

Memorandum on the Conditions of Use of the Monitoring Invertebrate Collection of Invertebrates of Russian Arctic Seas branch of the Zoological Museum of Lomonosov Moscow State University

Date of writing: 27.01.2021

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Version as of 27.01.2021

1. The Monitoring Invertebrate Collection of Russian Arctic Seas (further referred to as 'Monitoring Collection') is a branch of the research collection of the Zoological Museum of MSU. Therefore it **fully adheres to the collection use rules of the Zoological Museum of MSU**.
2. The Monitoring Collection is mandated to indefinitely store its zoological material and to **facilitate scientific research and educational work** involved in the material usage.
3. The material of the Monitoring Collection can be loaned to employees of scientific institutions and instructors of higher education for **temporary use upon request**.
4. The transfer of the Monitoring Collection's material to **a third party** requires the approval of the collection curator. To request a transfer, an **email requesting permission** to transfer material should be sent to the curator. The curator retains the right to **give or deny permission**. In the case of a transfer, the responsibility of making sure the rules of this memorandum are followed remains the sole responsibility of the collection user who had taken out the material.
5. Users of the Monitoring Collection's specimen are expected to **return the material in full, labelled and unharmed, within the agreed-upon loan period**.
6. **Work that damages material** partly or entirely (including **dissection and DNA extraction**) is permitted only with the approval of the collection curator. This approval must be documented. Everything that remains of the material (except extracted DNA) should be returned, including fragments left over after dissection, slides, and scanning electron microscope mounts.
7. In the case of **accidental damage or loss** of the Monitoring Collection's material, the collection user must **immediately inform** the curator.
8. Should it be necessary to **extend the period of work** with the material of the Monitoring Collection beyond the agreed upon time, the collection user must contact the collection curator in advance (before the end of the agreed-upon loan period) through an **email requesting an extension of the work period**. The curator retains the right to **give or deny an extension**.
9. The Monitoring Collection provides only **material labelled with museum numbers**, which act as identifiers. The collection user is responsible for keeping original museum labels, and for creating additional alcohol resistant (immersible) labels. **The collection user is responsible** for (during the time of work and the time of the return of the material) storing the material with labels that include the museum identifying number (this also applies to any fragments of the material).
10. Should the user carry out **taxonomic identification** of Monitoring Collection material, they are responsible for **informing the collection curator of the results upon return of the material** (including times when the identification results matched the initial taxonomic identification of the material).

11. Photographs of Monitoring Collection material, if the collection user desires, can be entered into the Monitoring Collection for online publication or museum storage. In that case, **it is preferable that the photographs are explicitly associated with the appropriate museum numbers.**
12. **Those working with the material of the Monitoring Collection are expected to reference it when appropriate, including the title of the collection and museum.** The museum numbers appear in the format ZMMU SC-....., where [...] is the collection sample number. **It is best to inform the collection curator with an email regarding the release of a publication in which work with the Monitoring Collection's material is involved.**
13. **In order to fill out a request for material, one must:**
 - 13.1 Fill out a **request form** for working with Monitoring Collection material (see **Ошибка! Источник ссылки не найден.**) and to deliver it, in paper or electronic format, to the collection curator.
 - 13.2 Wait for the **request to be assessed.** Should it be approved, receive material from the curator or keeper of the collection, and **sign the release form** of the collection material (see **Ошибка! Источник ссылки не найден.Ошибка! Источник ссылки не найден.**).
14. The approval or rejection of the request for access to material, as well as the transfer of the material by the collection keeper or curator, is carried out within the agreed-upon time period: **within several days** (excluding mail shipping), occasionally longer, but **no longer than within a month.**
15. Monitoring Collection materials are **transferred in-person** from the keeper or curator of the collection to the collection user **or**, if previously agreed upon, to a **trusted party** (courier) asked to pass on the material. Transfer of material by **mail shipping** to locations in Russia is **temporarily unavailable.**
16. The transfer of material to the employees of foreign research institutions **for work abroad is carried out by mail shipping that adheres to the laws of the Russian Federation.** Sending collection material out of the country may take considerable periods of time.
17. **MSU employees** have the option of working with Monitoring Collection materials on **the Monitoring Collection premises** if agreed upon with the collection curator or keeper, and if working spaces are available on the premises.
18. **Failure of a collection user to abide by the rules of collection use** outlined in this memorandum and in all other cosigned documents on the release of Monitoring Collection material can cause future requests for material from the user to be denied. In some cases, this can extend to other members of their scientific institution.
19. The curator of the Monitoring Collection retains the right to **deny access to some or all requested material** at their own discretion, indicating the reason for rejection (material may already be undergoing work, fulfilling the request may cause significant harm to the collection, previous failure in adhering to collection rules, etc.).
20. The user can access the list of available Monitoring Collection material through the regularly updated collection catalogue (see **Ошибка! Источник ссылки не найден.**). A digital copy of the catalogue can be requested from the curator or keeper of the collection.
21. **Inquiries to the collection curator** can be addressed to zoocollection@wsbs-msu.ru, with reference to the Monitoring Collection in the subject of the addressed email. At the moment, the curator of the collection is N. Neretin (White Sea Biological Station, MSU)

and the keeper of the collection is M. Pronina (Department of Invertebrate Zoology, Faculty of Biology, MSU).