ENTOMOLOGY COLLECTIONS
LOAN POLICIES, TERMS, AND PROCEDURES

LOAN POLICY
Loans are temporary physical transfers of specimens without any transfer of ownership. The New York State Museum (NYSM) grants two basic types of outgoing loan requests: Exhibition or Research. Specimens from the "Teaching Collection" are loaned to educators under the terms of an Exhibition Loan.

Requests to borrow NYSM specimens should be sent in writing to the Curator of Entomology at timothy.mccabe@nysed.gov, or to the address below:

Dr. Timothy McCabe
New York State Museum
3140 CEC
Albany NY 12230

Research Loans

Requests should include the following information: purpose of the loan including a brief description of the proposed research, description of the material requested in as much detail as possible, quantity of specimens needed, and where and under whose responsibility the specimens will be housed while on loan. Loans are made to any individual that has demonstrated research capabilities. Students must use a permanently employed representative of the institution to be named as the responsible party for the loan.

Requests will be reviewed by staff of the Curator relative to the quantity of available material and restrictions placed on certain specimens. Requests for destructive sampling and testing are handled differently. For more information, please review the NYSM Entomology Policy Regarding Destructive Sampling (attached below).

Exhibition Loans

Institutions wishing to borrow objects for exhibition or educational purposes must visit and hand carry borrowed exhibits. The request must state the specific objects to be borrowed, the title and nature of the exhibit or course, the dates and location of the exhibit including all venues if traveling, and any other pertinent information. The borrowing institution must assure the continued physical integrity and safety of the material and guarantee that its sole use will be in scholarly, educational or cultural pursuits. Security and environmental controls must be adequate for all materials on public exhibition.

All specimens loaned from the New York State Museum are subject to the following guidelines. All exceptions must be requested and granted in writing. Failure to follow the NYSM guidelines may jeopardize future borrowing privileges.

a. The length for each loan will be negotiated at the time of the loan. Requests for extensions should be made in writing or by email to the Curator. The NYSM may recall a loan for any reason with 30 days written notification. Immediate action may be taken if care and exhibition of items do not meet the conditions of the loan.

b. Specimens may not be forwarded to another institution or individual without written permission from NYSM.

c. Specimens should be stored according to professional standards in cases and/or facilities that are free from hazards (insects, rodents, fire, vandalism, theft, water damage, etc.). NYSM will recommend storage and handling guidelines for unusual or sensitive materials. Specimens should not be sampled, dissected, remounted or in anyway altered without written permission. Special permission is required for destructive testing or invasive sampling of any kind. Guidelines for destructive sampling requests are available from the Curator of Insects.

d. No New York State Museum identifying numbers or tags may be removed from the material. All original documentation accompanying the specimens (including labels) must never be discarded or covered over. Identifying numbers placed on material by the borrowing institution for their own purposes must be of a non-permanent nature.

e. Biological specimens representing extinct or endangered species, type specimens, voucher collections, specimens described or figured in publications, fragile specimens or single representatives of a taxon are generally not available for loans. Exceptions to this must be approved in writing by the Curator.

f. The borrowing institution is responsible for the lent materials while in transit, and while at the borrowing institution. Therefore, specimens should be packed and shipped according to national and international laws governing transportation, and in a manner similar to or better than as received. The borrower must agree in advance to cover the cost of return shipping, and to provide condition reports upon receipt and upon return.

g. Adequate recognition shall be given the New York State Museum on all exhibition labels and in all news releases and publications, citing the New York State Museum, Albany, as the lender of the material. The acronym "NYSM" should be used for citing the Museum's specimens. Authors shall send two reprints or a pdf of any publication based in whole or in part upon material loaned from the Museum.

ENTOMOLOGY COLLECTIONS
DESTRUCTIVE SAMPLING AND TECHNICAL ANALYSIS POLICY

Statement of Basic Principles

It is the policy of the New York State Museum to foster and promote research on its collections consistent with the preservation and protection of the collections for the use and enjoyment of future generations. To this end, the Museum considers requests for destructive sampling and technical analysis of objects in its care when the potential contribution to scientific knowledge outweighs the defacement or loss of a specimen.

Requests for analysis or destructive sampling will be considered in light of the following criteria:

1. The purpose and merit of the study, and the appropriateness of the proposed analytical methods.

2. The demonstrated competence of the researcher with the proposed methods.

3. The potential to compromise future analyses.

4. The availability, or rarity, of equivalent material.

5. The proposed dissemination of the results of the analysis.

6. The suitability of the NYSM specimen for this study and availability of possibly better suited specimens in collections elsewhere.

Special concern is warranted for certain classes of object such as type specimens, objects of special scientific, historic, or monetary value, objects not well represented in the New York State Museum's collections, or objects of a sensitive cultural nature. NYSM collection policies for these materials, including NAGPRA-related items, will be observed.

Procedures

Researchers who wish to sample an accessioned specimen or object must complete a Technical Analysis/Destructive Sampling Request and return it to the appropriate survey for the Museum.

Requests will be evaluated and approved by the Curator, who will also approve selection of the objects to be sampled. If, in the Curator's judgment, the analysis or sampling request warrants further consultation because of a specimen's special significance, the Curator should bring the issue before the Collections Committee. Once the Curator approves a request, a Technical Analysis/Destructive Sampling Agreement will be issued to the Researcher. Copies of the signed agreement will be kept in the Registrar's office and the Anthropology Collections Office with the original filed with the permanent records of the specimen. Off-site sampling requests will generally be treated as loans.

All samples and any portions thereof not destroyed during analysis must be returned to the Museum. The researcher must supply the Museum with sample control numbers if those are different from the Museum's specimen numbers.

If specimens requested by the researcher are to be totally consumed, the researcher's request will be treated as a request to deaccession specimens, and will be governed by deacccessioning policies and procedures.

The researcher is required to supply the Museum with a short summary report and copies of the raw data as well as reports, publications, or unpublished manuscripts which refer to the borrowed material.

The researcher is required to notify the museum of any database deposits. NYSM must be given credit in any database deposits for supplying material.