

---

# **BORNEENSIS**

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

**POLICY AND PROCEDURES FOR SPECIMEN  
ACQUISITION AND ACCESSION**

---

## Table of Contents

<b>1.0 Policy for Specimen Acquisition and Accession .....</b>	<b>2</b>
<b>1.1 Terms of Acceptance of Accessions .....</b>	<b>4</b>
<b>2.0 Procedures for Specimen Accession .....</b>	<b>5</b>
<b>2.1 Exceptional Cases.....</b>	<b>5</b>
<b>APPENDIX 1: SPECIMEN DEPOSITION FORM.....</b>	<b>6</b>
<b>APPENDIX 2: SPECIMEN ACCESSION FORM .....</b>	<b>7</b>

## 1.0 Policy for Specimen Acquisition and Accession

The following is the Policy of the BORNEENSIS Collection, Institute for Tropical Biology and Conservation (ITBC) for the acquisition and accession of specimens. This policy is in effect as of 11<sup>th</sup> July 2024 and applied to material collected and deposited from this date onwards.

The ITBC acquires specimens by field collection, exchange, gift, purchase, bequest, contract, abandonment, or other appropriate means.

Only specimens that fall within the scope of the mission and objectives of the ITBC will be accepted. Decisions concerning which specimens to accept for the collections are made by the Curator, if necessary, with additional advice from the BORNEENSIS Collections Committee. The Committee is responsible for the direction of growth of the collections. In general, collection acquisition is focused by research and tailored to resources.

The ITBC will only accept specimens that are in acceptable physical condition that can be placed in the permanent collection, or for teaching or exhibition. The ITBC encourages deposition of additional specimens or tissue samples to facilitate future (e.g., molecular) work. The Curator reserves the right to make the final decision, if necessary, with additional advice from the BORNEENSIS Collections Committee.

The ITBC is responsible for maintaining and conserving the specimens in collections in perpetuity as a public trust. For this reason, the ITBC accepts and acquires only those specimens for which it can provide proper care, conservation, and storage.

All specimens accessioned and catalogued by the ITBC must be obtained legally. All specimens should be documented with the necessary permits and licenses, and/or other documentation to show that they have been collected, and/or imported in full compliance with applicable laws and regulations. The ITBC may accept specimens that have been confiscated by government authorities. The ITBC adheres to the

are responsible for maintaining and renewing appropriate permits for doing field work, obtaining specimens, and depositing material for accessioning.

The ITBC will only accept specimens that have an adequate degree of documentation for specimens to be accessioned into the research, teaching, or exhibits collections. All accepted specimens must be accompanied by complete collection information as required for the BORNEENSIS database, i.e., Country, Province, Municipality, Location, Locality, Recorded By (i.e., collectors), Collection Date. For exceptional cases, e.g., a specimen of high research/teaching/exhibition value that does not have the required information, the decision to accept the material may be made by the Curator, with the advice of the BORNEENSIS Collections Committee.

All specimens obtained by exchange, donation, or purchase are documented by an invoice (the Specimen Accession Form) that documents that the specimens have (as far as can be determined) been legally obtained. The Specimen Accession Form is signed by the Curator and a copy is kept on file as part of the permanent records of the ITBC.

Title to all specimens acquired for the collections should be obtained free and clear, without restrictions on use, exhibition, loan, dispersal, or future disposition.

Individual staff members and students act as agents for the ITBC when collecting specimens, but individuals do not own the specimens that they collect.

The ITBC cannot and will not guarantee that donated specimens will be placed on long-term or permanent exhibition, that they will be exhibited or housed intact as a single collection, or that they will not be deaccessioned.

If a specimen of unknown origin or uncertain status is brought to the ITBC, the specimen may be temporarily held for safekeeping. The appropriate state or national authorities should be notified at once.

The specimen is not to be accessioned and catalogued into the collection until after the authorising documentation has been obtained from the relevant authorities.

## 1.1 Terms of Acceptance of Accessions

- 1 All donations, exchanges, gifts, purchases, bequests, and receipt of specimens or objects from regular museum field work are considered outright and unconditional accessions to be used at the ITBC's discretion. The Deed of Transfer (or acceptable substitute documentation) legally transfers the ownership of all specimens and/or objects listed on the accession form(s) to ITBC. By the execution of the Deed of Transfer (or acceptable substitute documentation) the agent agrees to these terms of transfer.
- 2 The ITBC does not promise, and is in no way obliged, to exhibit or restrict the use of these specimens and/or objects and may deaccession or dispose of these specimens and/or objects, if appropriate.
- 3 The ITBC shall have the absolute and unconditional ownership of the specimens and/or objects listed on the Deed of Transfer (or acceptable substitute documentation).

