

Burke Museum (UWBM) Mammal Specimen Loan Policy

The Burke Museum Mammalogy Collection provides loans of mammal skin and skeleton specimens for scientific research. Loans of tissue samples from Mammalogy specimens require a separate request to the Burke Museum [Genetic Resources Collection](#). [linkable to GRC loan request page]

Loans of skins or skeletons are made only to faculty, curators, and permanent research staff at institutions with facilities to properly house specimens. Loans for use by graduate students or post-docs must be co-signed by their major advisor. Invasive or destructive procedures are not permitted without expressed written consent, and loan requests involving such procedures will be evaluated more stringently than other requests.

How to request a Mammal Loan

All requests for loans of skins or skeletons from the Mammalogy Collection must be received in writing by the Collection Manager, Jeff Bradley, jebrad@uw.edu. Researchers should provide information about their proposed project and need for specimens (see below). Granting of loans is contingent upon final approval from the Curator of Mammalogy, Dr. Sharlene Santana.

When requesting a loan, researchers should provide the following information in their application letter:

Description of Project: Applicants should provide a description of the research project, including research goals, techniques employed, lab where the research is to be completed, and experience of the researcher or expertise available from lab colleagues.

List of Samples Requested: Please use our [online database](#) [linkable to search page] to compile a preliminary list of desired specimens, noting UWBM #, scientific name, and specimen type (skin, skull, skeleton) for each requested specimen.

Statement of Agreement of Loan Conditions: Applicants must agree to the Loan Conditions (see below), and make a statement to that effect in their request.

Loan Conditions

Failure to comply with any of these conditions may result in restrictions of future loan privileges.

- Upon receipt, borrower should check package contents, then sign and return one copy of the Loan Invoice to the Mammalogy Collection Manager.

- Specimens are to be kept in suitable storage facilities, protected from pests and light. Specimens should not be taken away from location to which they were shipped without prior approval from the Mammalogy Collection Manager.
- Specimen tags and labels are not to be removed or annotated; any notes regarding tags/labels (e.g., re-identification) should be listed separately.
- Loans not returned by their due date may be subject to immediate recall. If more time is needed, borrowers should contact the Mammalogy Collection Manager before the due date to request an extension.
- When specimens are returned to the Burke, they should be shipped in the same container, using the same or a comparable carrier that provides tracking of packages, and insured for the same value as they were originally sent. Borrowers should notify the Mammalogy Collection Manager when returning loans are shipped.
- The Burke Museum must be acknowledged in any publication that results from use of its specimens. In addition to a general acknowledgement given to the "Burke Museum Mammal Collection, University of Washington", specimens must be cited by the individual UWBM number in a table or supplementary material. A PDF of the publication must be sent to the Mammalogy Collection Manager.
- If sequences derived from tissues are submitted to a genetic databank (e.g., GENBANK), the UWBM# and basic voucher specimen information such as location and date should also be included.

Contact Information for Burke Museum (UWBM) Mammal Collection:

Collection Manager: Jeff Bradley | jebrad@uw.edu | 206.685.7417

Curator of Mammals: Dr. Sharlene Santana | ssantana@uw.edu | 206.616.1781

Shipping address for returning specimens to the Burke Mammal Collection:

Jeff Bradley

Burke Museum Mammalogy

17th Ave NE at NE 45th St

Univ. of Washington, Box 353010

Seattle, WA 98195

Ph: (206) 685.7417