
BORNEENSIS

**INSTITUTE FOR TROPICAL BIOLOGY AND
CONSERVATION, UNIVERSITI MALAYSIA SABAH**

**POLICY AND PROCEDURES FOR COLLECTIONS
ACCESS AND USE**

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1.0 Policy for Collections Access and Use

The following is the Policy for Access and Use of the BORNEENSIS Collection, Institute for Tropical Biology and Conservation (ITBC). This policy is in effect as of 11th July 2024.

One of the key objectives of the BORNEENSIS Collection (hereafter, ‘the Collection’) is ‘to provide reference material for specimen-based research and education’. To fulfil this objective, the ITBC shall provide access to and facilitate the use of the Collection by relevant users including, but not limited to, internal staff and students, external researchers, and government agencies (hereafter, ‘Users’).

‘Access and use’ of the Collection refers to:

- material accessioned in the Collection being taken out on loan, sampled, or examined in person (i.e., via research visit) for a research project or non-commercial exhibition.
- material accessioned in the Collection being imaged for use in a research project or non-commercial exhibition.
- visits to the Collection for educational purposes.

The ITBC requires all Users to comply with the following terms:

- in all publications or equivalent forms that include material from the Collection, to mention the name “BORNEENSIS Zoological Collection (BOR), Institute for Tropical Biology and Conservation, Universiti Malaysia Sabah” or “BORNEENSIS Herbarium (BORH), Institute for Tropical Biology and Conservation, Universiti Malaysia Sabah”, and to include the accession number of each specimen
- to send to the ITBC a duplicate (or digital copy) of the publication or of any other supporting material which quotes the specimen(s)

In accordance with the [Sabah Biodiversity Enactment 2000](#), besides educational visits, all access and use of the Collection, are deemed to fall under the definition of accessing ‘a biological resource or associated relevant knowledge...from...place where it is kept...for the purpose of research and development’, and shall require an [Access License](#) from the Sabah Biodiversity Centre (SaBC). If a loan of material collected from Sabah is being requested from an institution outside Sabah, a [Transfer License](#) from the SaBC is also required. It is the responsibility of the User to apply for the license(s) ahead of time, before requesting for access or use of the Collection.

2.0 Specimen Loans

2.1 Policy for Specimen Loans

Loans will only be issued upon receipt of a valid Access License, and for out-of-Sabah requests, a valid Transfer License from the Sabah Biodiversity Centre (SaBC).

For zoological material, as a general rule, loans will only be provided to permanent staff affiliated to established institutions. Loan requests for zoological material should be made by advisors on behalf of their students or postdoctoral researchers. For botanical material, loans will only be provided to curators of recognised botanical institutions (see [Index Herbariorum](#)).

Loans are made for a period of one year, unless specific permission is otherwise obtained. An extension of the loan period may be granted by the BORNEENSIS Curator (hereafter, 'Curator') on a case-by-case basis. All specimen loans are subject to the conditions below:

1. All wet zoological specimens are to be maintained in 70% ethanol, and all wet botanical specimens are to be maintained in 70% ethanol + 1% glycerin, unless otherwise noted on the loan invoice.
2. A copy of the loan invoice would have been sent as a pdf attachment via email, and a copy included as a packing slip together with the specimens. One copy of the loan invoice is to be signed, dated and returned to the Institute for Tropical Biology and Conservation (ITBC) upon receipt of the specimens.
3. Specimens are loaned to established institutions for research, teaching or exhibition use by the person stated on the loan form for research and educational use only, i.e., NOT FOR COMMERCIAL USE. In the case of students, postdoctoral researchers or temporary staff, the material is loaned to their advisor. No specimens may be exchanged, loaned or re-gifted to a third party, catalogued into any collection, or conveyed to a different institution without the express written permission of the ITBC.
4. No destructive sampling (clearing and staining, dissection, incision or removal of structures) or molecular analysis of the specimens may be undertaken without express written permission from the ITBC. A detailed report of the destructive sampling necessary should accompany all requests for such work. A detailed report tag, written in pencil on alcohol-resistant paper, should accompany all specimens that have had destructive sampling performed and should include the investigator's name and date. All dissected material should be associated with the individual specimen from which they were removed and must be returned.

