

**MUSEUM OF COMPARATIVE ZOOLOGY
DEPARTMENT OF VERTEBRATE PALEONTOLOGY
HARVARD UNIVERSITY
26 OXFORD STREET
CAMBRIDGE, MA 02138**

**POLICY FOR COLLECTION AND USE OF 3D DATA FROM MCZ VERTEBRATE
PALEONTOLOGY COLLECTION**

For the purposes of this agreement, 3D data includes, but is not limited to: CT scanning, laser scanning, photogrammetry, or similar methods.

To request permission to scan specimens housed in the MCZ Vertebrate Paleontology (VP) Department, a project proposal indicating the goals of the study, and a list of specimens and project collaborators must be submitted to the MCZ VP Curatorial Associate for review – well in advance of the proposed scan date (at least 90 days prior to scan). Project proposals are evaluated against other recent requests and ongoing research projects to limit topical overlap, as well as to determine the conservation status of the specimens requested.

When a project is approved, all researchers named in the project proposal will be required to sign this form in recognition of the **Policy**. The scan-maker, on behalf of all collaborators, will also need to sign the **MCZ Vertebrate Paleontology 3D Data Use Agreement** form, which will be provided once the project is approved.

The MCZ VP Department prefers all scanning be completed at Harvard in order to preserve specimen integrity and to limit specimen inaccessibility. CT scanning can be done by both internal and external researchers at Harvard's Center for Nanoscale Systems. For more information see: <https://cns1.rc.fas.harvard.edu/>. In exceptional cases, loans may be made to use non-Harvard facilities, but the rationale for such a loan needs to be included in the project proposal.

Once specimens have been scanned, the MCZ VP Department agrees to grant the scan-maker an exclusivity period of two years. During this time, the MCZ will not distribute the data to non-Harvard affiliated researchers. However, the MCZ VP Department reserves the right for Harvard researchers to rescan or call upon the data during the exclusivity period. If such a situation arises, the MCZ VP Department will notify the original scan-maker and discuss ways of accommodating simultaneous study of the same material.

A copy of all image data must be provided to the MCZ VP Department no later than 90 days after scanning has been completed so the data can be properly archived and associated with the specimen(s) in our database. Data transfer can be completed via a secure file share or an external hard drive sent to the Curatorial Associate. Please provide all relevant files including, but not limited to: raw data/projections, TIFF stacks, scanning parameters, surface renders, photographs, etc. Please indicate the equipment type and model used to make the scans.

Special care should be taken to ensure all files generated are labelled with their correct MCZ catalog numbers so the data can be properly archived and associated with the specimen(s) in our database.

All media generated from MCZ VP specimens are the copyright of the MCZ. Researchers should not share MCZ VP data with third-party entities not mentioned in the original project proposal. Third-party entities

interested in accessing the scan data need to comply with this policy and submit an access and use request to the MCZ VP Curatorial Associate. Permissions should also be sought in writing to upload scan data to a third-party repository (e.g. Morphosource) so that appropriate protocols are maintained.

Further use of the data beyond the initial scope stated in the project proposal must have written approval from the MCZ VP Curatorial Associate. This is to curb topical overlap with other approved requests and ongoing research projects, thus reducing conflicts of interest. Permissions should be sought in writing for the creation of 3D prints or other physical representations of specimen(s) from the MCZ VP collection.

All publications resulting from use of the scan data must be shared with the MCZ VP Curatorial Associate as soon as possible so they can be linked to our database. This is especially important if there has been taxonomic reassignment, but all publications mentioning MCZ VP specimens should be shared. The use of scans and/or any derivatives thereof for commercial purposes (including but not limited to textbooks, guidebooks, university publications, and toy models) is strictly prohibited.

If MCZ VP specimens are to be used for promoting publications in the media, permissions should be sought, copyright forms signed, and the MCZ should be properly acknowledged.

Failure to comply with this policy may impact future use of the MCZ VP collection.

Please note, we do not support projects focusing solely on large-scale 3D digitization of our collections.

I HAVE REVIEWED, UNDERSTAND, AND AGREE TO COMPLY WITH THE ABOVE POLICIES AS SET FORTH BY THE MCZ VERTEBRATE PALEONTOLOGY DEPARTMENT.

NAME (PRINT): _____ SIGNATURE: _____

INSTITUTION: _____ DATE: _____

NAME (PRINT): _____ SIGNATURE: _____

INSTITUTION: _____ DATE: _____

NAME (PRINT): _____ SIGNATURE: _____

INSTITUTION: _____ DATE: _____

NAME (PRINT): _____ SIGNATURE: _____

INSTITUTION: _____ DATE: _____

APPROVED BY: _____ DATE: _____