

LOAN CONDITIONS

ELIGIBILITY

1. Loans are only made to approved borrowers working at approved institutions and are at the discretion of the Chief Curator.

DURATION

2. Loans are normally for a period of one year. This may be extended under special circumstances by application at least one month before the return date. Individual loans should normally be returned complete.

3. Under **very exceptional** circumstances, loans may be extended one year at a time up to an absolute maximum of five years. After five years **ALL** loans will be required back for a Condition Survey, but samples may be borrowed again immediately afterwards.

4. The British Geological Survey reserves the right to require the immediate return of specimens, slides or samples on loan.

5. Any borrower in default by more than six months may be removed from the list of approved borrowers. They may subsequently be reinstated at the discretion of the Chief Curator, but

normally only after all overdue loans have been returned and a further period has elapsed.

6. When a borrower has been in default by more than six months, the British Geological Survey reserves the right to formally contact the borrower's institution and request that they assist in the return of the loan. Failure of the institution to do so within six months may result in the institution being removed from the list of approved institutions.

7. The British Geological Survey also reserves the right to charge a recall fee of up to £20 per calendar month (or part thereof) per loan (or part thereof) if the initial loan period is exceeded without an agreed extension.

QUANTITY

8. No more than six type or figured palaeontological specimens may be on loan to any individual at any one time.

LOAN FORM

9. Two copies of the loan form will be forwarded to the borrower. One copy must be signed and returned within one week to acknowledge receipt. Failure to do so may result in the borrower being removed from the list of approved borrowers. A further copy of the loan form will be sent to the nominated institution contact.

CHARGES

10. Loans are subject to a scale of charges to cover handling costs. These may be waived where the loan is certified as for bona fide research not linked with any commercial investigation. The appropriate section on the returned copy of the loan form must be completed, otherwise an invoice may be raised.

USE OF SPECIMENS

11. Specimens must not be altered in any way without prior permission in writing. Alteration includes removal of labels, development, polishing, sectioning, staining or the preparation of casts or moulds, or coating prior to photography or SEM study.

12. Specimens must NOT pass to anyone not specified on the loan form, nor be removed to a different address or institution without informing the Chief Curator.

13. When written permission has been given to prepare or process a sample, all specimens extracted, all sample residues, all prepared slides or SEM stubs, all casts or moulds, all peels, or any other any other items derived from the original sample remain BGS property and must be returned.

14. Photography is not allowed, except for private academic study or publication in scientific papers for which no remuneration is received. A copy of any such publication must be sent to the Chief Curator.

15. Comments on specimens are requested. New information or re-identification should be entered on fresh labels with the identifier's name, address and date so that this can be recorded on their return.

16. If it is intended to figure or cite specimens in a publication, please confirm with the Chief Curator the exact numbers and prefixes being quoted before submission of the manuscript. Do NOT assign your own numbers.

17. When specimens or samples are figured or cited in publications, or analyses presented, a reprint should be sent, when available, to the Chief Curator. Likewise, where reference is made in a thesis or unpublished report, a copy is also required (digital is preferred), but this may be kept confidential for an agreed period.

18. A list of any special conditions will be included on the loan form. They will detail any agreed use by a third party and any agreed preparation techniques. They must be strictly observed.

Dr Mike Howe, Chief Curator
February 2004