

## **Zoological collections (acronym TUZ) of the Natural History Museum, University of Tartu**

### **General instruction for working with collections**

Zoological collections are available for scientific study for researchers and students. Collections can be used on site or loaned. All visits to the collections must be registered and coordinated with the curator of particular collection. Loan period is up to one year, after which loan must be returned or loan agreement updated.

Following general rules must be followed to ensure that the deposited materials are maintained in good conditions and the results of the study remain available for further investigations:

- It is not allowed to bring food, living plants and animals to the storage rooms
- It is forbidden to use any kind of open flame (for example lighter or candle) in storage rooms
- Specimens must not be reprepared without permission of the curator
- Curator must be informed about all identifications and relevant changes in order to update database records
- Curator must be informed about any damages caused or found in collections
- In case identification of the specimen is corrected or new identification added new identifications must be attached to the specimen according to the practices of particular collection
- All loans are formalized as loan agreement using standardized form
- All publications, that are fully or partly based on the collection specimens, must cite Natural History Museum, University of Tartu using acronym TUZ and if possible ID numbers
- Curator must be informed about the published papers citing TUZ collection

Zoological collections of the Natural History Museum, University of Tartu are located at Vanemuise 46, Tartu.

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