

## **LOAN POLICY –FOR SCIENTIFIC PURPOSES**

### **Swedish Museum of Natural History**

The collections of the Swedish Museum of Natural History are available for study by researchers throughout the world. This document describes the conditions for obtaining loans of material for scientific purposes from the Swedish Museum of Natural History, including the museum's policy for invasive and destructive use and sampling of material from its collections. While every effort will be made to accommodate the needs of researchers, decisions concerning loans and destructive use will be made on a case-by-case basis by curatorial staff at the relevant research department. Please note that additional loan and sampling conditions apply for some departments of the museum.

### **GENERAL CONDITIONS**

Loans from the collections can be sent to scientific institutions for the attention of their researchers. At all times the receiving institution will assume formal responsibility for the specimens and assure that adequate storage is provided and that safekeeping of the material is guaranteed. It is required that loans are securely packed to prevent damage when material is returned. Receiving institutions must therefore have proper routines for packing and returning of the loans.

Researchers lacking institutional affiliation can obtain material on loan, but only through a scientific institution requesting and taking formal responsibility for a loan on their behalf. In such cases the loan must at all times remain in the custody of that institution and cannot leave their premises. Likewise, students may only receive loans through a supervisor at a scientific institution.

Granting of loans depends on the general availability of the requested material. Type specimens and other unique historical collections are subject to more restrictive loan conditions.

### **LOAN PERIOD**

The normal loan period is 12 months (6 months for type material), but an extension may be granted upon written request. Loanees agree to respond to letters and other communications regarding loans from the Swedish Museum of Natural History, and furthermore, loanees agree to return loans without delay, if so requested.

### **INTERNATIONAL AGREEMENTS AND REGULATIONS**

The Swedish Museum of Natural History acts in accordance with the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from

Their Utilization to The Convention on Biological Diversity (CBD) as adopted by the Tenth Meeting of the Conference of the Parties to the CBD on 29<sup>th</sup> October 2010 and which entered into force on the 12<sup>th</sup> October 2014.

Loanees agree to follow the regulations described therein in matters relevant to the loan and the proposed use of the material. No part of the loan may be used for any commercial purpose. Specimens (or parts, extract, or product thereof) must not be transferred to a third party without prior written permission from the Swedish Museum of Natural History. In compliance with the Nagoya Protocol, transfer of material of non-Swedish origin, collected after October 11, 2014, to a third party is not allowed without being initially agreed upon by the authorities of the country from where the material originate(s) and without a Prior Informed Consent (PIC)/Material Transfer Agreement (MTA)/Mutually Agreed Terms (MAT). No commercial use shall be made of, nor license or patent applied for, from the material on loan from the Swedish Museum of Natural History, without written permission from the Director of Science at the museum. In compliance with the Nagoya Protocol, commercial use of non-Swedish material collected after October 11 2014 is not allowed without being initially agreed upon by the authorities of the country from where the material originate(s) and without a Prior Informed Consent (PIC)/Material Transfer Agreement (MTA) /Mutually Agreed Terms (MAT). Publication of photographs of the borrowed material in any form requires written permission and shall clearly identify the Swedish Museum of Natural History as the source and depository of the material.

For all researchers, a CITES institutional permit is required for loans of species listed in CITES Appendix I, II or III.

The Swedish Museum of Natural History should be acknowledged in all publications based on material received on loan. Reprints of any publications resulting from the study of material obtained from the museum are greatly appreciated.

## **DESTRUCTIVE SAMPLING**

In accordance with the general conditions above, no invasive or destructive use or sampling whatsoever is allowed without prior written permission. This includes, but is not restricted to, dissection, coating for SEM, preparation and sectioning for TEM, dyeing, removal of material for chemical or DNA analysis, remounting of fixed specimens, or grinding and sectioning of fossil material.

Sampling may not be made from type material, or from any specimen if there is reason to believe that the information sought cannot be obtained from the specimen (e.g., the technique is not sufficiently well known to consistently produce satisfactory results), or the specimen is known to be unsuitable for sampling (e.g. old, or treated with heat or chemicals inimical to DNA sampling).

In cases when requests for invasive or destructive use/sampling are granted, prepared, sectioned or coated specimens are to be returned to the Swedish Museum of Natural History. Any detached material is to be placed in a suitable packet with a slip bearing the

taxon's name and registration number. Each sampled specimen should be annotated, indicating the type of material removed, the date of removal, the name and institutional affiliation of the person who removed the sample, the type of the study, and the identification of the specimen accepted by the researcher.

Unused material supplied for DNA or chemical analyses must be returned. If requested, the loanee agrees to return DNA extract obtained from specimens owned by the Swedish Museum of Natural History.

If any specimen has been seriously damaged, the Swedish Museum of Natural History must be notified immediately; attempts to repair or clean specimens are not allowed.

## **LOAN REQUESTS**

Loan requests should be addressed to the relevant department according to the list below. Apart from the General conditions outlined above, further details relating to loans of scientific material is found under each department, respectively. All loan requests must include:

- An outline of the research proposed.
- Names and affiliation of investigators involved.
- A list of requested material.
- A statement that the applicant accepts all of the conditions described in this document.
- Foreign researchers must include any necessary permits or sanitary declaration documents etc., required by their governments.

Department of Botany:

[www.nrm.se/english/researchandcollections/botany/collections/loansandexchange.411\\_en.html](http://www.nrm.se/english/researchandcollections/botany/collections/loansandexchange.411_en.html)

Department of Geology:

[www.nrm.se/english/researchandcollections/geosciences.9000582\\_en.html](http://www.nrm.se/english/researchandcollections/geosciences.9000582_en.html)

Department of Palaeobiology:

[www.nrm.se/english/researchandcollections/palaeobiology/collections.851\\_en.html](http://www.nrm.se/english/researchandcollections/palaeobiology/collections.851_en.html)

Department of Zoology:

[www.nrm.se/english/researchandcollections/zoology/loans.9002649\\_en.html](http://www.nrm.se/english/researchandcollections/zoology/loans.9002649_en.html)