**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: | | | |
|  | | | |
| □ permission to take the specimen from the Institute building (indicate address and persons with access, if other than Researcher): | | | |
|  | | | |
| Description of the loaned material:  *(ZPAL catalogue numbers required)* | | | |
|  | | | |
| Approved by: |  | Packed by: |  |

**Standard conditions do not allow preparation the specimens, molding/casting, destructive sampling or 3-D imagining**. Such work must not be undertaken without advanced, written permission from the **IP PAS**. **Loaned material must not be transferred to a third party.**

**Loans can be terminated or otherwise recalled by IP 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 IP PAS a free copy of the publication in which the Material was used or a report with the conclusions for the Material that was not cited.

Loan received in good condition.

*(Please sign and return copy upon receipt of specimens)*

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

Loan returned in good condition.

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