



## NHM Approved Borrower Application Form

### To be completed by the individual applying for Approved Borrower Status

I have read and agree to abide by the NHM Outgoing Research Loan Policy and General Terms and Conditions.

I agree to read and abide by any additional terms and conditions specified for particular items on loan detailed in the Loan Inventory.

I understand that my approved borrower status is granted for 10 years or until either; the NHM changes its Outgoing Research Loan Policy (or associated general terms and conditions), or until there is any alteration (except academic qualifications) in the details I provide below.

I understand that failure to comply with any of the above may result in sanctions being applied as defined in the NHM General Terms and Conditions.

I understand that the NHM has to hold (both electronically and on paper) the information provided below. I also understand that the NHM has obligations under UK and EU law (e.g. the Data Protection Act 1998 & Freedom of Information Act 2000). I therefore permit the NHM to disclose to third parties any information provided below or any information regarding the loan of items from the NHM.

Signature .....

Date .....

Name in Full (state Title) .....

Position within Institution .....

Acronym of Institution (if no Index Herbariorum acronym put 'none') .....

Name of Institution .....

Address of Institution .....

.....

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Telephone .....

Fax .....

E-mail .....

**To be completed by an authorised signatory for the Institution**

I confirm that I am able to accept the responsibilities below on behalf of the Institution named above.

I have read and understand the responsibilities placed on the Institution in the NHM Outgoing Research Loan Policy and the General Terms and Conditions.

I agree to ensure that the authorised borrower (indicated above) will abide by the NHM Outgoing Research Loan Policy, general terms and conditions of a NHM Outgoing Research Loan and any particular terms and conditions specified for particular items on loan detailed in the Loan Inventory. I agree to undertake the responsibility, on behalf of the Institution, for any items that may be loaned to the approved borrower (named above) should they fail to comply with the policy or terms and conditions.

I agree that the Institution (indicated above) will insure or indemnify items in line with the statements about insurance of research loans within the NHM Insurance and Indemnity of Collections Policy.

I understand that if the approved borrower or the Institution (indicated above) fails to comply with policy or terms and conditions it may result in sanctions, being applied to the Institution, as defined with the NHM General Terms and Conditions.

I understand that the NHM has to hold (both electronically and on paper) the information provided below. I also understand that the NHM has obligations under UK and EU law (e.g. the Data Protection Act 1998 & Freedom of Information Act 2000). I therefore permit the NHM to disclose to third parties any information provided below or any information regarding the loan of items from the NHM collection.

Signature .....

Date .....

Name in Full (state Title) .....

Position within Institution .....

Telephone .....

Fax .....

E-mail .....

**Please complete and return ONE copy of the above 2 pages to the relevant curator.**

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*For NHM Use Only*

Application Approved By:

Name:

Job Title:

Department:

Date:

Signature: