

MGMH - Request to conduct analytical sampling

Request to conduct analytical sampling

Prior to submitting a written request for permission to conduct analytical sampling, researchers are encouraged to schedule a visit to the Museum. This visit will enable the researcher to conduct a collections assessment and to select the specific items for which sampling permission is sought. For information on arranging research visits, see contact information in our website (<http://www.geomus.fas.harvard.edu>)

The research request should include the following information:

- Date of request.
- Requestor's name, institutional affiliation, address, telephone number, and e-mail address.
- Description of the project, including its significance, research methodology, and expected results.
- Type of analysis proposed and information about who will perform this analysis, including name of institution and full contact information.
- Explanation why noninvasive or nondestructive analyses cannot be used to address the research questions.
- Discussion of other possible sources of objects and explanation of why the Museum's collections represent the only or best source for sampling.
- List of specific items requested for sampling, including HMM numbers.
- Sample or size and/or weight.
- If the requester is a student, the request must be accompanied by a letter supporting the project from the faculty member supervising the student.

The approval process

If the request is approved, the researcher will be required to complete a "Destructive sampling specimens authorization form" and agree to the following conditions:

-> No alteration, sampling, or testing of items in the Museum's collection is permitted without prior written permission through a completed "Permission to Conduct Analytical Sampling" form. Under no circumstances is sampling permitted in the absence of the form, including on the basis of verbal discussions with Museum staff or administrator.

- > Reference all correspondence regarding this transaction by its registration number: 201X.X.

-> **Credit specimens in publications as received from the "Mineralogical & Geological Museum, Harvard University"**

-> **Refer to individual samples in publications by the letter "MGMH" followed by our catalog number(s) (for example, MGMH#122562). Be sure to include any catalog numbers prefixes (MT, SED...etc.) and suffices (-1, -2, -A...etc.) as they are an integral part of our numbering system.**

-> The researcher will provide the MGMH with a complete copy of the analytical outcomes, including raw data, resulting from the sampling within two years of the date on which the researcher signed the "Permission to Conduct Analytical Sampling" form. The Museum will withhold these results from other researchers for five years of the date on which the researcher signed the "Permission to Conduct Analytical Sampling" form; thereafter, they will be generally accessible.

-> The researcher must agree to return to the Museum any remnant samples (if any material left over after the analyses is present) including thin sections or sample blocks, within two years of the date on which the researcher signed the "Permission to Conduct Analytical Sampling" form. The researcher is not permitted to retain samples, sampling residues, or sampling products. Return this material to:

Mineralogical & Geological Museum, Harvard University,

24 Oxford Street, Cambridge, MA 02476

-> All costs of analysis, including packing and round-trip shipping, are the responsibility of the researcher. If the Museum determines the request requires a burdensome effort to prepare, the researcher may also be assessed the costs of staff time.

-> Failure to follow Museum policy or guidelines may jeopardize future privileges for the researcher.

Sign and date _____

MGMH - Request to conduct analytical sampling Form

If you agree to accept the materials under the above conditions, please

1. Enclose a formal written request to the Curator of the MGMH listing the samples requested, the name and contact information of the requestor, the nature of the research, and an estimate of the amount of material needed.
2. Fill out and sign the form below and return this form to the Curator of MGMH, 24 Oxford Street, Cambridge, MA 02138, U.S.A.

Sample material: _____
[MGMH Numbers]

Weights: _____

Notes: _____

Requester: _____
[Printed Name of Institution (Acronym)]

Research Investigator: _____
[Printed Name, Position, e-mail]

Signature of Research Investigator: _____

Supervisor (if appropriate): _____

Signature of Supervisor: _____

For HMM records: Have you ever contributed specimens to the MGMH?

Yes

No

Registration Number: _____
[Registration # assigned by MGMH]

Permission granted: _____
[MGMH staff signature, date]