

STEP 17

Loan

Hiroyuki Motomura

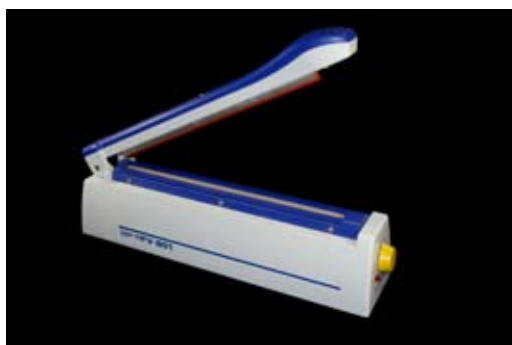
Stored and managed specimens are not simply maintained in the collection but utilized for various research purposes such as for biodiversity, taxonomic, and ecological research. Some researchers visit organizations and examine specimens, but most of the others borrow specimens to examine them at their organization. In our museum, there were 52 cases of loan requests (681 specimens) only in the fiscal year 2008 (which does not include a huge number of requests for on-campus use).

In this section, mailing of specimens is discussed. Wrap each specimen carefully in a gauze dampened with 20% alcohol. Transportation of highly concentrated alcohol is prohibited by regulations such as Special Provision A58 in the International Air Transport Association (IATA) Dangerous Goods Regulations; therefore, alcohol is diluted to 20%. Pack

the wrapped specimen in 3 folds of thick plastic bag. Use sealer to seal the package, and try to enclose as less air as possible while sealing. Ziploc or any other thin vinyl should not be used, because alcohol can leak even on a small change in atmospheric pressure.



Specimen is wrapped in a gauze dampened with alcohol and packed in vinyl.



FV-801 sealer by Hakko Corporation, used for sealing specimens in vinyl.



Packed specimen is placed in a cardboard box filled with cushioning materials.

Place the hermetically sealed specimen in a cardboard box filled with cushioning materials. Ensure that the cardboard box is fairly strong.

Before shipping the box abroad, attach a clear Ziploc bag on the top or side of the box and enclose an invoice (specific list of the content) in the bag. This helps to confirm at the Customs that the content is not a Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)-listed species or (tax-free) product. There is a column for the price of the content on an international package, and an object that costs more than US \$20 is subject to taxation. NVC (which means “no commercial value”) or a price of US \$20 or lower can be written in the price column.

The Kagoshima University Museum
1-21-30 Korimoto, Kagoshima 890-0065, Japan
Telephone: +81 99 285 8141
Facsimile: +81 99 285 7267
E-mail: jmu@kagum.kagoshima-u.ac.jp
URL: <http://www.museum.kagoshima-u.ac.jp/>

THE KAGOSHIMA UNIVERSITY MUSEUM

SPECIMEN LOAN INVOICE

To: **Dr. XXXX XXXX**
CSIRO Marine & Atmospheric
Research,
GPO Box XXX, Hobart,
Tasmania 7001, Australia

Loan number: **Zool.2005-004**
Date sent: **27 Nov. 2005**
Loan period: **12 months**
Due Date: **27 Nov. 2007**
Transaction: **Loan**
Sent by: **Airmail**
No. of package: **1**
Authorized by: **Kimihiko Oki**
Packed by: **Hiroyuki Motomura**

Tel.: **+61 3 82XX XXXX**
E-mail: **XXXX@XXX.au**

Mammals / Birds / Reptiles / Amphibia / Fishes / Crustacea / Mollusca / Insects / Others

KALM number	Species	Specimen count	Remarks
KALM-I	Gymnuridae		
273	Gymnura japonica	1	
352	Gymnura japonica	1	Taken issue for DNA analysis
516	Gymnura japonica	1	Taken issue for DNA analysis
815	Gymnura japonica	1	Taken issue for DNA analysis
985	Gymnura japonica	1	
990	Gymnura japonica	1	
1096	Gymnura japonica	1	Taken issue for DNA analysis
1097	Gymnura japonica	1	Taken issue for DNA analysis
1098	Gymnura japonica	1	Taken issue for DNA analysis
1099	Gymnura japonica	1	Taken issue for DNA analysis

Remarks: **Total 10**

Curator of the Collection: **Hiroyuki Motomura**

Loan received in good order (except as noted):
Signed _____ Date _____

1) Please sign and return upon receipt of specimens.
2) Please make a copy of this invoice to keep for your records before the return of the invoice.
3) If work on the borrowed material is published, the borrower should forward a reprint to the Kagoshima University Museum.

Page 1 of 1

Loan invoice for specimen. Information such as specimen data and loan period is listed.

