

Subject: Fw: Response to Public Information Request
From: Robert Logan <whitewolfinvestigations@yahoo.com>
Date: 10/8/2025, 2:56 PM
To: "George H. Russell" <ghr@cyberclone.net>

----- Forwarded Message -----

From: Open Records <openrecords@shsu.edu>
To: whitewolfinvestigations@yahoo.com <whitewolfinvestigations@yahoo.com>
Sent: Monday, October 6, 2025 at 03:46:44 PM CDT
Subject: Response to Public Information Request

Good afternoon, Mr. Logan:

Sam Houston State University received your request for public records on September 23, 2025 (copy attached). The University submits the records contained in the attached zip file as responsive to your request. I was advised these are only documents responsive to the request. Also, I was further advised that the University's Natural History Collection is a research facility and not an accredited museum.

Please note that the private email addresses of individuals contained on the log have been redacted as they are considered confidential by Tex. Gov. Code 552.137 and not subject to disclosure. Open Records Decision No. 20090684 serves as a previous determination regarding this and other information that may be redacted without a ruling.

Please be aware that requests Nos. 2 and 6 pertain to Mr. Russell's Museum of Native American Genocide (referred to as the "Indian Museum"). The Indian Museum is not affiliated with Sam Houston State University. The Texas Public Information Act provides the public the right to request access to government information. Texas Government Code 552.002 defines "public information" as information in connection with the transaction of official business by a governmental body. Any association of Dr. Godwin with the Indian Museum is not official business of Sam Houston State University, and is, therefore, not subject to the Public Information Act. We have no records related to Mr. Russell's Indian Museum.

As the attached represents all responsive records held by the University, I will now close this matter.

Best regards,

Virginia K. "Ginger" Yount
Legal Assistant and Public Information Coordinator
Texas State University System
Office of General Counsel
Huntsville, TX 77340
(936) 294-2299

NOTICE: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and permanently delete this e-mail and any attachments from your system.

—Attachments:—

Open Records Request from White Wolf Investigations, LLC rec'd 9-23-2025.pdf	351 KB
Responsive Records of SHSU.zip	1.8 MB
Tex. Gov. Code 552.002 Definition of Public Information Media Containing Public Information.pdf	106 KB

SEP 23 2025

WHITE WOLF INVESTIGATIONS, LLC

TDPS# A30835901

1317 19th Street, Huntsville, Texas 77340

Tel: 936 400-9713 email: whitewolfincorporated@hotmail.com

August 14, 2025

whitewolfinvestigatione
yhoo.com

Sam Houston State University, Attn. Jeff Harris, Public Information Officer, 1905
University Avenue, Huntsville, TX 77340

Re: Public Information Request – Sam Houston State University – Natural History
Collections, Indian Museum, and Related Holdings

Dear Public Information Officer:

This correspondence constitutes a **formal request for public information** pursuant to the *Texas Public Information Act* ("TPIA"), Texas Government Code Chapter 552, as amended. As you are aware, the TPIA is to be "liberally construed in favor of granting a request for information" (Tex. Gov't Code § 552.001) and is rooted in the public policy of the State of Texas that "the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know" (*City of Garland v. Dallas Morning News*, 22 S.W.3d 351, 356 (Tex. 2000)).

I am making this request with the expectation that Sam Houston State University ("SHSU"), including all of its departments, museums, archival units, and any agents or contractors acting on its behalf, will **comply fully and promptly** with its statutory duty to disclose public information.

I. Requested Records – Detailed Breakdown

Please produce the following records, including any associated correspondence, metadata, inventories, condition reports, loan agreements, access logs, photographs, or videos, whether maintained in physical or electronic form:

1. Items on Loan from the Ethician Foundation

A complete, itemized inventory of all objects, artifacts, exhibits, specimens, or other

physical or digital items currently on loan to the *Natural History Museum* collections from the *Ethician Foundation*. This inventory should include:

- Official accession or catalog numbers.
- Detailed descriptions including dimensions, materials, and identifying marks.
- Provenance history and documentation of ownership.
- Copies of all loan agreements, memoranda of understanding, and correspondence related to the loan.
- Dates of receipt and the terms under which the loan was made.
- Photographs of each item, including any taken at intake or during handling.
- Any conservation, condition, or treatment reports prepared since the loan began.

