

## UNIVERSITY OF WISCONSIN GEOLOGY MUSEUM LOAN POLICY

The UWGM engages in a loan program with the goals of:

- increasing the number of people who can access museum holdings for scholarly research or educational outreach purposes;
- providing museum visitors with access to specimens beyond museum holdings, and;
- allowing researchers at the UW-Madison to engage in research with objects from other institutions.

### **Outgoing Loans**

*Permanent Collection and UW Thesis Collection* – Loan requests must be made in writing and are subject to approval by the Museum Curator. Loans are made to a borrower's institution, with the care of the specimen(s) in the hands of a permanent staff member. Loans for students are made out to their advisor or another responsible staff member of the institution. The borrowing institution must be able to provide a safe and secure environment for the specimens over the duration of the loan period as stipulated in the formal, approved loan agreement.

**Loan Period** - All outgoing loans from the Permanent Collection and UW Thesis Collection will have terms of one year or less. Loan extension requests must be made in writing and are subject to approval by the Museum Curator. Loans may be renewed twice (three years total) and then must be returned to the museum.

**Shipping** – When specimens are being shipped from or to the UWGM, objects should be wrapped and packed in a professional manner to ensure the safety of all items during transport. The museum will establish the required shipping method and standards as part of each loan (e.g., courier, hand-carry, Fed- Ex, etc.).

**Preparation** – Without written approval of the Museum Director, fossil material should not be prepared or altered in any way by the borrower.

**Replication** – Without written approval of the Museum Director, the borrower should not replicate fossil material. If permission to replicate is granted, the UWGM reserves the right to restrict the total number of copies made and request that the original molds be returned with the specimen(s).

**Destructive Sampling** – Any request to perform destructive sampling must be submitted in writing to the Museum Curator and is subject to approval by the Museum Director. In the case of students, the request must be from the student's academic advisor. As a minimum, the request should include the following information:

- The purpose of the research and its scientific merit
- The sampling methods to be employed
- Why the chosen protocol is the least intrusive method possible
- Evidence of the researcher's competence with the protocol
- The specimen(s) to be sampled
- Why the specimen(s) in question are essential to the study

In all cases, the investigator should be able to provide reasonable assurance that the results of the study will be published in a peer-reviewed academic journal.

Type specimens are not available for destructive sampling. Specimens that are comparatively rare, both in general and in the context of the UWGM collections, are unlikely to be approved for sampling unless a particularly compelling case has been made to do so.

If the destructive sampling application is approved, the researcher will be informed of the decision and any restrictions imposed.

All products of destructive sampling are regarded as part of the specimen and must be returned unless specifically addressed in writing by the UWGM.

*Educational Outreach Collection* – Requests to loan specimens may be made in writing, phone or in person. Persons eligible to borrow educational outreach materials include, but are not limited to: K-12 teachers, homeschool organizations and parents, and members of the UW-Madison community for offsite outreach programs. While on loan, the borrower is responsible for keeping the materials in a secure location when they are not being used. Before the specimens are borrowed, the borrower and the Museum Curator must complete an Outreach Loan Form. The borrower must comply with all terms and conditions of the signed loan agreement.

*Loan Period* – All outgoing loans from the Educational Outreach Collection will have terms of one month or less. Loan extension requests may be made over the phone, in person or in writing and are subject to approval by the Museum Curator. Loans may be renewed twice (three months total) and then must be returned to the museum.

*Shipping* – Loaned specimens must be picked up and dropped off at the museum during regular, weekday hours. If this is prohibitive to the borrower specimens may be shipped via a certified carrier, with insurance, at the expense of the borrower.

With all outgoing loans the following terms apply:

1. The Museum Curator is responsible for creating, monitoring and maintaining loan records and for communicating with borrowers.
2. Loan forms must be filled out by the UWGM and the borrower prior to the objects leaving the museum's care.
3. The UWGM retains the right to refuse loans to borrowers that have mishandled loaned material in the past or failed to return items in a timely fashion.
4. The UWGM retains the right to recall a loan.

*Insurance* – The UW–Madison carries insurance that covers all of the museum collections at onsite locations only. For items that are loaned that have a value of \$500 or more, the estimated fair market value may be indicated on the loan form.

I have read and agree to the terms in the UWGM loan policy: \_\_\_\_\_  
*Borrower* *Date*