**WESTERN AUSTRALIAN MUSEUM**

**HERPETOLOGY, MAMMALOGY & ORNITHOLOGY**

**Specimen Loan Request**

The decision to provide specimens as a loan is at the discretion of the Curators. Please contact the relevant collection curator for discussion.

Specimen Loans

Loans are made to the Head of the institution and are released to the care of the requestor’s state museum. Requestors can examine the material at their state museum. Specimens are not to be released to independent museums, universities, private facilities or homes.

Loans are for a period of six months and only authorised to be used for the project specified in the request. Extensions are to be made in writing to the Senior Curator.

A database search of the WA Museum Specimen Database does not guarantee supply of material. Where specimens are few for that species, delicate or of other significance, provision of the specimen may be denied. All efforts will be made to find a suitable alternative specimen.

Data

All loans recipients are sent hardcopies of associated data, including:

REGISTRATION NUMBER

FAMILY

GENUS

SPECIES

LOCATION

LATITUDE

LONGITUDE

DATE COLLECTED

LatDEC/LongDEC and additional fields are available by request. Data is also available as an Excel spreadsheet.

Fees & Charges

There are no set fees or charges for loan material. Charges may apply if material has been damaged or lost. For large loan items we may ask that the loan requester pay for freight.

Shipping

Specimens are sent within Australia using Australia Post or via courier. International freight is via TNT or FedEx. Type or unique material is shipped by Registered Post or courier.

International requestors MUST be currently listed on the CITES ‘Register for Scientific Institutions’.

Alcohol preserved specimens are shipped drained of excess ethanol and wrapped in damp 24% ethanol gauze or cloth to comply with Dangerous Goods legislation. Specimens must be placed in ethanol on receipt.

Specimens are to be returned in the same condition they were provided. A loan report form is included with all freight.

Acknowledgment

Please acknowledge the WA Museum for provision of loan material listing the registration number for each specimen used in any publications. The prefix for WA Museum specimens is *WAM*.

As a courtesy to the WA Museum we request that researchers inform us of the results of their research. This includes providing us with copies of reprints of papers, articles and any other publications where material supplied has been used.

Request Submission

Please email your requests to rebecca.bray@museum.wa.gov.au or post to:

Rebecca Bray

Terrestrial Vertebrates

WA Museum

Locked Bag 49

WELSHPOOL DC WA 6986

AUSTRALIA

Please complete the attached request form. Attachments of WA Museum Specimen Database extracts or independent excel requests are acceptable provided they outline in detail what samples are required.

WA Museum Contact Details (Terrestrial Vertebrates):

Dr Paul Doughty Curator (Herpetology) paul.doughty@museum.wa.gov.au

Ron Johnstone Curator (Ornithology) ron.johnstone@museum.wa.gov.au

Dr Kenny Travouillon Curator (Mammology) kenny.travouillon@museum.wa.gov.au

Rebecca Bray Technical Officer (Vertebrates) rebecca.bray@museum.wa.gov.au

**WESTERN AUSTRALIAN MUSEUM**

**HERPETOLOGY, MAMMALOGY & ORNITHOLOGY**

**Specimen Loan Request**

Please email completed form and letter of support (if required) to: rebecca.bray@museum.wa.gov.au

To fill, click on fields or scroll through using the ↓ or Tab key.

**Name:** *Name* **Title:** *Title*

**Department / Institution:** *Department / Institution*

**Address:** *Address*

**City:** *City* **State:** *State*

**Country:** *Country* **Postal Code:** *Postal Code*

**Email:** *email* **Telephone:** *Telephone*

Are you a student? YES [ ]  NO [ ]

Students must complete the following information about their advisor. Loan requests for students will be considered with consent and responsibility taken by their supervisor.

**Supervisor Name & Title:** *Supervisor Name & Title*

**Department / Institution:** *Department / Institution*

**Email:** *email* **Telephone:** *Telephone*

*Students must also submit a letter of support from their advisor, indicating the student’s experience/competence working with museum specimens.*

**Purpose and scientific merit of the proposed research:**

Click here to enter text.

**Specimens to be included (be as specific as possible, attach files as necessary):**

Click here to enter text.

**How will specimens be stored while on loan (type and location of cabinetry, who will have access to the specimens)?**

Click here to enter text.

**Methods to be applied (e.g. photography, digitising, measurements):**

*Click here to enter text.*

Unless a prior agreement has been made with the Western Australian Museum (WAM), access to the WAM collection is granted with the following stipulations:

All photographs, video or other reproduction of WAM material, must be made available, **upon request**, to WAM.

**Will photographs or other reproductions be made of Western Australian Museum material?**

YES [ ]  NO [ ]  Comments: *Comments*

Any data obtained from WAM material, must be made available, **upon request**, to the WAM to attach to the specimen record.

**Do you intend to do any moulding & casting, dissection or tissue sampling of Western Australian Museum specimens?**

YES [ ]  NO [ ]

**If YES, you are required to submit a destructive sampling application form prior to your visit (if you do not have one, please request one by emailing** **rebecca.bray@museum.wa.gov.au**

**Shipping address**

**Name:** *Name* **Title:** *Title*

**Department / Institution:** *Department / Institution*

**Address:** *Address*

**City:** *City* **State:** *State*

**Country:** *Country* **Postal Code:** *Postal Code*

**Email:** *email* **Telephone:** *Telephone*

**International Requests**

Please provide current copies of your **CITES registration number** and import permits:

*Comments*

**Any other information that you feel is pertinent to this request:**

Click here to enter text.