2. Items Removed from the Indian Museum by Dr. Will Godwin

An itemized inventory of all objects, artifacts, exhibits, or materials removed from the *Indian Museum* in Huntsville, Texas **by Dr. Will Godwin or at his direction**, including:

- The date of removal for each item.
- The stated reason for removal.
- The current location or custodial facility.
- Any formal authorization documents, emails, memos, or directives approving the removal.
- Chain-of-custody records, including internal transfer forms.
- Any photographs or videos documenting the removal or subsequent storage.

3. Archives of George Russell

A full inventory of all *archives of George Russell* that were, are, or have ever been in the custody of Dr. Will Godwin and/or the *Natural History* collections, including but not limited to:

- Correspondence, manuscripts, diaries, field notes, photographs, or recordings.
- A detailed description of each archival unit or box.

- Current and past custodial locations.
- Acquisition or transfer documentation.
- Any conservation, preservation, or digitization efforts.

4. Photographs and Videos

Any and all photographs, video recordings, or other visual media depicting any item listed in sections 1 through 3, regardless of when taken, including:

- High-resolution versions of images where available.
- Associated metadata such as date, photographer, location, and file type.
- Images documenting handling, display, storage, conservation, or removal.

5. Compliance with Museum Standards

All records, statements, or formal certifications demonstrating that each item listed in sections 1 through 3 has been treated in conformity with the standards set forth by the *American Alliance of Museum Curators Committee*, including:

- Written internal policies or procedural manuals governing storage, handling, and conservation.
- Climate control and security logs demonstrating compliance.
- Conservation assessments or evaluations by certified professionals.

6. List of Persons Granted Access to the Indian Museum by Dr. Will Godwin

A complete list of all individuals (including employees, contractors, researchers, students, volunteers, or visitors) who were permitted to enter the Indian Museum in Huntsville, Texas by **Dr. Will Godwin** or at his direction, including:

- Full names and any organizational affiliations.
- Dates of each access event.
- The purpose or stated reason for access.
- Any signed visitor logs, security sign-in sheets, or pass records.

- Video surveillance footage (if available) of such visits.
-

II. Form of Production

- Please provide all records in **searchable electronic format** (e.g., PDF, JPEG, TIFF, CSV) wherever possible.
 - When producing electronic files, include any **associated metadata** in native format.
 - If records are too large to transmit by email, please provide them via secure file transfer, encrypted USB drive, or other mutually agreeable digital method.
-

III. Legal Obligations and Deadlines

Pursuant to Tex. Gov't Code § 552.221 and § 552.301, you must either produce the requested information or request an Attorney General ruling **within ten (10) business days** of receipt.

- If an exception is claimed, the TPIA requires you to **cite the specific statutory basis** and submit the matter to the Attorney General for review.
 - Failure to comply with these deadlines results in a **legal presumption that the information is public** (§ 552.302).
 - The duty to segregate and release non-exempt information applies even where some portions of a record are subject to an exception (§ 552.006).
-

IV. Preservation Demand

You are hereby instructed to **preserve all potentially responsive records** in their original, unaltered form pending the completion of this request. This includes:

- Physical documents and artifacts.

- Emails, text messages, and internal memos.
- Photographs, videos, and digital files with metadata.
- Logs, databases, and access control records.

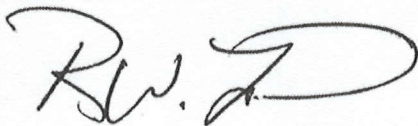
Destruction, concealment, or alteration of public information is prohibited under Texas Penal Code § 37.10 and may subject individuals to criminal prosecution and civil liability.

V. Rolling Production and Cost Estimate

If some records can be made available more quickly than others, please produce them **on a rolling basis**. If you anticipate costs exceeding \$40, please provide an **itemized cost estimate** before proceeding (§ 552.2615).

I look forward to your **full and timely compliance** with both the letter and spirit of the Texas Public Information Act. Any attempt to delay, withhold, or obscure responsive information will be documented and, if necessary, challenged through the appropriate legal channels, including but not limited to a complaint to the Texas Attorney General's Open Records Division.

