



Department of Botany
The Natural History Museum
Cromwell Road
London SW7 5BD, UK

FAX: 020 7942 5529

LOAN REQUEST FORM

Thank you for your recent loan enquiry. To enable us to complete your loan with maximum efficiency please complete the form below, continuing on a separate sheet if necessary.

Please return this form to:
at the above address.

Request method: Letter / E-mail / Person (visitor/phone)

Requested by:
(usually the Director /Head of Department /Senior Curator of the Institution)

Date of request:

Signature of Requestor (if applying in person):

Borrower's Name (if different from requestor):

Contact Name / For Attention of:

Institution:

Index Herbariorum Code:

Full postal address for despatch of loaned material (if institution not in IH, or address is different from IH address):

Nature of study?

Specimens required
Taxonomic Group: Family:
Current Name(s) Synonyms (if known):
Geographical Region or Country:
Type material requested? Yes / No
If Types or other specific collections are requested, please give full details overleaf
Are any CITES listed taxa included in the request ? YES / NO If "Yes" please give details overleaf

----- Botany Dept use only -----

Loan No.:

Loan Criteria fully met: YES / NO

If NO, justification for sending/refusing loan:

More than 90% specimens of any taxon to be loaned? YES / NO

If YES, justification for this:

Approved by Curator/Date

Approved by Head of Curation/Date

LOAN REQUEST FORM (continued)

Information for type and other specific specimens requested:

(USE A SEPARATE SHEET IF NECESSARY)

Literature or other reference:

Collector's name:

Collection number:

Collection date:

Locality data:

Other information:

CITES listed material requested:

Is your institution CITES registered? YES/NO

If Yes, what is your CITES Registration Number?

If No, we regret that CITES listed taxa cannot be loaned to non-registered institutions outside the EU.
Please encourage your institution to register.

CITES listed taxa requested (list below or on separate sheet if necessary)