



Paleontological Collections Division
Access by Research or Loan (ARL) Request

ARL #: _____

Please review the Collections Access guidelines on our website, the Condon Collection Handbook, as well as any supplemental research policies or handbooks upon request.

Researchers must apply for approval from the Collections Manager and the Director of Collections before conducting robust non-destructive analysis, mass photography, and destructive analysis. Each research and/or access request must be approved regardless of previous permissions, following policy guidelines.

Researchers or UO faculty who are interested receiving a loan from UO MNCH Condon Collection must follow internal or external loan policies and fulfill a loan request succeeding initial research or scoping visitations.

SUBMITTER INFORMATION

Name/Title: _____

Affiliation: _____

Address: _____

City/State/ZIP: _____

Email: _____ Phone: _____

Academic Advisor/Faculty Curator (for student researchers): _____

Academic Advisor/Faculty Curator's Email: _____

ACCESS PROPOSAL

If **internal** or **external researcher**, you must submit a short proposal that includes: (1) the purpose of the proposed research, including the specific questions you aim to answer, and how accessing collections will aid in that purpose; (2) the collections/specimens of interest; (3) the proposed duration and schedule of the research; (4) the research methodology (incl. any non-destructive and destructive methods); (5) and if the research will necessitate a loan (incl. timeline, where loaned materials may be kept, etc.).

If **UO faculty** using during class education, you must submit a short proposal that includes: (1) the course name, class description, and how the collections will assist in aiding coursework; (2) the collections/specimens of interest; (3) proposed school term and/or duration (if long-term); (4) how will the specimens be utilized during class; (5) where the specimens will be held during and before/after class.

Type of Access: ☐ Internal Research/Loan Request ☐ External Research/Loan Request ☐ UO Faculty Loan

(1) Research Subject / Course Name: _____

Please describe the research purpose or class description and how accessing MNCH collections will achieve this below: _____



(2) Collections/Specimens of Interest: _____

(3) Proposed Duration of Access: _____

(4) *Types of Analysis, Research Methods, and/or Handling: _____

***For destructive sampling authorization, please follow MNCH destructive sampling policies listed in the Condon Collection Handbook and contact the Director of Paleontological Collections. Please attach your destructive sampling proposal documents to this request form.**

(5) Loan Details

For researchers:

Will your research require a loan? ☐ Yes ☐ No

Proposed Duration: _____

Specific Specimens of Interest (incl. F-numbers): _____

Receiving Location (incl. Rm #s, lab names, etc.): _____

For UO faculty:

Describe where the specimens will be held during and before/after class? _____

(6) Please note any other anticipated needs, scheduling, etc.: _____



MNCH USE ONLY

Date Received: _____

Collections Ownership: ☐ Federal ☐ State

Researcher referred and approved by agency? ☐ Yes ☐ No

Explain: _____

If performing destructive analysis, authorization given: ☐ Yes ☐ No Date: _____

Comments: _____

Research Visit (s), if any: _____

Loan(s): ☐ Yes ☐ No

Specimens/Objects: _____

Start and/or Pick-up Dates: _____

Duration/Deadline: _____

Comments: _____

Documents Attached (check when applicable):

☐ Proposal ☐ Correspondence ☐ Destructive Sampling Proposal ☐ Report(s)

☐ Other, list here: _____

Approved: ☐ Yes ☐ No

Comments: _____

Signature: _____ Date: _____

Museum of Natural and Cultural History

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