



Complete this form to request a loan of MCZ specimens or samples. **Note: individual departments may have additional policies relating to loans, media creation and use, and/or destructive sampling; see the [MCZ's website](#) for more information.** Completion of additional forms may be required.

Name: _____ Position: _____
 Email: _____ Advisor (if applicable): _____

Institutional Affiliation:

Complete institutional address (please ensure all information needed for shipping is included):

Institutional phone number (or appropriate phone number needed for deliveries):

EORI number (EU), CNPJ Number (Brazil), Tax recipient ID, or any other number(s) required for import:

FedEx is generally our preferred courier; indicate if another method required (e.g., DHL, USPS, hand-carry/pick-up):

If FedEx or DHL, list account number for shipping charges (required for Cryogenic Collection loans only):

Please inform us about any circumstances that might complicate shipment (e.g., protected species, country-specific import permit required, dry ice needed) and append any required permits.

Brief summary of the proposed research (limit 1,000 characters). Append additional document if more space is needed.

1. Objectives of the project, proposed methodology, and specific techniques proposed to be applied to the specimens.
2. Qualifications of the investigator(s) and summary of previous work using the proposed methodology. If the borrower is a student, the advisor should provide qualifications (supporting documentation can be sent as attachments).
3. Feasibility and time frame.
4. Explanation of why these MCZ specimens are necessary, whether substitution is acceptable, and summary of specimens requested from other institutions.

In addition to a loan of specimens, are you requesting permission to obtain and use any of the following for non-commercial purposes only? If 3D modeling is requested (CT-scan, photogrammetry, surface scan), please review the [Vertebrate Paleontology 3D Media Policy](#).

New photograph(s)	New photogrammetry
New X-ray(s)	New surface scan(s)
New CT-scan(s)	Other:

Note: In the event that you or a third party create the media, you or the third party will be required to assign the copyright to Harvard.

Non-commercial use of MCZ media is allowed under a [Creative Commons Attribution-Noncommercial-ShareAlike license](#) as long as the user gives appropriate credit to the MCZ (credit line should read: Museum of Comparative Zoology, Harvard University; ©President and Fellows of Harvard College), provides a link to the license, and indicates if changes were made. The MCZ tracks the use of its specimens and asks that publications including MCZ media should be sent to the appropriate departmental collection.

To request permission to use MCZ copyrighted materials for **commercial purposes**, please fill out the [Reproduction Request for Commercial Use form](#) and [email to the MCZ's Administrative Manager](#).

The MCZ will supply the material subject to the following terms and conditions:

1. Specimens are loaned to bona fide institutions, not to individuals, for non-commercial use (e.g., scientific research, education, exhibition).
2. Specimens are for sole use of the recipient for the specific purposes outlined in the loan request. Prior written permission from the MCZ is needed for any activities not specified in the loan request.
3. Loans may not be transferred to other institutions without express written permission.
4. Borrowing institutions must demonstrate the ability to properly unpack, care for, use, and return the specimens according to best practices of collection curation.
5. Specimens must be returned by the date stated on the invoice unless a loan renewal is granted in writing.
6. No destructive sampling or invasive procedures may be conducted on a loaned specimen without prior written permission.
7. The recipient will return any unused material or derivatives (e.g., tissue, DNA/RNA extract) to the MCZ.
8. The recipient will provide the MCZ with reprints of any resulting publications and accession numbers for genetic data in public repositories.
9. The recipient will provide copies of any digital media files and all associated metadata. All resulting media is ©President and Fellows of Harvard College.
10. Loans are granted for a period of up to one year and may be renewed up to four times in one-year increments. Loans that have been open for five years must be returned to the MCZ. A new loan request can then be submitted for consideration. Loans may be recalled at any time at the discretion of the MCZ.

By signing below, you acknowledge your agreement to abide by the above terms and the MCZ loan policies, including any relevant departmental policies. All loans will remain open until these obligations are fulfilled. **Note:** The MCZ is committed to the spirit and letter of the Convention on Biological Diversity and its associated Nagoya Protocol on Access and Benefit-Sharing, and it expects its partner users to act in a manner consistent with these international obligations. Use of some specimens may be restricted by the providing country; therefore, a specimen may only be used for approved purposes, and express written permission must be obtained before a loaned specimen can be used for additional purposes.

Submit your completed form to the relevant Curatorial Associate; see the [MCZ's website](#) for a list of departmental email addresses.

Signature

Date

Advisor's signature

Date

(Note: for graduate students or postdocs, the advisor or major professor must cosign.)