

## **DEPOSITION OF TYPE SPECIMENS AT TROMSØ UNIVERSITY MUSEUM, Department of Natural Sciences**

Deposition of type material is very welcome. We ask the donor to observe the following guidelines to insure that the requirements of the ICZN are met (articles 16.4.2 with rec. 16C, 72.10 with rec. 72F, and 75.3.7). See <http://200.46.218.171/bds-cbc/sites/default/files/ICZN.pdf> for zoology and <http://www.iapt-taxon.org/nomen/main.php?page=title> for botany.

### **Step-by-step procedure when requesting museum catalogue numbers:**

- 1) If we issue a catalogue number, it is implied that ownership of the specimen is handed over to Tromsø Museum
- 2) Present the specimen (or group of specimens) to us (if possible) and ask for a catalogue number
- 3) We may check the storage conditions
- 4) Give us all possible information about every specimen; minimum taxonomy, locality with map reference and date for each number
- 5) We will supply a label with number, the label should follow the specimen at all times
- 6) We will record the specimen in our database
- 7) If needed, we will return the specimen to you as a time limited loan, on agreement that it is returned in due time
- 8) All new information about the specimen and its publication should be transmitted to us

### **The lengthy explanation:**

We use a database numbering system for all our collections and encourage you to request catalogue numbers for type material before publication. The request should be accompanied by all possible information on the new taxon: species name and other taxonomic information are mandatory, we also need information about locality with a map reference, date, collector, identifier, biometric information, site information (such as substrate, depth etc.). Simply speaking, we would like all possible information about the subject.

The paper in which the new taxon is to be published should be ready for submission when catalogue numbers are requested, or preferably, if possible the paper should be accepted for publication. When you request a museum catalogue number it is implied that you hand over the ownership of the specimen to the museum. If possible, such as when you are situated in Tromsø, we would like you to present the type specimens to us when you request a number. Type specimens should be isolated from other specimens (either singly or as a group) and stored appropriately, which we may be able to help you with. We will then print a label with the correct number and store it with the specimen as well as record all information in our database.

The specimen may then be deposited in our collections, or, if you need, we may issue the specimen to you as a loan, for which you must sign a standard loan contract. When the loan is due to be returned to the museum, please do so without delay. Extension can be negotiated, but please do notify us. If you can't present the specimen at Tromsø Museum

when requesting a catalogue number, we will send numbered labels to you for marking every specimen, along with the loan contract for you to sign and return. Labels should never be removed from the specimen. If the specimen is deposited at Tromsø Museum before its publication, we may refuse loan or information to others than you for a certain period (to protect your interests).

We request a copy of the publication about the new taxon, either in print or in electronic form (i.e. pdf-file). Please do supply us with any new information about the specimen that is discovered, and notify us if the paper is not published after all.