

Entomological Collection loan policy statement

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1. Loan requests

Loan requests should include the higher taxonomy (order: family: subfamily: tribe: genus: species), authorship, as well as the borrowers name, institutional affiliation, mailing address, email, and phone number. Also include a brief description detailing the purpose of the loan. Loans are normally requested for scientific study, exhibition, or teaching but other uses will be considered. Items may be sampled or consumed through destructive analysis or undergo conservation treatment only with prior written permission of ETHZ curatorial staff. New loan requests are granted after past loans are returned, or during the period of an existing loan if they are an extension of the same project.

2. Loan Refusals

Loans may be refused if the curator or ETHZ curatorial staff considers the condition of a requested specimen is likely to result in damage during shipping. This is particularly true of Odonata, Neuroptera, and some Lepidoptera, or others with loose abdomens, wings, legs, weak pins, etc. Loans of historically important specimens, very old types, and rare or unusual specimens may be rejected at the discretion of the curatorial staff for the same reasons. Requests from individuals who have previously violated the terms of a loan, including handling, sampling and/or return requirements may be rejected on those grounds.

3. Institutional Affiliation

The borrower must be affiliated with a research institution. Individuals without such affiliation may borrow only under the condition that an individual with such affiliation sponsors them and that they agree to study the material at the sponsor's institution. Loans of ETHZ materials are generally not made to private individuals. Loans will not be sent to a home address.

4. Student Loans

Students may borrow material provided the major/senior professor cosigns the loan agreement and accepts responsibility for the loan.

5. Loan Forms

Loan forms should be promptly signed and returned on receipt of specimens. Any damage during shipping should be detailed on the form at the time of receipt. By signing the loan form, the borrower agrees to abide by the rules set forth here.

6. Loan Period

Loans are made for an initial period of 12 months. Primary type specimens are loaned for six months. Loan extensions are negotiable on an individual basis. Extensions are usually granted

while the researcher is actively working on the project, as long as there have been no other requests for the material.

7. Care of Specimens

All borrowed specimens should be kept in unit trays, boxes, or drawers that are clearly marked to indicate that they are property of the ETHZ collection. The borrower takes full responsibility for care of specimens; they should be protected from breakage, dust, high humidity, temperature fluctuations and museum pests.

8. Loan Transfer or Relocation

Borrowed specimens should not be loaned secondarily or transferred to the care of other researchers unless ETHZ curatorial staff grants permission for the transfer. Likewise, borrowed specimens should not be moved to a new location/collection without permission from ETHZ curatorial staff.

9. Primary Types

Primary types (holotypes, lectotypes, neotypes, or syntype series) ordinarily will be loaned only for monographic work and are limited to a maximum of four (4) species. When those are returned, additional types loans will be made. No new loans will be approved until types from past loans are returned. All holotypes, lectotypes or neotypes designated by borrowers should be clearly labeled as such with date and name of designator and returned to ETHZ. All unique specimens must be returned.

10. Retention of Specimens

Subject to approval by ETHZ curatorial staff, some duplicate specimens (from a locality/date series) identified by the borrower may be retained. We prefer that such retentions be part of an exchange of equal benefit to ETHZ.

11. Dissections

Dissection of specimens is permitted for revisionary, monographic, or morphological research; however, duplicated material should be used where possible. Dissection of type specimens should only be done when necessary to resolve a difficult taxonomic problem. Dissected parts must always be returned with the remainder of the specimen, either in microvials, card or point mounted, or mounted on microslides in permanent mounting media. If parts of specimens are separately mounted on glass microslides, these should be clearly cross-referenced with the remainder of the specimen, and labeled with complete data from the original specimen. Complete disarticulation or metallic coating for SEM study of an entire specimen is not permitted without prior written consent of ETHZ curatorial staff.

12. Genetic sampling

Tissue samples may be taken from loaned specimens only with the approval of ETHZ curatorial staff. In most cases this will be limited to a single leg or part thereof; however, destructive sampling may be permitted for duplicate material. All nucleotide sequence data must be submitted to an approved repository such as the European Nucleotide Archive (ENA), GenBank, or Barcode of Life Database (BOLD) and accession numbers provided to ETHZ Entomological Collection staff.

13. Images

Borrowers imaging specimens or parts thereof for research are permitted to use and publish those images in their scientific publications. The credit line "Specimen provided by Eidgenössische Technische Hochschule Zürich" should be used in print and digital media. Borrowers will provide copies of all new images of ETHZ specimens or parts thereof including SEM, X-ray, UV, stacked images, scans, video, etc., to ETHZ as high-resolution digital files.

14. Publication of Results

The borrower should acknowledge the loan of ETHZ material in any paper based on study of the borrowed material, and send a copy of the paper to the ETHZ Entomological Collection.

15. Returning Specimens

Borrowers are encouraged to return all specimens as soon as possible after the completion of a project, and before starting new unrelated projects. In the case of very large loans, partial returns are encouraged as 'lots' of specimens are studied. A separate cover letter should give full particulars from the original loan form.

16. Packing and Shipping

Where possible specimens should be returned in the original insect boxes, packed and shipped to ensure their safe return. Vials, microscope slides, and other heavy objects should be packed separately from pinned material. Primary types must be pinned in individual units, plastic wrapped, and sent via registered airmail separate from other borrowed material. Specimens should be securely pinned, and all heavy specimens or loose parts should be bracepinned. Packing materials should be lightweight, and at least 50 mm (2 inches) of packing material should surround the specimen box. A shipping label should be placed inside the box in case the outer label is lost or damaged, together with a copy of the loan form annotated to indicate what material is being returned. The outside of the box should be clearly marked: "Fragile -- Dead Insects for Scientific Research -- No Commercial Value." All loan return documentation must comply with current export and import shipping requirements of the respective countries. Please do not ship any specimens (types/non-types) during December.

17. Visitor loans

Visitors may hand-carry material selected during a visit; however, the loan must be approved and full information provided to the staff before any specimens leave the collection. Visitors should place a marker on the inside of each drawer from which specimens are removed to facilitate efficient rehousing of returned loans. The ETHZ Entomological Collection is open to visitors Monday to Friday from 9:00 am to 5:00 pm. Visitors should notify collection staff (entomological.collection@usys.ethz.ch) at least two weeks in advance to ensure access to the collection.

18. Books and other materials

The ETHZ Entomological Collection has important holdings of books, other publications and archival material mostly dealing with taxonomy. Items may be borrowed; however, some important historical publications may only be viewed in the library under the supervision of curatorial staff. Borrowers must complete a loan card before material is removed from the library.