

McGuire Center Loan Policy and Terms

- Loans of specimens cannot be transferred to another institution without prior written permission from the McGuire Center staff.
- To avert the chance of specimen loss, no more than one-half of our total specimens of a species will be typically lent at a time. The remainder may be requested after the first loan has been returned.
- Under normal circumstances, loans will be sent by FedEx, UPS, or hand-carried.
- Very fragile specimens, special preparations, or parts of synoptic collections ordinarily will not be lent.
- For large loans or specimens that cannot be lent, we invite approved researchers to visit our collection and examine them at the FLMNH-McGuire Center during our regular working hours, 09:00 to 17:00 Monday through Friday.
- Specimens will not be altered in any way without express written permission from the FLMNH. Requests for permission to conduct incisions or dissections are typically granted, provided the borrower has a demonstrated proficiency. The need for dissections, however, should be carefully evaluated by the borrower, especially on specimens that we have few of. See the [destructive sample policy](#) for details.
- All borrowed specimens must be stored according to professionally accepted standards.
- Original labels or tags cannot be removed from the specimen without prior written permission from the McGuire Center staff. If a borrowed specimen does not have a label identifying it as the property of the McGuire Center, the borrower must immediately notify our staff and such labels will be provided. It will be borrower's responsibility to add these labels to specimens in such case.
- Loans are for one year, but longer terms will be considered upon request and with sufficient justification. Time extensions must be requested in writing before the loan termination date. If an extension request is not received by the McGuire Center, a written inquiry will be sent on outstanding loans that have not been returned by their termination date. Failure to respond to McGuire Center inquiries will result in an immediate termination of the loan and call-back of the specimens. Failure to respond also will result in our second inquiry being sent to the administrative head of the recipient institution.
- Specimens being returned should be carefully packed in the same manner in which they were received. At the very least, all domestic returns must be sent by FedEx, UPS, or other similar high quality carriers with tracking capability. All international loans must be returned by preferred priority carriers such as FedEx or UPS, or hand-carried. Dissection vials should never be returned in the same box as specimens, but should be packed in a separate container and returned together with specimens.
- The McGuire Center would greatly appreciate receiving any publications as well as supplementary data (e.g., data captured from labels, images, DNA extractions) that resulted from the loaned specimens.