



Florida Fish and Wildlife  
Conservation Commission  
Florida Biodiversity Collection

## Fish and Wildlife Research Institute Florida Biodiversity Collection Loan Policy

### **The Institution recipient of a loan agrees to the following:**

**Loan Period:** Loans are made for six months from the date specified on the loan invoice. An extension of the loan period may be granted with a written request or e-mail to that effect and must be received at least two weeks prior to the loan's original expiration date.

**Loan Return:** TYPE SPECIMENS must be returned by REGISTERED MAIL. All other material will be returned by mail service at the borrower's expense prior to the loan's expiration date. Loan material being returned must be packed in a manner comparable to that as received.

**Maintenance of Specimens:** The borrower assumes all responsibility for maintaining all specimens. The borrower is expected to properly maintain the specimens while they are in their possession.

- Specimens stored in alcohol should be replenished with 70% nondenatured ethanol unless otherwise noted on the jar tag. Please check the tag. Proper care includes keeping the specimens in a cool, dark place when not in use.
- All original tags must stay with the appropriate specimens. An annotation tag should be added to each lot noting any taxonomic determinations (include author and date) along with the name of the investigator(s).
- No dissection or altering of the specimens in anyway is permitted without prior written approval from the Collection Manager or the Curator. No techniques that will render the specimens unusable or result in their destruction are authorized.
- No combining of lots is permitted without prior written approval.
- No material will be transferred to another institution or investigator without prior written approval.

**Acknowledgment:** Any material that is referenced in a report or publication must be acknowledged. The format of such acknowledgment is left to the borrower but should include the FWC – Fish and Wildlife Research Institute for making the material available. Please cite specimens used as: Florida Fish and Wildlife Conservation Commission – Fish and Wildlife Research Institute St. Petersburg, Florida with collection codes FSBC or FSBC I for Ichthyology and invertebrate specimens, respectively. We request one digital copy or two physical reprints of any publication that has resulted wholly or in part from the use of our specimens.

**The Curator or Collection Manager reserves the right to approve or deny any loans. If the loan request is denied, the reasons will be stated.**