**Loan Form**

*Please fill the grey fields.*

|  |  |  |  |
| --- | --- | --- | --- |
| Loan *(Number/year)*: |  | Due date *(Month/year)* |  |
| Researcher *(Full name, affiliation, address, and e-mail)*: |
|  |
| Purpose of the loan: |
|  |
| Description of the loaned material *(ZPAL catalogue numbers required)*: |
|  |
| Transfer from the Collection *(indicate address and persons with access, if other than Researcher)*: |
|  |
| Approved by *(Curator)*: |  | Packed by: |  |

General terms:

* **Standard conditions do not allow: preparation, molding/casting, destructive sampling or 3D imagining**. Such work must not be undertaken without advanced, written permission from the **IPal PAS**.
* **Loaned material must not be transferred to a third party (unless indicated above).**
* Standard one year loan can be prolonged twice (up to three years total).
* **Loans can be terminated or otherwise recalled by IPal PAS at any time. Request to prolong the loan must be made in writing**. Material has to be returned personally or via registered mail, appropriate packing is obligatory.
* Researcher will provide IPal PAS a free copy of the publication in which the Material was used or a note with the conclusions for the Material that was not cited.

Loan received in good condition. *(Please sign upon receipt of specimens)*

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Signature: |  |
| *Researcher* |

Loan returned in good condition.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Signature: |  |
| *Collections Manager* |