

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 Director of Collections 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, email the curator-in-charge, asking for permission to scan the specimens. Describe the technology to be used, and list the specimens by catalog number, taxon and element in the body of the email, not as an attachment.
- When the curator-in-charge has responded
 - Download the [user agreement](#) 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.
- Contact the [Director of Collections](#), forwarding the following in a single email:
 - scanning approval and
 - signed user agreement
 - 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](#).