5. Specimens are loaned for a period of one year unless otherwise noted on the loan invoice. If work on the specimens is incomplete after this period, an extension may be requested in writing from the ITBC.
6. Specimens are to be returned to the ITBC the same or similar packing methods and following the appropriate dangerous goods packing and shipping regulations. Specimens are to be returned via an authorised carrier (Pos Laju for domestic and courier for international shipments), along with the appropriate invoices and documentation.
7. If the specimens examined are cited in any publications, the BORNEENSIS accession number(s) and the name Collection, i.e., “The BORNEENSIS Zoological Collection/Herbarium, Institute for Tropical Biology and Conservation, Universiti Malaysia Sabah” should be explicitly mentioned. Any publications resulting from specimens examined are to be lodged (preferably in digital format) with the ITBC.

2.2 Criteria Used for Evaluating Requests for Specimen Loans

The Curator will evaluate and approve all requests according to the criteria listed below. If necessary, approval will be given based on the advice and recommendations of the BORNEENSIS Collections Committee.

- Size of request—Requests for excessively large amounts of material may be divided into parts, with one instalment being sent upon the safe return of the previous part.
- Content—If a User requests a loan of all specimens of a species or particular lot, type specimens, or specimens of threatened species, the Curator may choose to loan only a portion of the specimens at a time or ask the User to visit the Collection to examine the specimens in person.
- Condition of the material—If the specimens are too fragile, large or difficult to be shipped, the Curator may ask the User to visit the Collection to examine the specimens in person.
- Use of the material by the User—Any planned dissection or other destructive procedure must be approved in advance.
- Purpose—The proposed project should result in substantive research or educational instruction.
- Previous record of the User—If a User had previously returned specimens in unacceptable condition or past the due date of the loan (without prior approval from the Curator), future requests may not be granted to them. If a User already has other BORNEENSIS material on loan, it usually must be returned before more is sent.

2.3 Shipping and Postage

- All loans will be sent via courier service. Owing to budget limitations, the User will be required to pay the cost of shipment both ways.
- When returning loaned material, please adhere to the packing requirements of the IATA Special Provision A180 for the shipping of non-infectious vertebrate and invertebrate specimens.

2.4 Procedures for Requesting for Specimen Loans

2.4.1 Request for Support Letter for Application of a SaBC Access License

- Users seeking to obtain a loan of specimens for research purposes shall fill in the [Access and Use Request Form](#) and send it in an email to the Curator (borneensis@ums.edu.my) to provide the details of the specimens to be requested (see [Section 2.4.2](#) below) and to request for a support letter from the ITBC for an application of a Sabah Biodiversity Centre (SaBC) Access License and/or Transfer Permit (for loans to institutions outside Sabah).
- If the loan is not approved, the User will be notified via email within 10 working days.
- If the loan is approved, a support letter from the ITBC will be sent to the User within 10 working days.
 - The User shall then proceed to apply for the SaBC Access License and/or Transfer Permit via <https://sabcapps.sabah.gov.my/>.
 - Upon obtaining an email from the SaBC that the Access License and/or Transfer Permit has been approved, the User may forward the email to the Curator, and the requested specimens will be prepared within 10 working days.
 - The User should provide a copy of the Access License and/or Transfer Permit to the Curator upon collection of the loaned specimens or before the loaned specimens are to be shipped out.
 - Please note that the User must be present in person to collect the Access License from the SaBC and that the process may take up to a few months to be completed. Please contact the SaBC if there are any questions regarding the licenses and processing time.

2.4.2 Required Information for Specimen Loans

- Type of Request —please select accordingly: ‘Loan’ / ‘Loan with sampling’ / ‘Loan extension’
- Name, affiliation with full mailing address, and e-mail address. For students or postdoctoral researchers, please provide the contact details of your supervisor instead.
- Taxa (Phylum: Higher Classification)
- Specimens(s): List of specimens requested.

- Purpose of request: Brief description of research problem or proposed educational use of specimens.
- Further details: Please include any requests for dissection or destructive research procedures (e.g., clearing and staining for bone and cartilage), including any imaging procedures that may potentially damage the specimen. Please be as specific as possible.

3.0 Requests for Tissue Samples

3.1 Policy for Tissue Requests

The policy and procedures for tissue requests broadly follow those for the specimen loans under [Section 2.0](#) above. Requests will only be fulfilled upon receipt of a valid Access License, and for out-of-Sabah requests, a valid Transfer License from the Sabah Biodiversity Centre (SaBC).

