

Collections enquiry policies of Institut Català de Paleontologia Miquel Crusafont

1.- External researchers to the center are allowed to study the paleontological collections housed in the institution (ICP) in accordance with these regulations and in accordance with the “el [Manual de Bones Pràctiques en la Propietat Intel·lectual i Autoria Científica](#)”.

2.- The processing of applications is the responsibility of the collection manager, as well as the power to resolve any circumstances not expressed in these regulations.

3.- Visits concerning enquiries will must be arranged in advance with the collection manager. It will be compulsory to submit a written document from the requesting researcher (https://www.icp.cat/attachments/colleccions/Collections_inquiry_form_ICP.docx), in which it will be specified the main purpose of the enquiry, the specimen/s on request and the approximate necessary time to conduct the enquiry. The request will be valid once the institution has validated the form and established an appointment with the requesting researcher.

4.- The approved request is considered personal and non-transferable.

5.- Researcher that makes the request must undertake to comply with the following terms:

- a) To preserve the material in appropriate conditions, always within the ICP facilities, and returning it with the same state in which it was delivered.
- b) Do not perform any manipulation that may put in danger the integrity of the paleontological element without prior permission.
- c) No treatment or molds of the material will be performed without the authorization of the collection manager.
- d) Any information concerning to the material of study that may modify its taxonomic attribution, description, precedence, or any other reliable information that may involve the correct management of the collection of the center or for its scientific significance, it will must be notified to the collection manager.
- e) To respect the labels associated to the elements and do not make any modification. Any additional observation or new information provided by the requesting researches will be included in a new label supplied by the Collection Manager, in which it will be noted all pertinent observation, the name of the person proposing the modification, and the date in which it was perceived.
- f) In case of taking photos, the consulting researcher must provide a digital copy of the same in the event that they are requested by the ICP.
- g) In the event of making tridimensional models, either via photogrammetry, lase-scanning, white-light or any other means, the requesting researcher must to notify and ask permission to the Collection Manager before use any of these tools. This request must be approved by the Collection Manager who will communicate it to the interested person by written communication. Generated 3D models cannot be



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shared with other institutions or researchers, nor shared in any digital repository of any kind without the written consent of the ICP. A copy of the generated 3D models (or failing that, the generated *raw data* if the 3D model has not been generated) must always be delivered to the collection manager. The only exception is when it comes to tomography-scanned specimens, where always give copy of generated *raw data*) before inquiry completion.

- h) In the event that the enquired material will be partially or entirely used in a publication, the researcher will must send a copy of the publication to the ICP.
- i) Researcher that makes an enquiry will must properly fill a form provided by the ICP Collections Area, duly completed once it has been completed the enquiry.

6.- The collection manager will carry out the delivery of the material requested by the researcher. The Collection Manager will also make the return of the same once the enquiry is finished. Nobody will have access to the collection storage area without the supervision and accompaniment of the Collection Manager of the center o in any case accompanied by a responsible person designated directly by the Collections Area of the ICP.

7.- These regulations are closely linked to the “Manual de Bones Pràctiques en la Propietat Intel·lectual i Autoria Científica” on the intellectual property of the data generated from the request. The ICP will retain the copyright (Copyright) of the generated (replica, 3D models and/ or *raw data* computed tomography) of the request made. Likewise, the ICP reserves the right to use this data for its own research, distribute it to other researches or publish it in digital repositories without prejudice to the credit that corresponds to the people who generated the data.