

CONDITIONS OF LOAN

Provided by the NIWA Invertebrate Collection, National Institute of Water & Atmospheric Research Ltd

1. Copies of the loan form must be signed by the borrower and returned to the NIWA Invertebrate Collection Manager as requested.
2. All loan material must be returned to NIWA by the date specified on the loan form unless prior arrangement is made.
3. All type material and slides and / or scanning electron microscope studs taken from type material shall be returned by tracked airmail.
4. Material/specimens while on loan must remain at the institution to which they are loaned and the loan may only be transferred to a third institution with prior consent of NIWA.
5. Specimens are not to be subjected to dissection or any destructive analysis without permission. Where permission is granted, all parts are to be returned.
6. If type specimens are designated from samples on loan from NIWA, registration numbers must be attached to the specimens and quoted with the descriptions. The holotype and half of the paratype series are to be deposited at the NIWA Invertebrate Collection unless otherwise agreed.
7. Any publication based on, including or resulting from access to NIWA material must acknowledge the source, i.e. *the NIWA Invertebrate Collection* and the research projects specimens were collected on (specific wording will be supplied on request).
8. If the research on borrowed specimens is published, the borrower should send a reprint or copy to NIWA.
9. A copy of information, images, etc. generated from, or of the samples shall be provided to NIWA at no charge.
10. Stringent measures must be taken to prevent deterioration and infestation of loaned material by insects or other pests.
11. Specimens sent out in preservative must be securely maintained and not allowed to dry out.
12. Loans returned by post must be securely packed, registered or insured and sent by air mail wherever possible, with advance notice to the Collection Manager by email that samples have been sent.
13. NIWA reserves the right to refuse loan requests.

Failure to adhere to these conditions will result in the loss of future borrowing privileges for the loan recipient. Failure to return the material lent to a specific institution may also result in the loss of future borrowing privileges for that institution.