Tissue samples are provided for non-commercial research purposes only. Any use for biomedical or commercial purposes requires special permission by the ITBC. These samples are sent as a gift from the ITBC, which do not be returned. We would accept any return of unwanted product (e.g., DNA aliquots) for inclusion into our Collection.

As a general rule, tissue samples will only be provided to permanent staff affiliated to established institutions. Requests for tissue samples should be made by advisors on behalf of their students or postdoctoral researchers.

All tissue requests are subject to the conditions below:

1. A copy of the gift invoice would have been sent as a pdf attachment via email, and a copy included a packing slip together with the tissue samples. One copy of the gift invoice is to be signed, dated and returned to the ITBC upon receipt of the specimens.
2. Tissue samples are provided to established institutions only for research use by the person stated on the gift form, i.e., NOT FOR COMMERCIAL USE. In the case of students, postdoctoral researchers or temporary staff, the material is provided to their advisor. No samples may be exchanged, loaned or re-gifted to a third party, catalogued into any collection, or conveyed to a different institution without the express written permission of the ITBC.
3. Tissue samples and results, including any sequences generated, shall not be commercialised or otherwise used for commercial purposes without the written consent of the ITBC. The User and their institution(s) shall not patent or apply for a patent for any inventions arising from research performed with the loaned tissue sample(s) without the written consent of the ITBC.
4. If any unwanted aliquot of the extracted DNA from the is to be returned, it should be sent via an authorised carrier (Pos Laju for domestic and courier for international shipments), along with the appropriate invoices and documentation.
5. All sequences generated from the tissue samples shall be registered with GenBank or any publicly accessible repository for genetic data, with the accession numbers reported to the ITBC. The

BORNEENSIS accession number(s) and the name Collection, i.e., “The BORNEENSIS Zoological Collection/Herbarium, Institute for Tropical Biology and Conservation, Universiti Malaysia Sabah” shall be explicitly mentioned in any publications resulting from tissue sequences, and duplicates or digital copies of the publications are to be shared with the ITBC.

3.2 Criteria Used for Evaluating Tissue Requests

The Curator will evaluate and approve all requests according to the criteria listed below. If necessary, approval will be given based on the advice and recommendations of the BORNEENSIS Collections Committee.

- Content—For requests of tissue samples from all specimens of a species or particular lot, the Curator may choose to provide a tissue sample from only a single individual from the lot. For type or rare specimens, the condition of the material and extent of damage that will be caused owing to the tissue extraction will guide the Curator’s decision
- Condition of the material—If the specimens are too fragile or rare to be sampled, the User may have to request for alternative specimens
- Difficulty in preparing the tissue sample—If the tissue samples will require specialised expertise to dissect, the ITBC may not be able to fulfil the request
- Purpose—The proposed project should result in substantive research or educational instruction
- Previous record of the User— If a User had previously broken any conditions for access and use of the Collection, e.g., returned loaned specimens in unacceptable condition, past the due date of the loan (without prior approval from the Curator), or misused images of specimens previously provided by the ITBC, future requests may not be granted to them

3.3 Shipping and Postage

- All tissue samples will be sent via courier service. Owing to budget limitations, the User will be required to pay the cost of shipment.
- If the User decides to return an aliquot of the extracted DNA from the tissue samples to the ITBC, please adhere to the packing requirements of the IATA Special Provision A180 for the shipping of non-infectious vertebrate and invertebrate specimens.

3.4 Procedures for Requesting for Tissue Samples

3.4.1 Request for Support Letter for Application of a SaBC Access License

- Users seeking to obtain a tissue sample for research purposes shall fill in the [Access and Use Request Form](#) and send it in an email to the Curator (borneensis@ums.edu.my) to provide the

details of the specimens to be requested (see [Section 3.4.2](#) below) and to request for a support letter from the ITBC for an application of a Sabah Biodiversity Centre (SaBC) Access License and/or Transfer Permit (for loans to institutions outside Sabah).

