lead time so that they arrive at PRI by the most recent due date. If the loan is hand-carried, it should also arrive by the most recent due date. Early return of loans is encouraged.
- 8.2. Before returning a loan, please first notify the Collections Manager that you are returning specimens and verify an acceptable ship date.
- 8.3. Domestic and International loans may be returned by courier service (e.g., FedEx, UPS, USPS etc.) or hand-carried. In all cases, the borrower should let PRI know when the shipment was made, including the shipment tracking number or when a hand delivery should be expected.
- 8.4. Loans must be securely packed to prevent damage to the specimens. Specimens should be individually padded and placed within a sturdy box with at least two inches of padding on all sides between the specimens and the outermost box. Hand-carried specimens need to be securely packed in a similar manner.
- 8.5. The box should be labeled “Fragile” or “Handle with care.”
- 8.6. A hand-carried loan must stay in a borrower’s possession (e.g., carry-on luggage as opposed to checked luggage; carried into lodgings and not left in a vehicle) at all times.
- 8.7. PRI reuses packing materials from incoming packages as part of our commitment to sustainable practices. Where appropriate, PRI encourages borrowers to reuse the original packing material when returning loaned material. Do not use starch-based packing peanuts as they can be a food source for pests. Avoid packing material that bears signs of moisture, mold, pest infestation, or deterioration.
- 8.8. Do not put pressure on fragile specimens. Do not use fibrous packing materials in direct contact with specimens with spiny protrusions, delicate ornamentation, or rugged surface texture.
- 8.9. Please include a copy of the PRI Loan Invoice when returning loaned specimens.

9. ACKNOWLEDGMENTS AND HOW TO CITE PRI SPECIMENS

9.1. PRI should be given appropriate credit in any presentations, publications, webpages, and databases that use material from the PRI Research Collection.

9.2. Please notify PRI Collections if you intend to cite or figure any of the specimens from your loan in a published work (journal article, monograph, book chapter, illustration, etc.). If the specimen is part of a lot, include the PRI number of the parent lot from which the specimen was removed. Please check with the Collections Manager about the need to assign new PRI numbers to any of the specimens you intend to cite in your publication.

9.3. If you request PRI catalog numbers for specimens you plan to cite or illustrate:

- Use only the numbers you are assigned.
- Do not assume the next number after your assigned sequence is available.
- Do not write any numbers directly on the specimens without explicit written permission.
- Do not give multiple elements of an individual organism different numbers for each element (e.g., do not assign different numbers to the right and left valves of a whole bivalved specimen).

9.4. PRI specimens that are figured, described, or otherwise used to generate data should be referenced in the correct format:

- For most specimens, use the acronym **PRI** followed by a space and the catalog number (e.g., **PRI 12345**). Do not use leading zeros.
- For specimens registered with an International Geo Sample Number (IGSN), use the acronym **IEPRI** followed by the four-character alpha-numeric sequence (e.g., **IEPRIA1B2**). Do not include any extra spaces.
- Do not add prefixes or suffixes to PRI numbers when citing PRI specimens.

9.5. PRI requests copies of any published works produced from the use of PRI specimens.

9.6. The use of PRI specimens in a scholarly work does not imply endorsement of the work or its findings by PRI.

10. CONSEQUENCES AND PENALTIES

10.1. If PRI discovers that a borrower has failed to comply with any of the above conditions or any special conditions attached to specific loans, PRI will send the borrower a written request that all general and specific terms and conditions be complied with immediately.

10.2. If this step does not rectify the situation, PRI may proceed with, but is not limited to, the following actions:

- Approved Borrower status will be revoked for the person who was issued the loan. They will not be eligible for consideration of renewed Approved Borrower status for up to 10 years from the date of revocation.
- If the Approved Borrower in question serves as the supervisor for any student borrowers, the student's borrowing privileges will be revoked until the student finds another Approved Borrower in good standing to stand as their loan sponsor.
- PRI may take the additional step of placing the department or institution under a borrowing ban. Any other loans to other individuals in the same department or institution may also be recalled.
- Faculty and staff at the department or institution may not be eligible for consideration of renewed Approved Borrower status for up to three years.
- Any new staff member who was an Approved Borrower at another institution may lose their status and have their loans revoked if they become employed by the institution while it is under a borrower ban.

10.3. The preceding sanctions may be modified if sufficient evidence is presented to the Director of Collections to warrant mitigation.