Charles R. Conner Vertebrate Museum
Washington State University

Specimen Loan & Sampling Policy

Adapted from the MVZ

The Charles R. Conner Museum (CRCM) at Washington State University permits loans of skins, skulls, fluid-preserved specimens, tissues, nests, and eggs. In general, we do not loan post-cranial skeletons to supplement comparative collections; faunal analysts who wish to use skeletons must visit in person. Destructive sampling must be conducted by museum staff or under the in-person supervision of museum staff; borrowers are forbidden from destructively sampling loaned specimens. Any deviations from the approved research plan must be cleared with museum staff before proceeding.

Loans from the research collection are only made to institutions with suitable storage facilities and staff to care for the specimens. Researchers who wish to loan specimens from the Conner must first make prior arrangements with such an institution, and the institution must inform the Conner Museum in writing of their consent to temporarily house and care for the loaned material.

Local educators and groups may request to borrow specimens for education and outreach purposes; however, only specimens from the teaching collection may be used for this purpose.

Loan Requests

- Loan requests must be made in writing, preferably via email to connermuseum@wsu.edu. Requests made by students or postdoctoral researchers must be co-signed by a faculty advisor. Our collections can be queried via Arctos, though CRCM staff are happy to help you find what you need. Please include a summary of the proposed work (~1 page), including:
    - Brief background; research question being pursued and the expected outcomes.
    - Methodology; demonstration that the researchers have experience with the associated methods/analytical procedures or are working under the guidance of someone with experience.
    - Justification for destructive sampling, if applicable.
    - The CRCM catalog number of the specimen(s) requested, if known.
- Requests are subject to approval by CRCM staff. We are highly supportive of collections-based research, but some requests may be denied for the protection of the museum's holdings. Research requests are processed in the order they are received. Please submit requests at least one month prior to when the loan is needed.

General Policies

- The borrower must sign and return a copy of the loan invoice to acknowledge safe receipt of specimens. Specimen damage that occurs during transit should be reported immediately. The borrower is liable for damage that occurs during the handling of specimens.

- Loans are generally made for a period of six months. Requests for loan extensions, and for permission to transfer specimens from one institution to another, must be made in writing.
- Unless otherwise requested, domestic loans will be shipped ground via Federal Express or UPS (air for Alaska and Hawaii) and international loans will be sent air via Federal Express. Recipients must provide an account number for payment if the loan is to be shipped internationally. Recipients may also provide an account number for payment of domestic loans. Loans to countries where commercial delivery services are unreliable will be granted only when specimens can be hand-carried in both directions.
- When returning specimens to the CRCM, they should be shipped in the same container, using the same or a comparable carrier (with tracking).
- If a specimen is re-identified, the new identification should be provided to CRCM staff when the loan is returned. Please submit the new identification(s) via e-mail correspondence or a spreadsheet of CRCM identification numbers and the new/old identifications.

Permits

- For international loans, the borrower is responsible for providing copies of all relevant foreign import permits. Likewise, the borrower is responsible for providing copies of all relevant foreign export permits when specimens are returned to the CRCM. International loans should not be returned to the CRCM without prior communication with the collection curators, to ensure that all necessary permit paperwork accompanies the shipment. If permits are not necessary, that should be stated in writing at the time of the request.
- International requests for specimens (or specimen parts) of species regulated by the U.S. Fish and Wildlife Service (e.g., CITES-species, endangered species, marine mammals, migratory birds) will not be processed without the proper U.S. export permits. Species listed only under CITES may be exported under a Certificate of Scientific Exchange if the receiving institution is registered with the country's CITES authority.
- Requests from U.S. researchers for specimens (or specimen parts) of species regulated by the U.S. Department of Agriculture must be accompanied by a copy of a USDA transport permit, issued to the recipient or his/her institution.
- All international shipments must be declared to the U.S. Fish and Wildlife Service. Researchers should allow a minimum of 2 weeks for clearance of an international shipment.

Citing CRCM Specimens in Publications

The CRCM must be acknowledged in any publication that results from use of its specimens. In addition to a general acknowledgement given to the "Charles R. Conner Museum, Washington State University", specimens must be cited by the individual museum catalog number or three-

part GUID format in a table or supplementary material. Genetic data must be uploaded to the GenBank with the specimen's GUID. A PDF of the publication and/or the GenBank link must be e-mailed to connermuseum@wsu.edu.