- If the request is not approved, the User will be notified via email within 10 working days.
- If the request is approved, a support letter from the ITBC will be sent to the User within 10 working days.
 - The User shall then proceed to apply for the SaBC Access License and/or Transfer Permit via <https://sabcapps.sabah.gov.my/>.
 - Upon obtaining an email from the SaBC that the Access License and/or Transfer Permit has been approved, the User may forward the email to the Curator, and the requested tissue samples will be prepared within 10 working days.
 - The User should provide a copy of the Access License and/or Transfer Permit to the Curator upon collection of the tissue samples or before the samples are to be shipped out.
 - Please note that the User must be present in person to collect the Access License from the SaBC and that the process may take up to a few months to be completed. Please contact the SaBC if there are any questions regarding the licenses and processing time.

3.4.2 Required Information for Tissue Requests

- Type of Request —please select: ‘Tissue Samples’
- Name, affiliation with full mailing address, and e-mail address. For students or postdoctoral researchers, please provide the contact details of your supervisor instead.
- Taxa (Phylum: Higher Classification)
- Specimens(s): List of specimens requested.
- Purpose of request: Brief description of research problem or proposed educational use of specimens.
- Further details: Please provide information and descriptions on which section of the tissue will be required if dissections have to be carried out by ITBC staff. Please be as specific as possible.

4.0 Requests of Images of Specimens in the Collection

4.1 Policy for Imaging of Specimens in the Collection

The ITBC makes images of specimens from its Collection available to facilitate scientific research and the dissemination of knowledge, without necessitating the specimens to be taken out on loans. Requests will only be fulfilled upon receipt of a valid Access License, and for out-of-Sabah requests, a valid Transfer License from the Sabah Biodiversity Centre (SaBC).

As a general rule, all images will be taken within the ITBC, by or supervised by BORNEENSIS staff or approved agents of BORNEENSIS.

Image requests may be made by any researcher, including postdoctoral researchers and students.

No commercial use (including derived use) can be made of the image without a preliminary authorisation request that will be transmitted to the BORNEENSIS Collections Committee, for which a fee or duty could be requested.

In addition to the conditions stated in [Section 1.0](#) above, the name of the photographer should be explicitly credited/mentioned in any resulting publication or public use of the image.

4.1.1 Criteria for Used for Evaluating Requests for Images of Specimens in the Collection

The Curator will evaluate and approve all requests according to the criteria listed below. If necessary, approval will be given based on the advice and recommendations of the BORNEENSIS Collections Committee.

- Size of request—Requests for excessively large numbers of images may be rejected, unless sufficient justification is provided.
- Condition of the material—If the specimens are too fragile, large or difficult to be handled for imaging, the Curator may ask the User to visit the Collection to examine the specimens in person.
- Purpose—The proposed use of the images should result in substantive research or educational instruction.
- Previous record of the User— If a User had previously broken any conditions for access and use of the Collection, e.g., returned loaned specimens in unacceptable condition, past the due date of the loan (without prior approval from the Curator), or misused images of specimens previously provided by the ITBC, future requests may not be granted to them.

4.2 Procedures for Requesting Images of Specimens in the Collection

4.2.1 Request for Support Letter for Application of a SaBC Access License

- Users seeking to obtain images of specimens for research purposes shall fill in the [Access and Use Request Form](#) and send it in an email to the Curator (borneensis@ums.edu.my) to provide the details of the specimens to be imaged and to request for a support letter from the ITBC for an application of a Sabah Biodiversity Centre (SaBC) Access License and/or Transfer Permit (for loans to institutions outside Sabah).
- If the request is not approved, the User will be notified via email within 10 working days.
- If the request is approved, a support letter from the ITBC will be sent to the User within 10 working days.
 - The User shall then proceed to apply for the SaBC Access License and/or Transfer Permit via <https://sabcapps.sabah.gov.my/>.
 - Upon obtaining an email from the SaBC that the Access License and/or Transfer Permit has been approved, the User may forward the email to the Curator, and the requested images will be placed into the imaging queue.
 - The images will be sent to the User within 10 working days, provided a copy of the Access License has been provided to the Curator.
 - Please note that the User must be present in person to collect the Access License from the SaBC and that the process may take up to a few months to be completed. Please contact the SaBC if there are any questions regarding the licenses and processing time.

4.2.2 Required Information for Requesting Images of Specimens in the Collection

- Type of Request —please select accordingly: ‘Images’
- Name, affiliation with full mailing address, and e-mail address.
- Taxa (Phylum: Higher Classification)
- Specimens(s): List of specimens for which images are requested.
- Purpose of request: Brief description of research problem or proposed educational use of images.
- Further details: Please state what views of the specimens will be required. If not stated, only standard views according to ITBC internal protocols and images of the specimen label(s) will be provided.

