

**LOAN REQUEST FORM**

Please read our loan policy and procedures before completing this loan request form. You must complete this form and submit the signed form and all required documentation to the appropriate Curator for review. Contact information for our curators is available at <https://egefish.ege.edu.tr/tr-17994/Group%20Codes.html>

BORROWER NAME \_\_\_\_\_ INSTITUTION NAME \_\_\_\_\_

SHIPPING ADDRESS

PHONE # : \_\_\_\_\_ FAX # : \_\_\_\_\_ E-MAIL: \_\_\_\_\_

I would like to borrow the below-mentioned specimens (write phylum and species names)

**PURPOSE OF THIS LOAN:**  For Molecular Analysis  For Examination  For Identification  For Exhibit

**PROJECT TITLE** \_\_\_\_\_

**LOAN CONDITIONS:**

1. I will return the "Sign & Return" copy of the invoice immediately upon receipt of the specimens.
2. I understand this loan, if approved, will be made to my institution, not to me, and that the Head of my Institution or my Department Chairman undertakes full responsibility for the proper care and return of these specimens.
3. I understand the specimens must be maintained in the original preservative and preservative concentration at all times.
4. I understand that I am not permitted to dissect, clear & stain, section, sample, remove tissue for molecular analysis, or alter the specimens in any way.
5. I understand that all labels must be kept with the specimens at all times and returned with the specimens
6. Type specimens can be borrowed for a maximum of two months and other specimens for 6 months.
7. Loans must be returned by the date specified. Extensions may be granted upon request.
8. The borrower is requested to send to the curator at least one reprint of each paper resulting from his/her study of the borrowed material.
9. On return, the material must be carefully packaged.
10. Loans must be sent by registered mail (or courier service).

**I have read and understand the loan requirements described above. If my loan request is approved I agree to comply with all of the conditions of the loan.**

Signature

Date