

Containers from which some or all of the specimens have been removed for a loan should be marked with a small loan slip attached to the outside of the container. The loan slip should contain the following information:

- The catalog number(s) of the specimen(s) removed.
- The loan number.
- The last name of the borrower.
- The date of the loan.
- The name or initials of the person who prepared the loan.

A sample format for a loan slip is shown in Figure 27.

SPECIMEN(S) WITHDRAWN FROM THE COLLECTION	
Division of Herpetology, Natural History Museum	
Numbers: _____	

Loan Number: _____	Date: _____
Skin, skull, skeleton, alcoholic, larvae	
Withdrawn by: _____	

Figure 27. Container marker for specimens on loan.

Returning Loans to Senders

When specimens are returned to the loaning institution, a return-of-loan invoice should be prepared to establish a paper trail documenting the use and return of the specimens. The sequentially numbered invoice is similar to the invoice used for outgoing loans. Include the original loan number on the document to aid the loaning institution in processing the return. The return of loan invoice should contain the following information:

1. Name, address, postal code, telephone number, and email address of the institution returning the loan.
2. Name, address, postal code, telephone number, and email address of the institution the loan is being returned to.