**Collections Visitor**

*Please fill the grey fields.*

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| --- | --- |
| Researcher:  *(Full name, affiliation, and e-mail. Students must include a letter of support from their Advisor, stating purpose of visit and the Students’ experience with the conducted research and handling the specimens)* | |
|  | |
| Material studied *(ZPAL catalogue numbers required)*: | |
|  | |
| Purpose of research (*grant* *project, PhD thesis, publication*) and its scientific merits: | |
|  | |
| Methods applied:  *(If any form of modification of specimen is required, please submit a* ***Destructive sampling application****;*  *For imaging (photography/3D modelling) submit an I****maging application*** *to acknowledge copyrights;*  *Please indicate if you need microscope or other equipment, we will provide if available.)* | |
|  | |
| Proposed date of visit: |  |

General terms of handling:

* Specimens are irreplaceable and must be treated with an extreme care. The Collections Manager will make the requested material available to the Visitor, monitor the condition of the specimens as they are used, and return the specimens to their storage locations. Access to collections is limited the material listed above.
* As elements are removed from and returned to vials, boxes, and trays, it is very important to carefully double check to avoid mixing up specimens, elements, or tags/labels. Specimen tags/labels must not be separated from the specimens.
* Visitors may not mark, damage, adhere any materials to, or alter specimens in any way, even temporarily. Similarly, alteration of the specimen tags or any markings present on the specimen, as well as attempts at gluing/fixing of damaged specimens is forbidden.
* All noticed damages have to be reported to the Collections Manager.

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| Date: |  | Specimens will be stored in the room: | |  |
| Access to material listed above is granted by: | |  | | |
| Researcher agrees to provide IPal PAS a free copy of the publication in which they cite the studied. | | | | |
| Signatures: |  | |  | |
| *Collections Manager* | | *Researcher* | |