Respectfully,

A handwritten signature in black ink, appearing to read "R. Logan", with a stylized flourish at the end.

Robby Logan, TDPS#01436541

inventory # Items on deposit in SHSUNHC

	Description	owner	contact	loan period	date in	date returned to owner	date checked
wbq18	Barrister bookcase	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	mission coat rack	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting palmetto Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	framed photo by Starkey	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	field box spreading boards by piquene	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
wbq6	field box spreading boards by piquene	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting longleaf pine Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting pines and lake Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting RCW all red Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting RCW female Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	coffee maker Mr Coffee	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	Can ethyl acetate half full	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting creek Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	Painting controlled burn Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting pine bark	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting pines on a hill Dan Lay	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	Painting Bob Weevil and kin	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	painting pine seedling and cells	W. Godwin	wg@oakwoodassociates.org	indefinite	9/21/2015		
	Skin of zebra	M. Thies	biomint@shsu.edu	indefinite	9/21/2015		
	Skin of leopard on black fabric	M. Thies	biomint@shsu.edu	indefinite	9/21/2015		
RUN001	1 antique ace stapler	W. Godwin	wg@oakwoodassociates.org	indefinite	9/23/2005		originally Dan Lay's
	Painting bird on a lake	W. Godwin	wg@oakwoodassociates.org	indefinite	28/IX/2015		
	spinnet desk for entryway	G. Russell	ghr@cyberclone.net	indefinite	5/X/2015	not returned	\$250
	slide cabinet AMC 49XXX	W. Godwin	wg@oakwoodassociates.org	indefinite	5/X/2015		
	3 insect cabinets 23x14 with drawers	W. Godwin	wg@oakwoodassociates.org	indefinite	5/X/2015		
	4 displays of Quadrula mussels	R. Nuelle		indefinite	5/X/2015		
	1 insect cabinet 25.5x16" wooden	W. Godwin	wg@oakwoodassociates.org	indefinite	5/X/2015		came from McGuire Center
	1 insect drawer of tektites	W. Godwin	wg@oakwoodassociates.org	indefinite	5/X/2015		
	1 antique roll top desk	G. Russell	ghr@cyberclone.net	indefinite	17/X/2015	returned 2019	
	1 painting of a beech tree	W. Godwin	wg@oakwoodassociates.org	indefinite	17/X/2015		
	1 painting of a beech tree	W. Godwin	wg@oakwoodassociates.org	indefinite	17/X/2015		
	painging kurth paper mill	W. Godwin	wg@oakwoodassociates.org	indefinite	17/X/2015		
	1 large rock with quartz crystals	W. Godwin	wg@oakwoodassociates.org	indefinite	17/X/2015		
	Canon Pixma art printer	S. Korevec		indefinite	17/X/2015		
	Silverplate tea set 6 pieces	W. Godwin	wg@oakwoodassociates.org	indefinite	3/X/2015		\$60
	Scale in wooden case	G. Russell	ghr@cyberclone.net	indefinite	20/X/2015	not returned	bought in Italy
	Generator	W. Godwin	wg@oakwoodassociates.org	indefinite	23/X/2015		
	One cracked ceramic vase with DonQuixote	G. Russell	ghr@cyberclone.net	indefinite	VII/2024	not returned	
	One 19th century freshwater mussel	G. Russell	ghr@cyberclone.net	indefinite	no date	not returned	
	9 table boards	G. Russell	ghr@cyberclone.net	indefinite	no date	not returned	
	18 freshwater mussels from Lake Livingston	G. Russell	ghr@cyberclone.net	indefinite	no date	not returned	
	one rock from Lake Livingston	G. Russell	ghr@cyberclone.net	indefinite	no date	not returned	
	one box of miscellaneous papers missed in the previous move	G. Russell	ghr@cyberclone.net	indefinite	no date	not returned	
	one ceramic trivet shaped like a cat	G. Russell	ghr@cyberclone.net	indefinite	no date	not returned	
	one small box of pieces from the Berlin Wall	G. Russell	ghr@cyberclone.net	indefinite	no date	not returned	

Sam Houston State University Natural History Collections Collections Policy

I. Introduction

The Sam Houston State University Natural History Collection (NHC) holds its collections to support teaching and research endeavors at the university. In addition, the collection serves as a resource for outside researchers. As such, the NHC must be committed to maintaining standards of professional and ethical excellence in all its actions. The goal of our accession policy is to ensure planned and coherent growth, development, care, and use of all collections under the NHC. This document identifies how collections will be managed and establishes guidelines and criteria for the acquisition, exhibition, preservation, and management of the collections.

The following definitions apply:

- 'Collections' are assemblages of biological and geological objects acquired, accessioned, and conserved because of their scientific and historic significance and educational value.
- 'Object' encompasses all collection materials, including, but not limited to, specimens, artifacts, articles, photographs, illustrations, drawings, archival and library materials, data and digital resources, and field notes and records.
- 'Acquisition' involves all transactions by which title to incoming objects is transferred to the NHC by which the objects come under the professional administrative and curatorial control of the NHC, and includes gifts, bequests, purchases, exchanges, and other transfers, in addition to collection by NHC staff.
- 'Disposition' involves all transactions by which title to outgoing objects is transferred from the NHC to another institution or individual, as well as disposal by intentional destruction.
- 'Accession' refers to the specific procedures that are followed in the preliminary logging of new objects into the NHC following acquisition.
- 'Deaccession' refers to the specific procedures that are followed in removing objects from the NHC in preparation for disposition.
- 'Curation' embraces all aspects of professionally caring for the collections and the objects they contain, including, but not limited to, acquiring, accessioning, cataloging, maintaining, preserving, restoring, deaccessioning, and disposing of the collections, objects, field notes, databases, and other associated records and documentation.

II. Scope of Collections

The NHC serves as a collection of biological and geological objects and their associated scientific records. These collections, organized by scientific discipline and preservation requirements. Our collections not only emphasize Texas and the surrounding region, but also aim to extend coverage to a world biota and geologic resources.

Collections aim to combine elements of both intensive and extensive coverage depending on research activities. The former are useful in detailed research efforts such as monographs and area studies, while the latter enable broadly comparative studies, significantly aid identification services and in environmental studies.

Original scientific research, based upon the research collections, is carried out by members of the NHC, SHSU faculty and staff, and by visiting researchers.

In addition to the research collections, the NHC maintains smaller collections that serve the purpose of teaching, exhibition, and public outreach. Objects in these collections typically have lesser to no scientific value.

Collections at the NHC are grouped into the following separate entities

- 1) Botany
- 2) Entomology
- 3) Geology (covering rocks, gems, and minerals)
- 4) Herpetology
- 5) Ichthyology
- 6) Invertebrate Paleontology
- 7) Invertebrate Zoology
- 8) Mammalogy
- 9) Ornithology
- 10) Osteology
- 11) Parasitology
- 12) Vertebrate Paleontology

In addition to specimen-based collections, the NHC also houses significant holdings of scientific literature relevant to areas of research emphasis. Many of these holdings are rare and typically hard to access and serve as a resource for NHC personnel and visiting researchers. These currently include:

- A) The Burke Library of Natural History
- B) Biological Library
- C) Geological and Paleontological Library
- D) The Archives

III. Priorities for Acquisition

A goal of the NHC is not only to maintain current collections, but also to engage in activities that would improve each area by selective addition of new objects. Given that the NHC is limited in resources, it cannot engage in indiscriminate acquisition and thus priorities for acquisition must be established. For similar reasons, consideration must be given to policies covering disposition of objects that may no longer be appropriate or necessary for the NHC's areas of interest.

