

1. Loans for scientific purposes are initiated on the instruction of designated staff of the Naturalis Biodiversity Center, usually the Collection Manager of the relevant collection unit. Loans for exhibitions and other non-research purposes require registration with the Head of Department prior to shipment, and are subject to additional conditions.
2. The consignee agrees to take the greatest possible care of all specimens entrusted to him. The address of the consignee is always that of a museum or a scientific institution.
3. Types of vertebrates and fossil plants will not be sent on loan, types of invertebrates, insects and fossils only in exceptional cases depending, among others, on type status and number of type specimens per taxon. The number of types sent on loan is usually limited per mailing.
4. The period within which the specimens should be returned is maximally 12 months. Loans of uniques, types, etc. will not exceed 3 months and will have to be returned by priority mail.
5. Types and other unique specimens may not leave the museum to which the loan has been sent.
6. It is not permitted to bring specimens received on loan under the control of others without prior written permission of the Head of Collection Management.
7. Without an agreement in writing from the Head of Department the consignee is not permitted to retain specimens, fragments thereof, or other physical or chemical information carriers.
8. The consignee is not permitted to remove specimens or parts thereof from needles or slides, take mounted specimens from boards, or otherwise impair the integrity of the material and its history. Original labels may not be removed or physically tampered with.
9. The consignee agrees to handle the material according to any instructions given by the museum, and to be responsible for any damage, wear or loss of the material, also when, on return of the material, this would result from improper packing or transport. The consignee may be instructed to insure the specimens for the value specified on the invoice.
10. Without prior written permission specimens may not be used for anatomical, histological, or molecular and other chemical studies. Parts may only be dissected from specimens after permission has been obtained and they must be returned properly labelled with the original specimen.
11. Without prejudice to article 10, the consignee shall acquire prior informed consent from, and conclude an access and benefit sharing agreement with, the competent authorities in the provider country of the specimens if:
  - the consignee considers performing research and development on the genetic or biochemical composition of the specimen(s) as intended in the Nagoya Protocol to the Convention on Biological Diversity (1993; 2014) and related international legislation, and
  - the legislation of the provider country of the specimens stipulated such prior informed consent and access and benefit sharing agreements at the time Naturalis accessed the specimens.
12. Use of the museum's collections must be adequately acknowledged in publications or with other products (abbreviation RMNH in zoological, RGM in geological publications). At least one copy (reprint) of publications based directly or indirectly on material from the collections of the Naturalis Biodiversity Center will be made available for use in the library of the museum. The Collection Manager should be informed about any products resulting from the loan.
13. Products based directly or indirectly (e.g. photos) on the use of the museum's collections generating income for the consignee or others are subject to royalty payments, payable to the museum. Use of collection specimens for other than non-profit purposes is not permitted without prior consent.
14. The Head of Department reserves the right not to initiate loans, or to adapt the conditions of loans according to the circumstances, for instance, on the basis of risk assessment or legal considerations.
15. The consignee agrees to return all specimens received on loan not later than the date specified on the invoice, or to apply for an extension if necessary.
16. The consignee agrees to return all the material on loan completely, unless agreed otherwise. The consignee has the obligation to inform the museum of any legal, administrative, or other obstacles in the traffic of material, including its safe return, when requesting the loan.
17. The consignee agrees to inform Naturalis Biodiversity Center when a loan will be sent back to the museum at [loanoffice@naturalis.nl](mailto:loanoffice@naturalis.nl).
18. The consignee permits Naturalis Biodiversity Center to process personal data, such as name and address.



I have read the above regulations and agree to adhere to this policy.

**Signature and loan information / fill in completely**

|                      |
|----------------------|
| Name:                |
| Organisation :       |
| Address:             |
| Place / Postal Code: |
| Country / State:     |
| E-mail address:      |

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Date:

Signature:

See our website for more information:

<https://www.naturalis.nl/en/our-loan-policy>

<https://www.naturalis.nl/en/privacy>