

Guidelines for the use of specimens of the Mammal Department of the Museum of Natural History in Vienna (NMW) in DNA-based studies

Policy

The Mammal Department welcomes the use of its collections in as many ways as possible for scientific studies. The following guidelines have been drawn up to ensure the needs of both contemporary and future users.

Procedure

A proposal for research involving the extraction of DNA from mammalian specimens should include:

- a brief outline of the project
- a brief justification of the material required to do the research
- evidence that the proposed techniques produce reliable results.

This proposal will be evaluated with regard to scientific importance and technical feasibility. Further information might be requested.

The choice of specimens and the taking of samples will be under the guidance of the curator. The smallest possible sample will be taken, from the least intrusive site and causing the least damage to the specimen.

The applicant agrees to:

- return aliquots of extracted DNA to the Mammal Department.
- provide GenBank/EMBL accession number or computer readable sequence data derived from the specimens as soon as possible but not later than the date of submission for publication. The Mammal Department undertakes not to disseminate these data until they are published.
- provide copies of experimental protocols that differ from published methods. The Mammal Department undertakes not to publicise such innovations until they have been published.
- acknowledge the use of the Collection in publications involving the use of specimens. Reprints of such publications should be sent to the Mammal Department.
- provide brief annual reports on the status of the research until it is either published or abandoned.

Fees may be charged to help the Mammal Department to provide the necessary resources.

Material may only be passed to third parties or PCR products subsequently used with the approval of the Mammal Department.

The Mammal Department retains all rights to DNA sequences derived from specimens in its collection. The research and the results of the research may not be commercially exploited in any way without the prior written agreement of the Mammal Department.

The Mammal Department retains the right to refuse permission for DNA to be extracted from specimens.