

OTHER GUIDELINES ON LOANS:

1. When the borrower is a student, the professor in charge of an institution assumes complete responsibility for the safe custody and return of the specimens. The borrowing institution should store specimens under conditions that would minimize exposure to rapid fluctuations of temperature and relative humidity, and dust. Specimens must be treated with extreme care to conserve them for study in the future.

2. In case of breakage, no repairs should be made unless permission is obtained. No sampling or destructive analyses may be performed without written prior permission.

3. Loans must not be removed from the borrowing institution and they may not be transferred from one institution to another without written permission and agreement of all parties concerned.

4. On returning specimens, loans must be carefully packed to avoid damage during transit. Specimens must be properly insured if specimens are mailed

5. Long term loans for exhibit purposes should be renewed every year. In case of large loans, partial returns of materials already studied or not in use, are encouraged. Written permission is required for renewal. Short term loans may be extended depending on the need of borrower subject' to the approval of Curator and the Chairman of the Geology Department (This renewal letter is forwarded to the Registrar of Archives).

6. When Field Museum specimens are referenced in any publication of the borrower's study we request that FM catalog numbers of the specimens studied should be cited within the text and in relevant captions.

Polished and thin sections policy:

7. In general, the borrower of our bulk sample may be given permission to cut or break off some material from the hand specimen to prepare polished thin sections. In the past, it has been maintained that the borrower generally should prepare two sections, retain one of the sections for study and return the other to us. The Field Museum remains the owner of any sections prepared from the original sample and should there be any later publications on the retained section, the borrower is asked to acknowledge FM as owner of the thin section used and cite the relevant FM specimen number.

If only one thin section can be prepared (because of small sample size or limited resources for making sections) that thin section should be returned to FM after the study has been completed. The FM also has the option to recall the single thin

section should there be a request to study it from a different investigator, which presumably would occur only if the section is retained for a lengthy period.

On partial returns of bulk samples without the thin sections prepared:

The particular meteorite loan remains open in our file in regard to the thin sections, although we have received the bulk samples from the borrower. Rather than issue a new invoice loan for the thin sections, use the existing loan invoice to avoid confusion and mistakes in recording the specimen's number from which the thin sections were prepared. Treat thin sections and individual pieces of "bulk samples" separately (via invoices, loan records and in the collection database), but they should all be recorded under the same specimen catalog number.