

Borrowing Research Materials from ASM Bioarchaeology Laboratory

Arizona State Museum Bioarchaeology Laboratory possesses a number of research tools and reference materials that can be used in the documentation and preservation of human skeletal remains. Requests for short-term loans of these materials will be considered for educational or research purposes from educational or professional organizations only. Loans are not made to individuals.

Loan correspondence can be addressed to:

James Watson, Ph.D.
Assistant Curator of Bioarchaeology
Arizona State Museum
University of Arizona
P.O. Box 210026
Tucson, AZ 85721-0026

Office (520) 621-4794
Fax (520) 621-2976

[Send an e-mail message to Dr. Watson:](mailto:James.Watson@asu.edu)
[http://www.statemuseum.arizona.edu/about/contact_form.asp?nm=James+Watson]

Loan Requests for Research

Borrowers must contact the Bioarchaeology Curator or Lab Manager to initiate a research loan. All research loans require approval of the curator. Research loans are generally made for short lengths of time (30 days maximum), but extensions can be given.

Loan Agreement Form

The borrower must meet all conditions of the loan agreement document (see **Terms and Conditions**). The agreement must be signed by the institution's appropriate authority, usually the director or principal investigator. Loans for students must be made in the name of the borrowing institution in the name of the supervising faculty member. Loans are not transferable. For individuals who move from one institution to another, a new loan agreement must be made with the new parent institution.

Packing and Transportation

Specimens for research loans may be packed and hand-carried (for some loans this may be required). For loans that are packed and shipped by the ASM, the borrower must return the specimens in similar quality packing and by the same shipping method. The curator must approve any changes to packing or shipping prior to the return of the loan. Generally, the ASM will cover shipping costs in one direction and the borrower will cover shipping costs to return the loan.

Loan Extensions

The borrower must send a letter to curator before the loan expires requesting the extension of the loan and providing the new date when the material will be returned. If no loan extension letter is received, the loan will expire and the specimens must be returned to ASM.

Terms and Conditions for Exhibit and Research Loans

1. Borrower agrees to provide proper care to insure against loss, damage or deterioration for all material loaned by ASM.
2. All loans are made for a specific time period not to exceed 30 days. Loans may be extended at the discretion of the ASM. Prior to expiration of the loan, the Borrower should contact the ASM in writing to request an extension.
3. Borrower will not clean, repair or restore materials lent to it without the express written prior permission of the ASM.
4. Borrower will notify the ASM immediately if at the time of receipt, or while in the Borrower's custody, when damage or loss is discovered. The ASM certifies that the objects lent are in such condition as to withstand the ordinary strains of packing, handling and transportation.
5. The ASM Bioarchaeology Lab does not require loaned materials to be insured, however, the borrower must assume all risk and financial responsibility for repairs or replacement of damaged materials.
6. Loaned material will be repacked and returned by same manner of shipment as used by the ASM unless otherwise mutually agreed upon. For postal shipments, the ASM requires that material be sent by registered or certified mail. Unless otherwise agreed upon, Borrower will pay all return shipping costs.
7. Loaned material may not be used for commercial purposes.
8. Borrower may not transfer this loan to another individual or institution. Should Borrower move from one institution to another, the ASM must be notified in writing and the loan may be terminated, recalled or transferred to the new institution.
9. The ASM reserves the right to recall the loan material at any time with 15 days written notice to the Borrower and Borrower shall return the material promptly when requested.

I have read and agree to abide by these conditions:

Name/Title

Date

ARIZONA STATE MUSEUM

BIOARCHAEOLOGY SECTION

RESEARCH MATERIALS LOAN AGREEMENT LISTING

LOAN PERIOD:

Start: _____ End: _____

LOANER:

Name: _____

Organization: _____

Address: _____

Phone: _____

E-mail: _____

Please list objects to be loaned.

ITEM	VALUE	NOTES
1.		
2.		
3.		
4.		
5.		