

**External researcher arranging to scan (non-CT) AMNH specimens at another institution**

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

**Please follow the steps in order.**

- Apply for a [loan](#) from the relevant [curator-in-charge](#), stating:
  - the intent to scan the specimens and
  - the scanning methods/technology and
  - listing the specimens requested in the body of the 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. Please list the catalog number, taxon, and element).
- 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.
- If/once the loan and scanning has been approved, contact the [Director of Collections](#), forwarding the following in a single email:
  - loan approval and
  - scanning approval and
  - signed user agreement
  - include details of the specimens you wish to scan e.g. relevant elements, catalog numbers, taxa.
  - 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 Director of Collections.
- The Director of Collections will review the user agreement(s) and will respond and ask you to fill out the online [form](#).