

### **Earth Sciences Loan Request Form**

Name  
Address  
Email  
Cell phone  
Emergency contact/phone  
Name of advisor (students only)

Institution representing  
  
  
Local phone

Requested loan dates  
Project summary/purpose of research

List of objects or documents requested for study

Do you have any additional information not included above?

### **Earth Sciences Loan Policy**

Loans must be requested through the appropriate curator of the collection. Loans are made for non-commercial purposes. Loans of federal and state owned specimens may require longer lead time to process; federal and state agencies must be notified of the pending loan.

Loans for use in student research will be made to the advising professor and the responsibility of the loan lies fully on that advisor.

Museum specimens included in publications, thesis, exhibition must all be credited to the Denver Museum of Nature & Science. Please publish specimens with the full prefix. A copy of the resulting publication should be sent to the collection managers and authorizing curators in digital or hardcopy format at no cost to the Museum.

Vertebrate Paleontology	DMNH EPV. _____
Invertebrate Paleontology and Paleobotany	DMNH EPI. _____
Rocks	DMNH EGR. _____
Minerals	DMNH EGM. _____
Meteorites	DMNH EGT. _____
Micromounts	DMNH EGMM. _____
Casts	DMNH EPC. _____
DMNS Localities	DMNH _____

#### **General**

- Loans shall not be transferred by the borrower to another institution without written permission of Authorizing Curator, and borrower shall not exceed the scope of permissions granted in this agreement.
- The Museum reserves the right to set any additional loan conditions or restrictions, these shall be made in writing and attached to this Agreement prior to approval of the loan.
- Unused portions of any objects or samples for destructive sampling, and resulting products (e.g., residues, fragments) must be returned to the Museum.

#### **Insurance & Finance**

- Borrower assumes financial responsibility for all loan material if lost or damaged unless otherwise noted. Borrower responsibility begins on the date the objects leave the physical custody and control of the Museum and ends when the objects are received back into the physical custody and control of the Museum. All loan material will have insurance coverage in accordance with accepted Museum policy and borrower's insurance shall be considered the primary insurance in the event of any loss or damage, unless otherwise noted.

- All costs of wall-to wall insurance, packing, transportation, conservation and appraisal shall be borne by the borrower, unless otherwise noted. A certificate of insurance, if required by the Museum, shall be furnished to the Museum naming the Denver Museum of Nature & Science as an additional insured or loss payee.

### **Duration & Transport**

- Loans will normally be made for a period of one year or less. If extensions are requested, they must be reviewed by the authorizing curator and approved in writing. The Museum reserves the right to terminate a loan at any time before its expiration with reasonable notice to the borrower.
- Objects will be returned via the same method of shipment as they were sent, unless otherwise noted.
- The Museum may also require, at the expense of the borrower, loan objects be accompanied by a member of its staff who will supervise the care and handling, both outgoing and incoming.

### **Security & Care**

- Borrowers will treat loaned objects with the highest standards of care. Object stability will be assessed before leaving and upon return to the Museum.
- Damages, whether in transit or on the borrower's premises and regardless of cause, shall be immediately reported to the Museum.
- Objects placed on public exhibit must be in locked or otherwise secure cases, or when large objects are involved, displayed so as to provide maximum security. Objects not on display must be stored in a secure area.
- Loan objects may not be cleaned, repaired, retouched or altered in any way except with the written permission of the Museum. Denver Museum of Nature & Science identifying marks on the objects will not be removed without written permission of Authorizing Curator.
- Objects will not be subjected to technical examination of any type involving risk of their physical change without written permission.
- Objects may have been treated with pesticides and other potentially toxic substances for purposes of conservation and preservation. Use without proper safeguards and precautions may cause the borrower to come into contact with these substances. The borrower, and individuals authorized by the borrower to use this material, hereby assume the risk of any injury, harm, or illness, and releases and waives any claims against the Denver Museum of Nature & Science.

### **Acknowledgements & Reproduction**

- Objects covered in this Agreement may be photographed only for record and publicity purposes, reproduction in an exhibition catalog, or for research, scholarly or educational publications, unless otherwise noted. Notice of Museum copyright will be prominent on any such publication if copyrighted works are included. Notice shall also indicate that the objects are on loan from the Museum and objects must be identified with the full catalog

number. The borrower assumes full legal responsibility for any infringement of literary, copyright or publication rights.

- Physical or digital copies of the borrower's use of the material(s) must be provided without cost.
- Borrower will not reproduce loaned objects in any media now known or developed in future for commercial purposes.
- No object, exhibit or reproduction of an object or exhibit will be used in the promotion of a product or service for any purposes which imply the endorsement of the said service or product by the Museum. Any request for use of an object or exhibit for promotional purposes will be reviewed and approved in writing by Authorizing Curator.

I agree to abide by the rules and procedures established by the Department of Earth Sciences and the Denver Museum of Nature & Science regarding the collections.

Visitor's Signature

Date

Curator or Collection Manager's Signature

Date

**Submit**