5.0 Visits to the Collection

5.1 Policy for Visits to the Collection

Visits to the collection for examination of specimens will be permitted to facilitate scientific research and the dissemination of knowledge, without necessitating the specimens to be taken out on loans.

As a general rule, research visits will only be permitted to permanent staff affiliated to established institutions. Requests for research visits by students or postdoctoral researchers should be made by the supervisors on their behalf. Research visits will only be approved upon receipt of a valid Access License from the Sabah Biodiversity Centre (SaBC).

Requests for educational visits should be requested by educators or permanent staff affiliated to established institutions.

All visitors are to comply with occupational health and safety rules of the ITBC and additional instructions, which will be conveyed by the Curator or designated representative on the day of the visit. Photography of the Collection rooms is permitted for non-commercial purposes only.

5.1.1 Criteria Used to Evaluate Requests to Visit the Collection

The Curator will evaluate and approve all requests according to the criteria listed below. If necessary, approval will be given based on the advice and recommendations of the BORNEENSIS Collections Committee.

- Timing and duration of visit—Requests for visits that coincide with public holidays or periods during which the Collection is inaccessible, may be adjusted to a mutually-agreeable time and date. Requests for exceptionally long visits (e.g., > one week) will be approved on a case-by-case basis.
- Purpose—The proposed project should result in substantive research or educational instruction.
- Previous record of the User— If a User had previously broken any conditions for access and use of the Collection, e.g., returned loaned specimens in unacceptable condition, past the due date of the loan (without prior approval from the Curator), or misused images of specimens previously provided by the ITBC, future requests may not be granted to them.

5.2 Procedures to Request for Visits to the Collection

5.2.1 For Research Visits: Request for Support Letter for Application of a SaBC Access License

- Researchers seeking to examine material in the Collection for research purposes shall fill in the [Access and Use Request Form](#) and send it in an email to the Curator (borneensis@ums.edu.my) to provide the details of the Research Visit (see [Section 5.2.3](#) below) and to request for a support letter from the ITBC for an application of a SaBC Access License.
- If the Research Visit is approved, a support letter from the ITBC will be sent to the User within 10 working days.
 - The User shall then proceed to apply for the SaBC Access License via <https://sabcapps.sabah.gov.my/>.
 - Upon obtaining the Access License, the User shall send a copy of the license to the Curator via email and arrangements can be made for the Research Visit.
- If the Research Visit is not approved, the Researcher will be notified via email within 10 working days.

5.2.2 For Educational Visits: Request to Visit the Collection

- Users seeking to visit the Collection for educational purposes shall fill in the [Access and Use Request Form](#) and send it in an email to the Curator (borneensis@ums.edu.my) to provide the details of the visit (see [Section 5.2.3](#) below).
- If the Educational Visit is approved, a confirmation email from the ITBC will be sent to the User within 5 working days.
- If the Educational Visit is not approved, the Researcher will be notified via email within 5 working days.

5.2.3 Required information for Visits to the Collection

- Type of request —please select ‘Research Visit’ or ‘Educational Visit’
- Name, affiliation with full mailing address, and e-mail address. For students or postdoctoral researchers, please **also** provide the contact details of your supervisor.
- Taxa (Phylum: Higher Classification)
- Specimens(s): List of specimens for which you plan to examine during your visit.
- Purpose of request: Brief description of research problem or proposed educational outcomes of the visit.

- Further details: For research visits, please attach the research proposal if available. For educational visits, please provide the lesson plan and details of the group, e.g., name of the course/subject, number of students, educational level.
- Date and time

APPENDIX 1: ACCESS AND USE: REQUEST FORM



BORNEENSIS

ACCESS AND USE: REQUEST FORM

The following checklist is to be completed by any User seeking to access and/or use the Collection, and approved by the Curator of BORNEENSIS or designated representative. Please fill in the details of the request (attachments are permitted) and acknowledge the terms and conditions according to the type of request.

