



Policies and Guidelines

Department of Paleobotany and Paleoecology Cleveland Museum of Natural History 1 Wade Oval Drive, Cleveland, OH 44106

Researchers who wish to access the paleobotany and palynology collection of the Department of Paleobotany and Paleoecology at the Cleveland Museum of Natural History (CMNH) for scientific study must complete the Research Request Form and agree to the policies and guidelines outlined in this document. These policies have been structured with the aim of preserving and enhancing the scientific value of the collection to the public and to the scientific community.

Access to Collection and Records

1. Specimens and records will be accessible for legitimate research and study by qualified investigators during normal museum business hours. Evening and weekend hours are permitted only if a member of the CMNH Paleobotany and Paleoecology Department staff is present.
2. All researchers desiring access to the paleobotany and palynology collection must first provide the CMNH Curator of Paleobotany and Paleoecology with a completed research request form. Graduate and qualified undergraduate students must have their faculty advisor sign the research request form.
3. Archival, accession, and catalog information from the files of the Department of Paleobotany and Paleoecology shall not be treated as public information without prior clearance from the CMNH Curator of Paleobotany and Paleoecology.
4. Loan request must be made to the Curator of Paleobotany and Paleoecology in writing as part of the research request form. CMNH loan forms must be completed by the researcher upon approval by the Curator of Paleobotany and Paleoecology.

Studying Specimens in the Paleobotany and Paleoecology Department

1. Specimens will be studied in designated research areas within the Department of Paleobotany and Paleoecology. Researchers must use extreme care in handling specimens. Padding for tabletops will be provided for the use of researchers and must be used.
2. Researchers are not to repair or modify any specimens; they should instead report any broken specimens to a member of the staff of the Department of Paleobotany and Paleoecology.
3. Specimens must be put back in the appropriate box and tray from which they came at the end of the day.
4. Whenever specimens are removed from the tray for study, the “out of tray” card must be filled out and placed in the tray from which they came.
5. Researchers should ask for help from a member of the Paleobotany and Paleoecology staff if they have problems locating or moving specimens.

Imaging, Molding, and Destructive Sampling

1. Researchers may take photographs of specimens without prior permission; all other methods of imaging specimens, including but not limited to laser scanning and CT-scanning, must be approved by the Curator of Paleobotany and Paleoecology.
2. All images are the property of CMNH. Images can be used by the researcher in non-commercial publications or presentations without prior consent from CMNH, as long as CMNH is acknowledged as the source of the image. All commercial use of any image must be approved by CMNH and a fee may apply.
3. A digital copy of all images taken must be provided to the Department of Paleobotany and Paleoecology at the conclusion of the study and/or loan period. CMNH retains the right to use any and all images provided by the researcher to CMNH in any fashion. Images may also be made available to other researchers. At the researcher's request, images may be withheld from use by other researchers for two years; this can be extended for up to another year with a written request.
4. Molding of specimens is generally not allowed. Researchers who wish to mold specimens must obtain prior approval from the Curator of Paleobotany and Paleoecology in writing. Casts of specimens made from approved molds are to be used for research purposes only and are not to be distributed without prior consent from the Curator of Paleobotany and Paleoecology. The researcher needs to provide a copy of the casts from approved molds to the Department of Paleobotany and Paleoecology.
5. Destructive sampling of specimens is generally not allowed. Researchers who wish to conduct destructive sampling must obtain prior approval from the Curator of Paleobotany and Paleoecology in writing.

Publication

1. Any publication that results from studies conducted on the paleobotany and palynology collection at CMNH must acknowledge the Department of Paleobotany and Paleoecology and CMNH.
2. A PDF copy of any publication that results from studies conducted on the paleobotany and palynology collection at CMNH must be emailed to the Curator of the Department of Paleobotany and Paleoecology.