

## Use of Specimens in Scientific Studies

The Zoological Museum of the University of Zurich (ZMZ) welcomes the opportunity to make its collections available for scientific studies. To ensure that the needs of both contemporary and future users can be met the following guidelines have been drawn up.

1. All proposals for research involving specimens from ZMZ need to provide the following information:
  - an outline of the project
  - a brief justification for the requested material
  - evidence of qualification and experience of the researcher(s) and of the laboratory where the work will be carried out.
  - a letter of support from the host laboratory if not directly affiliated with the applicant(s)
  - a statement that the applicant(s) agree to adhere to the guidelines set out in this document.
2. The ZMZ reserves the right to evaluate the proposal with regard to scientific importance and technical feasibility. We will use the guidelines set out in Wandeler, Hoeck and Keller (2007, Trends in Ecology and Evolution) for this evaluation.
3. The ZMZ retains the right to refuse permission for destructive sampling or DNA extraction from specimens.
4. The choice of specimens and their use will be under the guidance of the ZMZ.
5. When using destructive and invasive techniques the applicant has to agree to
  - take the smallest possible sample from the least conspicuous site so as to cause the least damage to the specimen.
  - Restore the specimen as far as possible.
  - Return to the ZMZ all remaining material including the original specimen, dissected parts and any preparations or products.
6. The applicant(s) agree(s)
  - to provide a complete record of the material analyzed and of the outcome of the analysis.
  - to provide GenBank/EMBL accession numbers of sequence data derived from ZMZ specimens as soon as possible but no later than the date of submission for publication. The ZMZ guarantees not to circulate these data before they have been published.
  - to acknowledge use of the collection in publications involving use of ZMZ specimens. Reprints of such publications must be sent to the ZMZ.
  - to inform the ZMZ in writing about the results if they are not published within five years of sampling.
  - not to pass on any material from the ZMZ or products derived from it to third parties unless these third parties agree to adhere to these guidelines in writing to the ZMZ.
7. Fees may be charged to help the ZMZ provide the necessary services.
8. The research and the results of the research may not be commercially exploited in any way without the prior written consent of the ZMZ. Consent may be refused at the ZMZ's absolute discretion or may be granted under conditions set by the ZMZ.