Even when the invoice is included, the content is sometimes checked at the Customs. In this case, there is a possibility that the vinyl package is opened. Therefore, a written warning should be enclosed with the box. The following points should be mentioned: (1) the content is a formalin-fixed specimen for research purpose and has no trouble with quarantine; (2) the species is not listed in CITES; (3) the specimen is preserved in 20% alcohol; and most importantly (4) the package should be immediately resealed.

Two same invoices should be mailed with the package while shipping. One of them should remain with the borrower of the specimen, whereas the other should be signed by the borrower and returned to the lending organization as receipt. The borrower usually writes the result of re-identification on the copy of the invoice. For general specimens, the loaning period is normally for 1 year.

THE KAGOSHIMA UNIVERSITY MUSEUM

POSTAL INSPECTORS
IMPORTANT

This package contains dead, preserved fish specimens for scientific study. They have no commercial value, present no quarantine problems, and are not CITES listed.

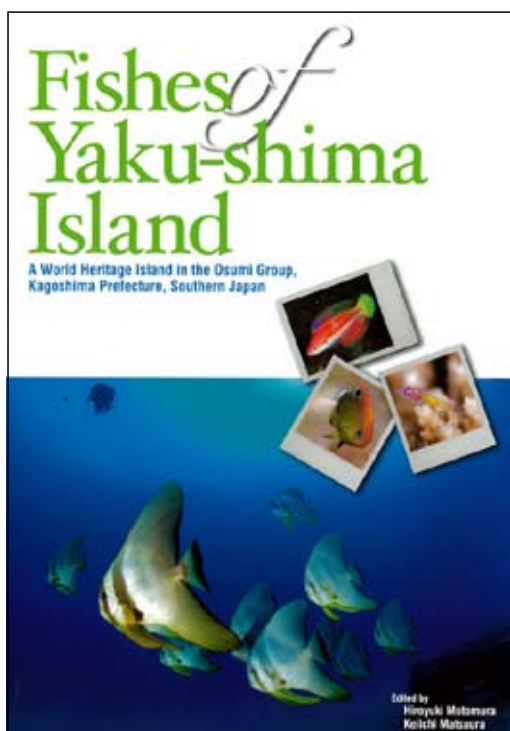
The specimens are stored in 20% ethanol solution and are unrestricted under SPECIAL PROVISION A58 of the IATA Dangerous Goods Regulations.

If this shipment is inspected, it is absolutely essential that the specimens be rewrapped in moist muslin or cheesecloth, and then sealed inside a plastic bag. Otherwise the specimens will dry rapidly and become useless.

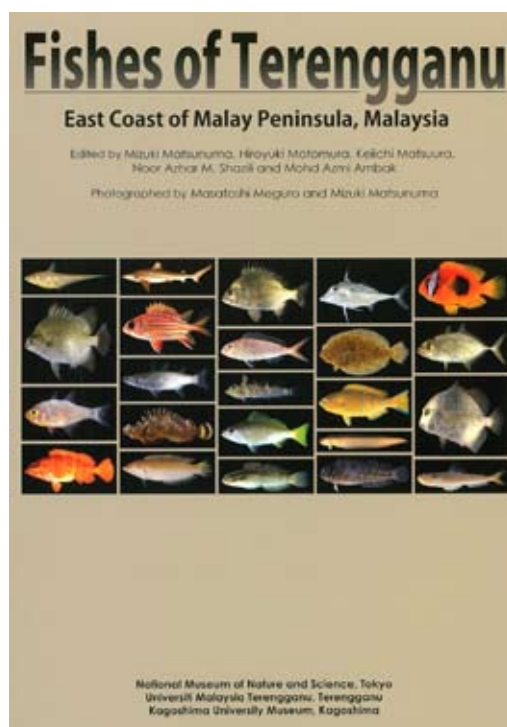
The Kagoshima University Museum
1-21-30 Korimoto,
Kagoshima 890-0065,
Japan
Ph: +81 99 285 8111
Fax: +81 99 285 7267

Important memorandum to be enclosed with the specimen in the cardboard box.

Fish photographs, taken with methods described in this manual, were published in the following books. These books can be downloaded as PDFs from: http://www.museum.kagoshima-u.ac.jp/staff/motomura/dl_en.html



Motomura, H. and K. Matsuura (eds.). 2010 (Mar.). Fishes of Yaku-shima Island – A World Heritage Island in the Osumi Group, Kagoshima Prefecture, Southern Japan. National Museum of Nature and Science, Tokyo. viii + 264 pp., 704 figs.



Matsunuma, M., H. Motomura, K. Matsuura, N. A. M. Shazili and M. A. Ambak (eds.). 2011 (Nov.). Fishes of Terengganu – East Coast of Malay Peninsula, Malaysia. National Museum of Nature and Science, Tokyo, Universiti Malaysia Terengganu, Terengganu, and Kagoshima University Museum, Kagoshima. viii + 251 pp., 678 figs.