

DENDROCHRONOLOGICAL SPECIMEN LOAN REQUEST FORM

+1 520-621-0753 | CURATION@LTRR.ARIZONA.EDU | LTRR.ARIZONA.EDU/CURATION

This form should be used by external researchers requesting the loan of specimens from the Laboratory of Tree-Ring Research (LTRR) at the University of Arizona (UA). Internal requests by members of the LTRR should use the internal LTRR loan procedure. Please contact the Curator of Collections for more information.

Specimens at the LTRR presently fall into two categories: active research collections (administered by the project principal investigator - PI); and archived collections (administered by the Curator of Collections).

The first step in requesting a loan is to identify the specimens you need. The LTRR does not yet have a publicly accessible search portal so prior to most loan requests you will need to submit a specimen and records search request. Details of how to perform a specimen and records search request are available on the LTRR curation website. Once you have the list of required specimens the procedure is as follows:

1. The applicant completes the attached form and sends either to the Curator (for archived collections) or to the Curator and the PI (for active research collections).
2. The proposal will be reviewed with potential exchange to clarify the request. There will be additional scrutiny on requests including destructive analysis.
3. The applicant will be notified and sent an invoice outlining the costs of preparing the loan including sub-sampling, cataloging any uncataloged specimens, and shipping.
4. On receipt of payment the specimens will be prepared and dispatched.
5. The applicant will perform great science!
6. The applicant will return specimens within the agreed time frame (normally 6 months unless agreed otherwise).
7. The applicant will acknowledge the LTRR in all publications resulting from the use of the specimens. The applicant will forward copies of all these publications to the LTRR Curator.

CONTACT INFORMATION

BORROWERS INFORMATION

Please provide the details of the person who is requesting this loan

First name:	<input type="text"/>	Last name:	<input type="text"/>
Position/ Title:	<input type="text"/>	Institution:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>
Address line 1:	<input type="text"/>	State/ Province:	<input type="text"/>
Address line 2:	<input type="text"/>	ZIP/Postal Code:	<input type="text"/>
City:	<input type="text"/>	Country:	<input type="text"/>

SUPERVISORS INFORMATION

If the borrower listed above is not a permanent staff or faculty member, please fill out the form below. Requests by students, visiting researchers etc should be countersigned by their supervising professor or other equivalent employee at the same host institution and mailing address listed above. It is the supervisor's responsibility that all conditions for this loan are met and the supervisor must complete the agreement page of this form.

First name:	<input type="text"/>	Last name:	<input type="text"/>
Position/ Title:	<input type="text"/>	Institution:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>

PROJECT INFORMATION

Please provide details regarding the project for which these specimens are required. If this is for an unfunded project or pilot please explain in the abstract box below.

Project name:

Funding agency:

**Grant
number:**

Start date:

End date:

**List of
collaborators:**

Abstract:

SPECIMEN INFORMATION

Please provide details of the specimens being requested.

Box ID	Specimen identifiers	Count	Destructive ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Requested loan period:

DESTRUCTIVE ANALYSIS

If the loan request includes destructive sampling please provide further details below, including the intended analytical techniques, amount of sample that will be destroyed and justification as to why the analysis is necessary. Note permission will not be given for destructive analysis on specimens that results in the loss of all or a significant portion of the specimens.

AGREEMENT

Please confirm that you agree to all the following conditions. When loans are requested by someone other than a permanent staff or faculty member, the conditions below should be completed by the supervisor listed on this loan application.

I, , agree to the following conditions:

- I will not transfer, sell, loan, or redistribute these specimens, or portions thereof.
- I will maintain the specimens in a suitable secure facility for the duration of the loan.
- I will not perform destructive analysis on the specimens without prior authorization.
- When destructive analysis has been approved, I will return any remaining portion of the specimens that were not destroyed during analysis unless otherwise agreed.
- I will notify the LTRR Curator of any loss or damage to the specimens as soon as the loss or damage is identified.
- I understand that some specimens in the LTRR collection are the property of federal agencies (e.g. NPS, BIA, BOR, BLM, FWS) and that in some circumstances additional permission may be required. In these circumstances I will work with the LTRR Curator to secure the necessary permissions.
- I will acknowledge the LTRR in all related publications theses and presentations.
- I will send copies of all publications to the LTRR Curator as soon as they are published, preferably in PDF format. Where permissible these will be linked to the LTRR online catalog once fully operational.
- I will be responsible for the cost of returning all specimens at the end of the agreed loan period.
- I understand that any violation of this agreement will be considered in any further loan requests by me and/or my affiliated organization.

Signature: _____

Date: