

COLLEGE OF THE REDWOODS



NATURAL HISTORY COLLECTIONS

Specimen-based Biodiversity Education

College of the Redwoods
7351 Tompkins Hill Rd
Eureka, CA 95501
707-476-4211

EDUCATOR or RESEARCHER REQUEST FORM

Name:	Date Out:
Institution:	Date Due:
Address:	Purpose of the loan:
Phone:	
Email:	

Specimens in the Teaching Collection are available for loan to any local educator for classroom use. Specimens from the Research Collections are available for loan only to qualified researchers. The following conditions must be met:

1. You are currently an educator or researcher at an educational institution (public school or university etc.)
2. Research Collections requests must be accompanied by a one page project description and the requester's CV.
3. Specimens checked out must be returned in good condition to the museum (unless otherwise indicated in the original loan document) within **2 weeks** or the time specified in writing.
4. A **\$5 per day late fee** will be charged for specimens not returned by the due date.
5. In addition to late fees, a **\$100 fine per item** will be charged for missing items.
5. **No more 10 specimens can be checked out at a time.**
6. If not in the area, the borrower pays any shipping charges.
7. A credit card is required when scheduling to pick up items from the education loan collection but will not be charged unless a fine is incurred.

Exceptions must be approved by museum education administration.

Specimen List:

No.	Museum No.	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Borrower's Signature:

Loan Approved by:

Condition of specimens sent:

Condition of specimens received:

Received by:

Date returned:

THE BORROWER IS EXPECTED TO PROPERLY CARE FOR ALL MATERIAL