

ODA Insect Museum loan conditions

1. A loan is granted for a period of one year, at which time it must be renewed, or all specimens must be returned to the ODA Insect Museum (ODAC) on or before the due date of the loan.
2. Loans initiated by graduate students must be co-signed by a major professor.
3. All holotypes derived from ODAC material are to be deposited in the California Academy of Sciences. If paratypes are derived from ODAC material, permission must be obtained before distribution to depositories such as the California Academy of Sciences (the depository preferred by the ODAC).
4. Any unique specimens must be returned to the ODAC.
5. Please place determination labels on each specimen, slide, vial, or at least on the lead specimen in a series.
6. Please send the curator (James R. LaBonte) a reprint of any paper based in whole or in part upon ODAC specimens.
7. Pre-approval is required before any materials are subjected to procedures that may affect their future utility and condition. These include, but are not limited to, DNA analysis/extraction and dissection.
8. Pre-approval is required before specimens are forwarded to a third party. The third party may not forward the material.
9. Returned specimens should be carefully packed. For recommendations on preparation for shipment see "Preparation of specimens submitted for identification to the Systematic Entomology Lab, USDA" by Lloyd Knutson, 1976, Bulletin of the Entomological Society of America, 22(2): p. 130.
10. Please treat specimens with care. If you receive damaged specimens, please notify the ODAC immediately with the specific details. If specimens are returned with severe damage, loss of loan privileges may result. Severe damage includes, but is not limited to, any of the following that significantly reduce the scientific value of a specimen: damage during return shipping, insect (e.g., dermestid) damage, careless handling (loss of appendages, segments), or outright loss.
11. Exceptions to the above conditions must be approved by the curator.

