

External researcher arranging to scan (non-CT) AMNH specimens during a visit to the AMNH collections

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](#) to arrange your research visit and declare your intent to scan specimens while at AMNH
 - ask for provisional permission to scan specimens, describe the scanning methods/technology
- Contact the [VP scanning staff](#) to notify them of your intention to scan specimens and advise of your visit dates
- Once you are at the AMNH and have selected specimens to scan, send the list of specimens to the [VP scanning staff](#) to review
- When VP scanning staff has responded
 - Download and review the [user agreement](#)
 - Sign it (Each person who will have access to the data must sign a separate user agreement.)
 - 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.
 - Send all the user agreement forms to VP scanning staff
- Email the [Curator-in-charge](#) with the reviewed list of the specimens. Include the catalog number, taxon, and element of the specimens in the body of the email. When they have responded, forward their approval to [VP scanning staff](#).