External researcher arranging to CT scan AMNH specimens at AMNH

Please print this checklist and use it to record your progress in the application process.

Please follow the steps in order.

☐ Contact the relevant Curator-in-charge and ask for permission to borrow and scan the specimens
- ○Á list the specimens requested in the body of email, not as an attachment (please be
   specific about the specimens you have chosen; due to the amount of time we require to
   prepare specimens for scanning, we expect you to choose which specimens to scan in
   advance of your loan request)
- ○ request time to be allocated to you on the AMNH CT scanner (the latter is dependent on
   the curator assigning some of their scanning time to you, if they have unused time
   available).

☐ Download the user agreement via email if scanning has been approved by the Curator-in-
   charge.
- ○ Review it
- ○ Sign it
- ○ Scan it
- ○ If you require more space to list all the specimens, write "see attached" in the relevant
   fields and attach the list to the user agreement as a single pdf.

☐ Then contact the staff at the MIF to arrange a scanning date.

☐˙ Contact the VP scanning staff, forwarding the following in a single email:
- ○ loan approval and
- ○ scanning approval and
- ○ signed user agreement and
- ○ Include details of your scanning project e.g. scanning date, list of AMNH specimens to be
   scanned and the relevant elements and
- ○ This contact should be made at least three weeks in advance of your scanning date at
   MIF.
- ○ Each person who will have access to the data must sign a separate user agreement.
   Attach all user agreements to the email you will forward from the Curator-in-Charge to
   the VP scanning staff.

☐ Fill out the online form (VP; IP) (at least two weeks in advance of your scanning date at the
   MIF) once the VP scanning staff has responded.

☐ If scanning VP specimens, they will be given to you in a CT mount. You may not
   unpack the specimens from their mount(s) until you have returned them to the relevant
   staff member in the Division.