## 2.0 Procedures for Specimen Accession

Accession files are maintained by the Curator. Originals or copies of all documentation pertinent to each accession must be given to the Curator or designated Officers. When all necessary documentation is in hand, an accession number can be obtained from the Curator or the designated Officer.

No specimen may be catalogued into any collection in the ITBC until the accession process is complete. The accession process consists of: (1) receipt of the completed [Specimen Deposition Form \(IBTP/BOR/02\)](#) (Including signed Section B: Deed of Transfer or acceptable substitute documentation) from the Provider; (2) receipt of the specimens; (3) confirmation that originals or copies of all necessary documentation for the acquisition of the accession are in hand; (4) completion of the [Specimen Accession Form \(IBTP/BOR/01\)](#) (including Section B: Receipt of Specimens) by the Curator, with one copy sent to the Provider; and (5) the issuance of an accession number

### 2.1 Exceptional Cases

In the case that the Provider requires accession numbers before transferring specimens to the ITBC, (e.g., for publication purposes), the accession process consists of: (1) receipt of the [completed Specimen Deposition Form](#) (including reasons for exceptional request and date by which specimens will be sent to the ITBC in the 'COMMENTS' of Section A, and including signed Section B: Deed of Transfer or acceptable substitute documentation) from the Provider; (2) confirmation that originals or copies of all necessary documentation for the acquisition of the accession are in hand; (3) completion of the [Specimen Accession Form](#) by the Curator (leaving Section B un-signed until after specimens are received); (4) the issuance of an accession number; (5) receipt of the specimens; (6) acknowledgement in Section B of the [Specimen Accession Form](#) by the Curator, with one copy sent to the Provider.

## APPENDIX 1: SPECIMEN DEPOSITION FORM



## BORNEENSIS SPECIMEN DEPOSITION FORM

Ref. No. \_\_\_\_\_

*To be filled by specimen Provider and reviewed by BORNEENSIS Curator or assigned representative. If sending specimens by post, please include a hard copy with the shipment and send a soft copy to [borneensis@ums.edu.my](mailto:borneensis@ums.edu.my).*

### SECTION A: ACQUISITION CHECKLIST

NAME OF PROVIDER: \_\_\_\_\_

AFFILIATION: \_\_\_\_\_

#### TYPE OF SPECIMEN TRANSACTION:

- ☐ ORIGINAL COLLECTION BY ITBC STAFF/STUDENT/ASSOCIATE
- ☐ DEPOSITION
- ☐ GIFT
- ☐ PURCHASE
- ☐ SPECIMEN EXCHANGE
- ☐ OTHERS: \_\_\_\_\_

	Yes	Applied For	Document Attached	No	Not Applicable
<b>FOR SPECIMENS COLLECTED IN SABAH</b>					
Do you have permission from the relevant resource manager(s) of the area(s) from which the specimens were collected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid Sabah Biodiversity Centre (SaBC) Access License?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant documentation (please state):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FOR SPECIMENS COLLECTED **OUTSIDE SABAH**

Do you have the relevant collecting permit(s) for the source state/country? ☐ ☐ ☐ ☐ ☐

Do you have the export permit from the source state/country? ☐ ☐ ☐ ☐ ☐

Other relevant documentation (please state): ☐ ☐ ☐ ☐ ☐

Please include the collection information of the specimen(s) to be deposited. Add separate list if necessary.

Field ID and/or Record No.	Higher Classifications (Phylum: Class: Order: Family)	Species	*Locality information (including Country, Province, Municipality, Location, Locality)	*Collection Date	*Collector(s)	Count	Specimen included (If not, please indicate reasons in Comments)
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

\* indicate information that is required by BORNEENSIS. Have you included all the required information? ☐

## Notes:

- Upon receiving the specimens, we will provide a copy of the signed Receipt of Specimens form that will include the accession numbers, for your reference
- If specimens cannot yet be sent to BORNEENSIS, but accession numbers are required (e.g., for publication purposes):
  - it is compulsory to attach images of the specimens with this form
  - please state in the COMMENTS section below, 1. reasons and 2. date by which the specimens can be sent to BORNEENSIS. By signing this form, you acknowledge that you will send the specimens by the date stated below. Please write to the Curator if there are any changes
  - if the reasons are found to be invalid, the Curator reserves the right to withhold the assignment of accession numbers until the specimens are received in good order

