

## **Invertebrate and Ichthyology Collections Loan Policies**

### **The Institution recipient of a loan agrees to the following:**

**Loan Period:** Loans are made for six months from the date specified on the loan invoice. An extension of the loan period may be granted with a written request or e-mail to that effect and must be received at least two weeks prior to the loans original expiration date.

**Loan Return:** TYPE SPECIMENS must be returned by Proper tracking carriers. All other material will be returned by mail service at the borrower's expense prior to the loans expiration date. Loan material being returned must be packed in a manner comparable to that as received.

**Maintenance of Specimens:** The borrower assumes all responsibility for maintaining all specimens. The borrower is expected to properly maintain the specimens while they are in their possession.

- Specimens stored in alcohol should be replenished with 70% ethanol unless otherwise noted on the jar tag. Proper care includes keeping the specimens in a cool, dark place when not in use.
- All original tags must stay with the appropriate specimens. An annotation tag should be added to each lot noting any taxonomic determinations (include author and date) along with the name of the investigator(s).
- No dissection or altering of the specimens in anyway is permitted without prior written approval. No techniques that will render the specimens unusable or result in their destruction are authorized.
- No combining of lots is permitted without prior written approval.
- No material will be transferred to another institution or investigator without prior written approval.

**Acknowledgment:** Any material that is referenced in a report or publication must be acknowledged. The format of such an acknowledgment is left to the borrower, but should include the FWC – Fish and Wildlife Research Institute for making the material available. We request two reprints of any publication that has resulted, wholly or in part, from the use of our specimens.

**The Collection Manager has the right to approve or deny any loans. If the loan request is denied, the reasons will be stated.**

## SEAMAP Loan Conditions

### The Institution recipient of a loan agrees to the following:

**Loan Period:** Loans are made for six months from the date of shipment. If you wish to renew the loan, a written request (E-mail is acceptable) to that effect must be received at least two weeks prior to termination. It is possible for renewal requests to be turned down if, for example, another researcher has requested the same material. Renewals are made for six months. Loan material is approved and shipped based on availability. As material becomes available from succeeding collection years, a new request must be filed.

**Priorities:** The SEAMAP Subcommittee has classified four general user categories for priority in receiving approval for use of SEAMAP material. In order of priority, they are:

(Specimen User Categories)

- 1) SEAMAP Participants:** SEAMAP Subcommittee members and their designees.
- 2) SEAMAP Cooperators:** Persons actively involved in SEAMAP operation, such as work group members or others directly involved in collecting data.
- 3) SEAMAP Investigators:** Persons funded through a research contract or grant (e.g., university researchers) specifically to summarize and analyze SEAMAP data relative to a general need to improve understanding of fisheries in the Gulf.
- 4) Non-SEAMAP Investigators:** Persons not specifically involved in SEAMAP activities. Graduate students wishing to use SEAMAP material must have a faculty member from their institution sponsor their loan request.

**Conflict:** The SEAMAP Subcommittee deals with any conflicts in requests for material. Their decision will be transmitted to you as soon as possible. If rejected for a loan, the reasons will be included. It may be that you will have to wait until someone else with a higher priority has used the material.

**Fees:** The SEAMAP Curator reserves the right to charge the requestor for any excessive costs in shipping or processing time. The requestor will be notified prior to shipment if charges will be assessed and advised of the amount.

**Maintenance of Specimens:** The requestor is expected to properly maintain the specimens while they are in his / her possession. Proper care includes keeping the material in a cool, dark place when not in use. The specimens are stored, and must remain in, 70% ethanol. If techniques are to be employed that will render the specimens unusable for superficial morphological examination (e.g. clearing and staining) or result in their destruction, the requestor must indicate this on the loan agreement form. In addition, a series of specimens comprising 50% of the total material available per species must not be subjected to analyses other than standard external morphometric examination. In cases where material requested is rare, approval may not be granted for altering specimens. For anything exceeding these limitations, full Subcommittee approval will be required. Please send a letter requesting such approval to the SEAMAP Curator.

**Report / Publication:** All identifications made or corrected are to be transmitted along with material upon return of the loan. If any report(s) or publication(s) is generated in which SEAMAP material is referenced, eight copies of each publication are to be sent to the SEAMAP Coordinator:

Mr. Jeff Rester, SEAMAP Coordinator  
Gulf States Marine Fisheries Commission  
P.O. Box 726  
Ocean Springs, MS 39564

**Acknowledgment of SEAMAP material:** Any SEAMAP material that is used as reference data in a report or publication must be acknowledged. The format of such an acknowledgment is left to the requestor, but should include that the Southeast Area Monitoring and Assessment Program (SEAMAP) made the material available.

**The Collection Manager has the right to approve or deny any loans. If the loan request is denied, the reasons will be stated.**