Acquisition of materials for the NHC must be done in a reasonable manner given resource and space limitations. Any collection considered for acquisition greater than 50 objects (biological, geological, or literary objects) and/or any collection that would require significant new space or rearrangement of current collections, must first receive written approval from both the Staff Curator and Director. To do this, the following information should be submitted about the collection under consideration:

1. Estimated size of collection in terms of numbers of specimens/lots, and expected footprint at the NHC (calculated as if the collection were housed on its own)
2. Significance of collection, such as addition of new type material, species, geographic areas, stratigraphic gaps, etc.
3. How much does this collection duplicate holdings at the NHC?
4. Does this collection fit with the strengths of the NHC?
5. How much of this collection is anticipated to be retained after curation?
6. How will the collection be transported to the NHC?
7. Cost of transporting the collection to the NHC and how that cost will be paid.
8. Where will the collection be held while it is being processed into the research collection. This should be an area that does not disrupt the normal functioning of the museum (e.g., hallway or conference room space) and allows access to other collections or exhibits that may be on display.
9. Projected time needed for curation.

This process is crucial to ensuring that the appropriate resources are available or could be acquired without detriment to other collections.

First Priority. To strengthen collection areas in which the NHC has a current specialization and recognized historical interest, especially when these areas are threatened irreversibly by human activities. Examples of primary priority acquisitions are objects of direct use in present or projected research; high quality objects needed to fill gaps in the current holdings or to supplement objects of lesser quality; objects from biotas and geologic strata where

technological changes and expanding human activity place a time limit on the period in which sampling can take place.

Second Priority. To broaden the comparative base of our established collection areas. Examples of secondary priority acquisitions are archival objects such as voucher objects for published research; synoptic objects from specialists; objects that will strengthen a collection in a subject area related to a previously established one.

Third Priority. To obtain collections of a general nature that are within the broad interests of the NHC. Examples of tertiary priority acquisitions are interesting or unique, adequately documented objects of limited use in a scientific sense.

Fourth Priority. To obtain objects outside the scope of current research collections, but that might in the future have direct use in meeting the mission of the NHC.

As a goal of the NHC is to serve as an interface between the university and the community, acquisition of objects often must be opportunistic. As collections of significance become available from individuals or institutions that are no longer able or willing to preserve, maintain, and use them in research or educational activities, the NHC should consider them in the context of current holdings and available resources on a case-by-case basis. If the collection falls outside of the existing scope of the NHC (*Fourth Priority*), the **Director shall serve as the final approval for acquisition.**

Ethics of Acquisition. All acquisitions by NHC staff shall reflect its commitment to preserve and guard the biological, geological, and paleontological heritage of the earth. Objects that have been collected in such manner as to impair their scientific value shall not be accepted (e.g., geological objects taken without proper recording of stratigraphic and site data, or biological objects with inadequate documentation).

Biological collections involving unnecessary harm to populations with limited numbers of individuals shall not knowingly be made by staff or accepted by the NHC from others.

While important for societal understanding of past and present human societies, the NHC shall not engage in collections of an Anthropological nature until the time such expertise exists within the NHC.

IV. Acquisition Process

When a collection has been deemed of significant scientific value and to fit within the scope of the NHC, the Staff Curator will fill out the accession form (see Appendix I) and produce a brief report of the acquisition. This report should contain:

- A) A summary description of the objects along with their preservation state and scientific value
- B) Statement about the provenance of the objects, how they were obtained and who collected them

- C) Signed letter, document, or certificate from the owner stating that title to the collection is being transferred to the NHC
- D) Which research collection will receive the acquisition
- E) An estimated count of all objects
- F) A statement of space and resources needed to house the objects
- G) A plan as well as timeline for curation of objects
- H) An accession number. Accession numbers will use the format Year.Collection#.Accession#. See section II, Scope of Collections, for each collections specified number. Years should be in long format e.g., 2025.

V. Loan of NHC Material

To fulfill its role of service to the state and broader academic community, the NHC will facilitate the loan of material from the collections. With approval of the Staff Curator, loans can be made to qualified institutions for scholarly research and exhibition subject to the policies and practices consistent with each of the collections. When a loan request is received the Staff Curator will fill out the loan form in Appendix II and provide a copy to the appropriate collections manager.

VI. Destructive Analysis

Research involving destructive analysis is a specialized use and requires prior written approval of the Staff Curator and any collection managers in charge. Specialized uses of NHC materials for destructive analysis include genetic and geochemical analyses, and anatomical and histological studies. Collections frequently affected by such requests for destructive analyses shall develop guidelines for destructive analyses and include these with their loan forms when appropriate. When destructive analysis is appropriate, every effort should be made to limit destruction to less than the entire specimen and to return the remains so that they will continue to be available for research and education, as well as serve as a voucher of the specimen sampled.

