

Collections Visitors Form

Personal information

Name: _____

Address: _____

Phone: _____ E-mail: _____

Affiliation/Position

Institution: _____

Address: _____

Phone: _____ Fax: _____

Visit details

Collection(s) visited (check all that apply): Fossil Vertebrates; Fossil Invertebrates; Herpetology;

Birds; Mammals; Invertebrates; Mollusca; Herbarium; Geology; DNA

Purpose of visit: _____

Duration of visit: _____

Sign in: _____ Date: _____

Sign out: _____ Date: _____

By signing this form, you confirm that you agree to abide by the conditions set out on the **attached sheet**.

Visitor's signature: _____

Handling guidelines for visiting researchers at HUJ Zoological Collections (NNHC)

The following guidelines apply for handling specimens and other scientific material at the zoological collections of the NNHC at HUJ.

- All work must adhere with safety regulations of the Hebrew University of Jerusalem, when applicable, including proper clothing and safety equipment, *e.g.*: laboratory coat, disposable gloves, safety eyewear, closed footwear, etc.
- Prior to working in the laboratory workspace, visiting researchers must be briefed by collection staff regarding safety equipment and emergency procedures, *e.g.*: location of emergency exits, fire extinguishers, emergency showers and eye rinsing equipment, main electric circuit breakers, etc.
- Visit in the collection is possible only when accompanied by collection staff. The collection manager will bring the relevant material to the laboratory for examination.
- No surgical procedures or tissue samples extraction or other manipulations are permitted on specimens, unless specifically authorized by the collection manager.
- Specimens are not to be taken outside the laboratory workspace unless authorized in writing by the collection manager.
- Specimens may not be photographed or filmed unless authorized in writing by the collection manager or curator.
- Any publication (hard copy or digital) based on or including data, pictures or any product derived from material examined / measured / analyzed from the collection must include proper accreditation to the collections and to HUJ.
- If describing new species from material collected in Israel, or material from the collection, holotype and paratypes will be deposited at HUJ Collections (NNHC).

(Document author: Boaz Shacham, PhD, Herpetological Collection Manager, NNHC, HUJ)