

SOP 10: Loan Policy Statement

Frost Entomological Museum Curator & Interest Group

31 January 2017

Preamble

The collection exists, in part, to facilitate research and improve our collective understanding of insects. Loans of specimens therefore are encouraged. Borrowers agree to abide by the following policies and recommendations.

1 Loan Policy

1.1 Acknowledgment of receipt of specimens

Borrower must sign and return a copy of the personal loan form (invoice) upon receipt of specimens; the borrower should keep a copy for his/her files.

1.2 Duration of loans

Unless stated otherwise, loans are made for an initial period of 1 year from date of loan initiation (date of mailing). Most loans are renewable on request.

1.3 Loans to students

Loans initiated by or for study by students, must be cosigned by the major professor and are the responsibility of the major professor.

1.4 Loans to third parties

Loans may not be forwarded to another individual or institution without written approval.

1.5 Change of address or status

The borrower must notify the director and/or collection manager of any change in address or student status.

1.6 Dissection of genitalia

Genitalia or other structures may be dissected if the parts are stored in a generally accepted method for the taxon in question. Type specimens may be dissected only with written permission of the curator.

1.7 Microscope slides

Slides prepared by the borrower must be clearly labeled so as to be easily associated with other parts of the specimen. If the specimens have identifier labels please use the number to indicate “taken from PSUC_FEM #####” on the slides. Slides must be returned at the same time as other specimen parts, but packed separately to avoid breakage.

1.8 Packing

Specimens should be returned in the original insect boxes and packed and shipped to insure their safe return. Vials, microscope slides, and other heavy objects should be packed separately from pinned material. Genitalia vials and large specimens should be appropriately braced with insect pins. A minimum of two inches of packing should surround the specimen box. Appropriate packing methods are described in [1].

1.9 Return agreement

Specimens should be arranged so that species are clearly separated and recognizable. When practical, determination labels should be placed on each specimen, but all identifying institutional tags or computer codes *not of lasting importance* placed on specimens by borrower should be removed. Specimens should not be shipped during the winter holiday season (late November through December 25). The borrower agrees to cover all costs involved in safely returning specimens to the Frost Museum. The borrower should also include a copy of the original loan form with the return.

1.10 Retention of specimens

Please consult with the director or collection manager regarding primary types based on PSUC specimens. Unique non-type specimens must be returned. A reasonable number (up to, but usually not more than, 20%) of duplicates (same sex and data) of specimens identified by the borrower (including paratypes) may be retained by prior arrangement with the curator. Consult with the director or collection manager regarding potential specimen exchanges and retention prior to returning loans. The Frost encourages exchanges of material that increase the taxonomic representation of its collections.

1.11 Loan renewal

If necessary loan extensions should be requested prior to the end of each loan period. Specimens must be returned promptly when a loan is terminated.

1.12 Visits

We encourage entomologists to visit the Frost Entomological Museum, conduct research in the collections, and hand-carry specimens borrowed after preliminary sorting. The Frost does not charge any fees for loans or use of the collection.

1.13 Data

Specimens borrowed bearing identifier labels (barcodes) have already been entered into the PSUC database (*PLEASE DO NOT* lose, remove, or mix-up these barcode labels). If you borrow specimens

without barcodes and enter their data into your own database please consult with the director or collection manager on how to facilitate transfer of data to the PSUC database.

1.14 DNA Sampling

Extraction of RNA or DNA from Frost specimens is not permitted without the written approval of the director or collection manager. Such consumptive use will only be granted if the grantee agrees to provide a spreadsheet with PSUC_FEM specimen barcodes associated with the resulting GenBank or BOLD (Barcode of Life Datasystems) identifiers (e.g., GenBank accession numbers) and PDFs of any resulting publications. Extractions will typically be allowed for 1-2 legs per specimen only. Whole-body extractions (without crushing), which allow the safe return of the specimen's articulated exoskeleton, may be granted, depending on the number of specimens available. DNA extraction that destroys the specimen entirely will not be granted. This policy applies to both the traditionally preserved collection and the frozen tissue collection. *NOTE:* when more than one specimen is on a pin or in a vial, a method that assures that the DNA data can be associated with the specimen from which it was derived must be employed.

1.15 National Park Specimens

If specimens from US National Parks are used for research leading to a publication the appropriate National Park(s) should be thanked in the acknowledgments.

1.16 Reprints

Copies (PDF or hardcopy) of all publications based on Frost specimens in whole or in part are requested. When reprints are not available the curator should be notified of the citation of the publication. Acknowledgment of the Frost Entomological Museum in a publication resulting from the study of materials borrowed from the museum is requested. The abbreviation of the Frost Entomological Museum (coden) is PSUC [2].

1.17 Acknowledgment of institution

Please consider acknowledging the collection and/or staff in publications that result from observations of PSUC specimens.

Acknowledgments

The PSUC loan policies were slightly modified from existing policies at the Biodiversity Institute at the University of Kansas and the University of Alaska Museum Insect Collection.

References

- [1] Lloyd Knutson. Preparation of specimens submitted for identification to the systematic entomology lab, usda. *Bulletin of the Entomological Society of America*, 22:130, 1976.
- [2] R.H. Arnett, G.A. Samuelson, and G.M. Nishida. *The Insect and Spider Collections of the World*. Backhuys Publishers, Leiden, Netherlands, 2nd edition, 1993.