**COMMENTS:**


---



---



---



---

Provider Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Deed of Transfer form signed and attached

**SECTION B: DEED OF TRANSFER**

<b>DATE:</b>	
<i>RECEIVED FROM</i>	
<b>NAME:</b>	
<b>AFFILIATION:</b>	
<b>EMAIL:</b>	
<b>DESCRIPTION OF ACCESSION</b> (SPECIMEN ACQUISITION CHECKLIST REF. NO. _____):	
<p><b>AGREEMENT</b></p> <p>I hereby acknowledge that I have read the terms of acceptance (below), and that to the best of my knowledge, the specimens and/or objects comprising this accession were obtained legally and further, that I have the authority to transfer their ownership to the Institute for Tropical Biology and Conservation, Universiti Malaysia Sabah</p> <p>Signature of agent/donor:</p>	
Date:	

**Terms of Acceptance**

1. Signing this document legally transfers ownership of all specimens and/or objects listed on the acquisition form(s) to the Institute for Tropical Biology and Conservation (ITBC), Universiti Malaysia Sabah. By the execution of this Deed of Transfer, the donor or agent represents and warrants that they have the full power and authority to transfer or give the specimens to the ITBC. All donations, exchanges, gifts, purchases, bequests, and receipt of specimens or objects from regular museum field work are considered outright and unconditional accessions to be used at the ITBC's discretion.
2. The donor or agent acknowledges that the ITBC has not promised, and is in no way obliged, to exhibit or restrict the use of these specimens and/or objects and may deaccession or dispose of these specimens and/or objects, if appropriate.
3. The ITBC shall have the absolute and unconditional ownership of the specimens and/or objects listed on this Deed of Transfer.

## APPENDIX 2: SPECIMEN ACCESSION FORM



## BORNEENSIS SPECIMEN ACCESSION FORM

### SECTION A: ACCESSION CHECKLIST

*The following checklist is to be completed and approved by the Curator of BORNEENSIS or designated representative before any specimen may be accessioned by the Institute for Tropical Biology and Conservation. Check boxes only if the required documents are in hand.*

	Yes	No	Not Applicable
<b>For receipt of specimens previously catalogued in another institution</b> (by donation, exchange, gift, abandonment, or purchase)			
Transmittal form/letter from appropriate authority at institution of origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed Deed of Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export permit (if from outside Malaysia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import permit (if from outside Sabah/Malaysia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>For receipt of specimens <u>NOT</u> previously catalogued in another institution</b> (by field work, exchange, gift, abandonment, purchase, donation, bequest, or contract)			
Acquisition Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signed Deed of Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original or copy of collecting permit(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original or copy of field notes for specimens in this accession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originals or copies of any correspondence (e.g., emails) relating to this accession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export permit (if from outside Malaysia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import permit (if from outside Sabah/Malaysia)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of Accession and remarks: ☐ See attached complete description

I hereby attest to the best of my knowledge the above information is correct and accurate and that the specimens and/or objects comprising this accession were obtained legally and are suitable for accession.

Signature:

Name:

Date:

Ref. No.:

**SECTION B: ACKNOWLEDGEMENT OF RECEIPT OF SPECIMENS**

RECEIVED DATE:

RECEIVED FROM:	<input type="checkbox"/> POSTAL SERVICE
	<input type="checkbox"/> SPECIAL HANDLING
	<input type="checkbox"/> DELIVERED BY HAND
	OTHERS _____
PICKED UP IN-PERSON BY _____	

PACKED BY \_\_\_\_\_

PRESERVATIVE \_\_\_\_\_

- ☐ ORIGINAL COLLECTION BY ITBC STAFF/STUDENT/AFFILIATE  
☐ DEPOSITION  
☐ GIFT  
☐ PURCHASE  
☐ SPECIMEN EXCHANGE  
☐ LOAN TO BORNEENSIS FOR EXAMINATION  
☐ LOAN TO BORNEENSIS FOR IDENTIFICATION  
☐ OTHERS

THE MATERIAL AS LISTED BELOW (PLEASE ATTACH A SEPARATE LIST IF NECESSARY):

Accession No.	Higher Classifications (Phylum: Class: Order: Family)	Species	Locality information	Date of Collection	Collector(s)

I hereby acknowledge receipt of the above-mentioned material.

Received in good order

- ☐ Yes  
☐ No (Please clarify and specify follow-up action taken): \_\_\_\_\_

Signature :

Name :

Date :