

RULES REGARDING THE CONSULTATION OF THE MATERIAL INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT

1. External researchers to the centre are **allowed to have access** to the paleontological collection. The curators will decide the conditions of the access if they are not specified below this list of rules, prior notification and agreement of the specialist researchers in that area.
2. Visits need to be previously agreed with the curators of the paleontological collection. A document is required in which visiting researchers should specify the **reason of the consultation, what material he/she wants to consult and the expected time to do so**. The request will be valid once the Institut Català de Paleontologia Miquel Crusafont has validated the form and has agreed an appointment with the visiting researcher.
3. **Scientific loan periods** are usually for 6 or 12 months, unless stated otherwise, depending on the characteristics and availability of the material. Researchers could apply for an extension of the loan 15 days before the end of it.
4. The consultation is considered personal and **non-transferable**. The visiting researcher will have to agree to the following **conditions**:
 - a) To preserve the material in adequate conditions, returning it in the same state and packaging as it was delivered.
 - b) Not to carry out, unless prior permission, any manipulation that could risk the conservation of the paleontological elements to be consulted. Likewise, no treatment or moulds are allowed on the referred material.
 - c) Any information referred to the material that is being studied, involving modifications of the taxonomic assignation, the description of an element, its origin or any other relevant information for the correct functioning of the collection, or its scientific significance, must be informed to the curators.
 - d) To respect all the labels attached to each specimen, and do not make any changes on them. Any remarks made by the visiting researcher who is doing the consultation will be written on a new label provided by the curators of the Institut Català de Paleontologia Miquel Crusafont. On this label all new comments will be noted, as well as the name of the person and the date on which they are made.
 - e) The pictures taken shall not be used for a commercial purpose. Furthermore if used in publications they must be cited as pertaining to the Institut Català de Paleontologia Miquel Crusafont collection.
 - f) In case the consulted material is used partly, or as a whole, in a publication, the researcher must send a copy to the ICP.
 - g) The researcher must fill in and sign the official form accepting the terms and conditions of this document.

5. The curators will be the only ones to take out the requested material from its repository, and they are the ones who will put it back in storage. No one will have **access to the collection**, unless accompanied by one of the curators.
6. The request for **taking photographs and / or obtaining casts** and copies of fossil specimens deposited at the Institut Català de Paleontologia Miquel Crusafont, ICP, must be submitted by writing to the Collection Management Area of the ICP.
7. If **pictures and copies** are not for scientific purpose, authorization and the establishment of conditions for their reproduction will be determined by the Director of the Institute.
8. Publications showing photographic reproduction of the requested material should make explicit **reference to the origin and registration number of the elements**, IPS- (also in the use of copies). A copy of the publications should be sent to the Collection Management Area.
9. Loans for study or exhibition of fossil material deposited in the Museum of the ICP, ICP shall notify the departure of the material to the *Servei de Museus i Protecció de Béns Mobles (Generalitat de Catalunya)* or to the *Servei d'Arqueologia i Paleontologia (Generalitat de Catalunya)*, which are responsible of authorizing loans. If the fossil material must be transferred abroad it shall require the approval of **temporary export**, according to current regulations.
10. Applicant researchers or institutions must be **financially responsible for the transfer and return** of the material on loans for study or exhibition.
11. The loan of paleontological material involves hiring an **all-risk insurance policy** "nail to nail", from the date of departure to the date of the return back to ICP. It is mandatory to submit a copy of the insurance policy or an equivalent certificate provided by the company before the departure of the requested material. If the loan is a scientific exchange the insurance policy could be limited to cover the transport.
12. By signing the **consulting/loan form**, the applicant researcher or the institution accepts all the rules listed above.
13. Breach of any of the abovementioned conditions may cause the **cancellation** of the loan.