

INSTITUT CATALÀ DE PALEONTOLOGIA

MIQUEL CRUSAFONT

collections inquiry policies

1.- External researchers to the Institut Català de Paleontologia Miquel Crusafont (ICP) are allowed to study on first hand the paleontological collections housed in the institution. The Collection Manager will decide the conditions of such inquiry in those circumstances not expressed in this document, and prior knowledge of ICP researchers specialized in the subject.

2.- Visits concerning inquiries will must be arranged in advance with the Collection Manager. It will be compulsory to submit a written document from the requesting researcher, in which it will be specified the main purpose of the inquiry, the specimen/s on request and the approximate necessary time to conduct the inquiry. The request will be valid once the institution has validated the form and established an appointment with the requesting researcher.

3.- The inquiry is considered personal and non-transferable. Researcher that makes the request must undertake to comply with the following terms:

- a) To preserve the material in appropriate conditions, always within the ICP facilities, and returning it with the same state in which it was delivered.
- b) Do not perform any manipulation that may put in danger the integrity of the paleontological element without prior permission. Likewise, no treatment or molds of the material will be performed without the authorization of the Collection Manager.
- c) Any information concerning to the material of study that may modify its taxonomic attribution, description, precedence, or any other reliable information that may involve the correct management of the collection of the center or for its scientific significance, it will must be notified to the Collection Manager.
- d) To respect the labels associated to the elements and do not make any modification. Any additional observation or new information provided by the requesting researches will be included in a new label supplied by the Collection Manager, in which it will be noted all pertinent observation, the name of the person proposing the modification, and the date in which it was perceived.
- e) In case of taking photos, the consulting researcher must provide a digital copy of the same in the event that they are requested by the ICP.
- f) In the event of making tridimensional models, either via photogrammetry, lase-scanning, white-light or any other means, the requesting researcher must to ask permission to the Collection Manager. Generated 3D models cannot be shared with other institutions or researchers without the written consent of the ICP.
- g) In the event that the inquired material will be partially or entirely used in a publication, the researcher will must send a copy of the publication to the ICP.

h) Researcher that makes an inquiry will must properly fill in the form once finishing the inquiry.

4.- The Collection Manager will carry out the delivery of the material requested by the researcher. The Collection Manager will also make the return of the same once the inquiry is finished. Nobody will have access to the collection storage area without the supervision and accompaniment of the Collection Manager of the center.

5.- These regulations are in line with the ICP Manual of Best Practices in Intellectual Property and Scientific Autoship.