

CONDITIONS OF LOAN

Responsibility—FHSM loans are made to the institution with which the recipient is affiliated; although loaned to the institution, they are the responsibility of the recipient. The recipient may not secondarily lend or transfer **FHSM** material to another party or institution. Material is not loaned to students. Material requested for use by a student is the direct responsibility of the faculty advisor. One of the three invoice sheets is to be signed and returned promptly upon receipt of the material. All borrowed material, along with one invoice sheet, must be returned directly to the **Sternberg Museum of Natural History** at the end of the research project or tenure of the loan, whichever comes first. One invoice sheet should be retained by the recipient.

Tenure of loans—Excepting special arrangements, material is loaned only for specific immediate research projects. Types are not available for loan. Non-types are loaned for one year, subject to written extension. Loans may be recalled at any time by **FHSM** for curatorial or exhibition purposes.

Cataloguing changes—It is expected that any corrections or changes of identification or data will be noted when the specimen is returned. Notify FHSM if one or more specimens from a “lot” with the same catalogue number will be referred to individually in a publication; we will provide individual numbers for each of these specimens. Inquiries about the curatorial status of **FHSM** specimens should be sent to the appropriate curator.

Citation—For publication purposes the Museum acronym is **FHSM** (Fort Hays Sternberg Museum), followed by a colon and the Section abbreviation (**Mamm** = Mammal; **Inv** = Invertebrates; **Ento** = Entomology; **Fish** = Fishes; **Herp** = Herpetology; **Bird** = Ornithology), followed by another colon and the catalogue number (Arctos format); e.g., FHSM:Herp:13586.

Preparation, Consumptive Analysis, and Casting—Additional preparation or consumptive analysis (e.g., histology, stable isotope geochemistry, dissection, iodine staining) are prohibited without prior written consent.

Publication—In order to maintain our collections current with the literature, we would appreciate a copy of any publications based on FHSM specimens. PDFs should be sent to the collection manager and/or curator after publication.