

Faculty and TA's – Do you anticipate wanting to borrow specimens from the OSU Collection of Vertebrates for teaching use this semester?

If so, this is a reminder about the procedures for obtaining Collection specimens

All loans, even those for only a couple of hours, must be processed by Collection personnel only. Written requests for all loans first must be authorized by the Curator of Vertebrates (Daniel Moen). Upon approval, loans will be processed by the respective Collections Manager. In this process, an "Invoice of Specimens on Loan" will be completed, which includes a list of specimens loaned and a description of the condition of the material that the borrower will sign and return to the Collections Manager. When loans are returned, the materials are inspected and reinstalled by the Collections Manager.

We need written requests for all loans to accurately document all transactions of the collections. The documents not only help us get what you need for your class, but also help us keep track of specimens once they leave the Collections, and, most importantly, help us demonstrate to OSU Administration and granting agencies the users and usefulness of the Collections for members of the OSU community.

Because this process has several steps and there are a limited number of people who can carry out these steps, we need ample time to complete each loan. Please plan ahead.

Loan requests should be given to the appropriate curator for approval at least 10 days prior to the date that materials are needed.

Written loan requests may be given or emailed to the Collections Managers or the Curator of Vertebrates.

Daniel Moen – Interim Curator of Vertebrates
Office - LSW 516/517
daniel.moen@okstate.edu

James Erdmann – Collections Manager of
Fishes, Amphibians, and Reptiles
Office – LSW 430-A
james.erdmann@okstate.edu

Sarah Hileman – Collections Manager of Birds,
Mammals, and Frozen Tissues
Office – LSW 404
shilema@okstate.edu

Written Requests should indicate ALL the following information: WHO wants to borrow specimens; WHAT specimens are requested (be as specific as possible); WHY the materials are needed (for which courses including course number and approximately number enrolled); LENGTH OF TIME the materials are needed; HOW and WHERE the loaned materials will be housed/stored during the loan. Please provide all the information on the attached Loan Request Form.

OKLAHOMA STATE UNIVERSITY
COLLECTION OF VERTEBRATES
IN-HOUSE LOAN REQUEST

**Loans must be approved by the appropriate curator
at least 10 days prior to the date that materials are needed.**

**Give written loan request to the
Collections Managers or the Curator of Vertebrates**

Daniel Moen, Interim Curator of Vertebrates, Office – LSW 516/517
Sarah Hileman, Collections Manager, Office – LSW 404
James Erdmann, Collections Manager, Office – LSW 430-A

Date of Request:

Borrower's Name and Campus Address:

Telephone:

Email:

Purpose of loan (include how specimens will be used, course number, approximate enrollment, and instructor of record [i.e., the professor's name] if for use in an OSU Class):

Period of loan (when loan will be picked up and when it will be returned):

Where materials on loan will be housed:

List of materials or specimens (species) requested (may be continued on additional pages/documents):