Type of Request*: Loan / Loan with sampling / Loan extension / Tissue Samples / Images /
Research Visit / Educational Visit
**circle where applicable*

Name:

Affiliation with full mailing address:

Email:

| | |
|--|--|
| Taxa (Phylum: Higher Classification) | |
| Specimen(s) (provide as much detail as possible, including accession number and reference paper, if known) | |
| Purpose of request (brief description of how material/images will be used) | |
| Further details (if applicable, include research proposal or lesson plan and details of the group; additional documents may be attached, as necessary) | |
| For visits, date and time (indicate for entire duration) | |

Terms and Conditions for Access and Use of BORNEENSIS Collections

General

1. Prior to submitting a request for access and use of the Collection (excluding educational visits), an Access License (and Transfer License for requests from outside Sabah) must be obtained from the Sabah Biodiversity Centre (SaBC).
2. To mention in writing the name “BORNEENSIS Zoological Collection (BOR), Institute for Tropical Biology and Conservation, Universiti Malaysia Sabah” or “BORNEENSIS Herbarium (BORH), Institute for Tropical Biology and Conservation, Universiti Malaysia Sabah” for all publications or equivalent forms that used material from the Collection, and to include the accession number of each specimen.
3. A duplicate or digital copy of the publication or of any other supporting material which quotes the specimen(s) should be sent to the ITBC.

☐ Specimen or Tissue Samples

1. All wet zoological specimens are to be maintained in 70% ethanol, and all wet botanical specimens are to be maintained in 70% ethanol + 1% glycerin, unless otherwise noted on the loan invoice.
2. A copy of the loan invoice would have been sent as a pdf attachment via email, and a copy included packing slip together with the specimens. One copy of the loan invoice is to be signed, dated and returned to the Institute for Tropical Biology and Conservation (ITBC) upon receipt of the specimens.
3. Specimens are loaned to established institutions for research, teaching or exhibition use by the person stated on the loan form for research and educational use only, i.e., NOT FOR COMMERCIAL USE. In the case of students, postdoctoral researchers or temporary staff, the material is loaned to their advisor. No specimens may be exchanged, loaned or re-gifted to a third party, catalogued into any collection, or conveyed to a different institution without the express written permission of the ITBC.
4. No destructive sampling (clearing and staining, dissection, incision or removal of structures) or molecular analysis of the specimens may be undertaken without express written permission from the ITBC. A detailed report of the destructive sampling necessary should accompany all requests for such work. A detailed report tag, written in pencil on alcohol-resistant paper, should accompany all specimens that have had destructive sampling performed and should include the investigator's name and date. All dissected material should be associated with the individual specimen from which they were removed and must be returned.
5. Specimens are loaned for a period of one year unless otherwise noted on the loan invoice. If work on the specimens is incomplete after this period, an extension may be requested in writing from the ITBC.
6. Specimens are to be returned to the ITBC the same or similar packing methods and following the appropriate dangerous goods packing and shipping regulations. For Tissue Samples, unwanted aliquots of the extracted DNA from the sample(s) may be returned to the ITBC. Material shall be returned via an authorised carrier (Pos Laju for domestic and courier for international shipments), along with the appropriate invoices and documentation.

7. For Tissue Samples: Tissue samples and results, including any sequences generated, shall not be commercialised or otherwise used for commercial purposes without the written consent of the ITBC. The User and their institution(s) shall not patent or apply for a patent for any inventions arising from research performed with the loaned tissue sample(s) without the written consent of the ITBC. All sequences generated from the tissue samples shall be registered with GenBank or any publicly accessible repository for genetic data, with the accession numbers reported to the ITBC.

☐ **Images of Specimens**

1. All the images provided are copyright of the ITBC and if published they must be quoted as such, and the named photographer should be credited accordingly.
2. No commercial use (including derivative use) of the images provided is allowed, unless written permission is requested from the ITBC beforehand.

☐ **Visits**

1. Comply with all occupational health and safety rules of the ITBC and any additional instructions, which will be conveyed by the Curator or designated representative on the day of the visit.
2. Photography of the Collection rooms is permitted for non-commercial purposes only.

The non-observance of any of these terms is likely to result in restrictions on future access and use of the Collection, including the possibility that further requests may not be approved.

☐ **I have read and agree to comply with the general and checked Terms and Conditions for Access and Use of BORNEENSIS Collections.**

Signature

Name:

Date:

APPROVED BY:

Signature

Name:

Date:

Designation: