

# COLLEGE <sup>OF</sup> THE REDWOODS



## NATURAL HISTORY COLLECTIONS

*Specimen-based Biodiversity Education*

The College of the Redwoods Natural History Collections (CRNHC) contains over 8,000 specimens of animal and plant materials. Specimens have been acquired from a variety of sources including donations from private collectors, local museums, and other natural history collections. The CRNHC is divided into four collections searchable on ARCTOS: Entomology (ENTO) containing pinned insects, Invertebrate Zoology (INV) containing mostly fluid preserved marine specimens, Vertebrate Zoology (VERT) containing fluid preserved, museum skins, and mounted specimens, and Herbarium (HERB) containing pressed plants. Most specimens are loanable to interested parties, though loans of data-rich and/or rare specimens will require more justification on the part of the borrower. Loan requests should be made by filling out the appropriate form (see below) and emailing it to [karen-reiss@redwoods.edu](mailto:karen-reiss@redwoods.edu) or [marlena-isham@redwoods.edu](mailto:marlena-isham@redwoods.edu).

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College of the Redwoods  
7351 Tompkins Hill Rd  
Eureka, CA 95501  
707-476-4211

### STUDENT REQUEST FORM

NAME:	Date Out:
Student ID Number:	Date Due:
Address:	Purpose of the loan:
Phone:	
Email:	

Only specimens from the Teaching Collection are available for loan to students. The following conditions must be met:

1. You are currently a CR student (**must bring your current ID for us to make a copy**)
2. You plan to use the specimens for a class for which you are currently enrolled (**faculty signature required**).
3. Items checked out must be returned to the museum in good condition (unless otherwise documented in the original loan document) within **2 weeks**.
4. A **\$5 per day late fee** will be charged for each specimen not returned by the due date.
5. In addition to late fees, a **\$100 fine per item** will be charged for missing items
6. No more **5 specimens** can be checked out at a time.
7. A credit card is required when scheduling to pick up items from the education loan collection but will not be charged unless a fine is incurred.

#### Specimen List:

No.	Museum No.	Description
1		
2		
3		
4		
5		

This student will be using the requested museum specimens for an assignment required for my class.

**Faculty Signature:**

**Borrower's Signature:**

Loan Approved by:

Condition of specimens sent:

Condition of specimens received:

Received by:

Date returned:

THE BORROWER IS EXPECTED TO PROPERLY CARE FOR ALL MATERIAL

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### EDUCATOR or RESEARCHER REQUEST FORM

Name:	Date Out:
Institution:	Date Due:
Address:	Purpose of the loan:
Phone:	
Email:	

Specimens in the Teaching Collection are available for loan to any local educator for classroom use. Specimens from the Research Collections are available for loan only to qualified researchers. The following conditions must be met:

1. You are currently an educator or researcher at an educational institution (public school or university etc.)
2. Research Collections requests must be accompanied by a one page project description and the requester's CV.
3. Specimens checked out must be returned in good condition to the museum (unless otherwise indicated in the original loan document) within **2 weeks** or the time specified in writing.
4. A **\$5 per day late fee** will be charged for specimens not returned by the due date.
5. In addition to late fees, a **\$100 fine per item** will be charged for missing items.
5. **No more 10 specimens can be checked out at a time.**
6. If not in the area, the borrower pays any shipping charges.
7. A credit card is required when scheduling to pick up items from the education loan collection but will not be charged unless a fine is incurred.

*Exceptions must be approved by museum education administration.*

**Specimen List:**

No.	Museum No.	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

<b>Borrower's Signature:</b>		Loan Approved by:	
Condition of specimens sent:		Condition of specimens received:	
Received by:		Date returned:	

THE BORROWER IS EXPECTED TO PROPERLY CARE FOR ALL MATERIAL