



Monte L. Bean  
**Life Science Museum**  
 Brigham Young University

Education Collection  
 Monte L. Bean Life Science Museum  
 Brigham Young University  
 Provo, UT 84602  
 (801) 422-5052  
 (801) 422-0093 FAX

## EDUCATOR or RESEARCHER REQUEST FORM

Name:	Date Out:
Institution:	Date Due:
Address:	Purpose of the loan:
Phone:	
Email:	

Specimens in the education collection are available for loan as long as the following conditions are met:

1. You are currently an educator/instructor working for an educational institution (public school or university etc.)
2. Specimens checked out must be returned in good condition to the museum (unless otherwise indicated in the original loan document) within **2 weeks**.
3. A **\$5 per day late fee** will be charged for specimens not returned by the due date.
4. In addition to late fees, a **\$50 fine per item** will be charged for missing items.
5. No more 10 specimens can be checked out at a time.
6. A credit card is required when scheduling to pick up items from the education loan collection but will not be charged unless a fine is incurred.

*Exceptions must be approved by museum education administration.*

Specimen List:

No.		Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

<b>Borrower's Signature:</b>		Loan Approved by:	
Condition of specimens sent:	Condition of specimens received:		
Received by:	Date returned:		