



---

MCZ Vertebrate Paleontology Specimen Loan Request

Complete this form to request specimens from the MCZ Vertebrate Paleontology Collection. Please review the VP Collection and Loan Policies before submitting your request (<https://mcz.harvard.edu/vertebrate-paleontology-collection-policies>).

Name:

Position:

Email:

Advisor (if applicable):

Institutional Affiliation:

Complete institutional address (please ensure all information needed for shipping is included):

Institutional phone number (or appropriate phone number needed for deliveries):

Preferred mode of shipping (e.g., FedEx, hand-carry/pick-up):

Please inform us about any circumstances that might complicate shipment (e.g., country-specific import permit required) and append any required permits.

Brief summary of the proposed research. Append document if more space is needed.

1. Objectives of the project
2. Explanation of how MCZ specimens fit in with research goal(s)
3. Qualifications of the investigator(s) and summary of previous work using the proposed methods

Which method(s) will you use to obtain data from the specimens?

Imaging

- 2D (photography)
- 3D

Additional Methods

- Other:

3D Modeling

- Photogrammetry
- CT Scan
- Surface Scan
- Other:

Destructive Sampling

- Histology
- Isotope Analysis
- Other:

If 3D modeling is requested, please review the Vertebrate Paleontology 3D Media Policy ([https://mcz.harvard.edu/files/mczvp\\_3d\\_data\\_policy.pdf](https://mcz.harvard.edu/files/mczvp_3d_data_policy.pdf)). If destructive sampling is requested, please review the Destructive Sampling Policy (<https://mcz.harvard.edu/destructive-sampling>) and the Vertebrate Paleontology Destructive Sampling Instructions (<https://mcz.harvard.edu/vertebrate-paleontology-collection-policies>) before submitting your request. Append the required information, listed in the policy, to this document.

Please provide the relevant information for each sample requested. Specimen catalog numbers, identifications, and available parts can be searched and downloaded from MCZbase (<https://mczbase.mcz.harvard.edu>).

MCZ Catalog Number	Method (e.g. 2D, 3D, sampling technique)	Scientific name (Genus species)	Part Requested (e.g., humerus, mandible, vertebral column)

Append a complete list of samples requested if more space is needed.

The MCZ will supply the material subject to the following terms and conditions:

1. The recipient may only use the material and derivatives for the requested use.
2. The recipient shall not sell, distribute, profit from, or use the material or its derivatives in commercial applications.
3. The recipient will return any unused material or derivatives (e.g., histological slides, molds/casts) to the MCZ.
4. The recipient will provide the MCZ with reprints of any resulting publications and notice of new type designations.
5. The recipient may not transfer material to a third party without prior permission from the MCZ.
6. The recipient will contact the MCZ to request prior permission for any activities not covered under the terms of this agreement.
7. The recipient will comply with the MCZ Copyright Policy and the MCZ Vertebrate Paleontology 3D Data Policy for media produced of MCZ specimens.

By signing below, the individual(s) requesting specimens acknowledge their agreement to abide by the above terms and the MCZ loan policies, and all loans will remain open until these obligations are fulfilled. Note: use of some specimens may be restricted by the providing country; therefore, a specimen may only be used for approved purposes, and express written permission must be obtained before a loaned specimen can be used for additional purposes. Digital signatures are acceptable. Submit your completed form to the Curatorial Associate of Vertebrate Paleontology, Christina Byrd via: [mcz\\_vertbratepaleo@fas.harvard.edu](mailto:mcz_vertbratepaleo@fas.harvard.edu).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Date

*(Note: for graduate students or postdocs, the advisor or major professor must cosign)*