Requests for destructive analysis must detail the specimens or materials required and the procedures to be conducted. Any remains from the analysis continue to be the property of the NHC unless other provisions are specifically allowed in writing prior to destruction. In cases involving the dissection of biological specimens, the undestroyed component parts shall be returned to the collection along with associated identifying tags or marks. The data resulting from the destructive analysis shall be reported to the appropriate research collection and will be maintained with the records associated with the materials analyzed.

VII. Appraisals and Identification of Materials

Curators and staff of the NHC may, as a free service to the general public and for professional or educational purposes, identify or authenticate items brought to the collection. However, personnel may not provide documentation of authentication for appraisal purposes nor for the purpose of establishing the fair-market value of gifts offered to the NHC. In addition, personnel

will not identify or otherwise authenticate any natural history or archaeological specimens or cultural artifacts for persons or agencies under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Donors desiring to take an income tax deduction must have an independent appraisal made of the value of their gift prior to donation.

Policy Date: March 6, 2025

COSET Dean Signature

Melinda Holt

NHC Director Signature

D. K. M.

Appendix I. Collections Accession Form

Collections Accession Form

Accession # _____

General description of objects and which collection they will be incorporated.

Description of provenance of material (collectors and ownership)

This collection includes

Specimens:	Yes	No
Documents:	Yes	No
Negatives:	Yes	No
Digital Images	Yes	No
Other (list)		

Estimated number of objects in collection

Requested By: _____

Date: _____

Appendix II. Loan Form

Date: _____ Length of Loan: _____

Mode of Shipment: _____ Tracking #: _____ # of packages: _____

Borrower Information

Loan Prepared by: _____

Catalog Number	Taxon and Locality	Method of Preservation	Specimen Count

Total Number of Specimens: _____ Date Received: _____

Condition Received: _____

Signature of Borrower (see conditions on reverse side): _____ Date: _____

**Conditions for Loan of Specimens from
Sam Houston State University
Natural History Collection**

General Conditions

1. The borrower agrees to conserve and protect all material entrusted to their care and to exercise extraordinary caution in the care and maintenance of this material.
2. The NHC lends material for the period stated, subject to renewal upon request.
3. All loans are subject to recall.
4. The NHC will loan material only to institutions and organizations, not individuals except under special circumstances.
5. Research materials requested by graduate or undergraduate students require faculty or institutional endorsement and, for the duration of the loan, will be considered the direct responsibility of that faculty member or institutional representative.
6. Under no circumstances are loans to be transferred without written authorization from the Staff Curator at the NHC.
7. No labels are to be permanently removed or altered by the borrower.
8. Any dissections or destructive sampling of research material must be approved in writing by the NHC Staff Curator.
9. Acknowledgement should be given of specimens in publications that reference materials from the NHC.
10. We request a printed or digital copy of all publications resulting from use of NHC material.

Upon Receipt of the Loan

1. It is the borrower's responsibility to immediately verify the number and conditions of specimen(s). Any discrepancy in the Loan Agreement and/or specimen damage should be reported immediately.
2. The Loan Agreement is to be signed and returned by email to the Staff Curator upon receipt of the loan.

During the term of the loan

1. Loan material must be maintained in the same preservative in which it was received.
2. Borrowers are encouraged to return the loan promptly following examination. Please report any taxonomic changes or corrections in identifications to the Staff Curator when the material is returned.

Return of the Loan

1. Prior to or at the time of the return of material by the borrower, an email verifying shipment should be sent to the Staff Curator.
2. Return the material in the same condition in which it was received.
3. Loan material must be packed for return in a manner that maintains the integrity of the specimen. Empty space in the container should be filled with packaging material.

4. Address labels should be placed on the inside and outside of the package. Package should be addressed to the Staff Curator.
5. Include a copy of the Loan agreement with the shipment.

Please sign and return one copy. The other copy is for your records.

I hereby acknowledge receipt of these specimens in satisfactory condition, and I have read and agree to the terms and conditions of this loan.

Signature: _____ Date: _____