

Faculty and TA's -- Do you anticipate that you will want to borrow specimens from the OSU Collection of Vertebrates for use in teaching a lab or lecture this semester?

If so, this is a reminder for TAs 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 (Karen McBee). Upon approval, loans will be processed by the Collections Managers. 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.

Karen McBee - Curator of Vertebrates

Office - 305 LSW
karen.mcbee@okstate.edu

Enrique Santoyo-Brito—Collections Manager for Fishes, Amphibians, and Reptiles

Office – 311C LSW
enrique.s.brito@okstate.edu

Allison Loveless—Collections Manager for Birds, Mammals, and Frozen Tissues

Office - 112 LSW
ally.loveless@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 Manager or the Curator of Vertebrates**

Karen McBee, Curator of Vertebrates, Office – 305 LSW
Allison Loveless, Collections Manager, Office – 112 LSW
Enrique Santoyo-Brito, Collection Manager, Office – 311C LSW

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):