



Department of Biology
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FROM:

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TO:

Academic Members of Staff
Practical Demonstrators
Laboratory Officers
Students taking Study-Units in Biology

SUBJECT:

Use of Biology Teaching Museum

DATE:

8th February 2010

As you know the Department of Biology has a BIOLOGY TEACHING MUSEUM for use by all members of staff and students. Professor Patrick J Schembri is the academic member of staff responsible for such a museum, while Mr. Julian Evans is the curator. Mr. Evans, under the supervision of Prof P J Schembri, has been curating and cataloguing the specimens and incorporating new material into the collections. It is therefore essential that all authorized users of this museum will abide with the following rules:

1. The authorized users of this museum include: the academic and non-academic members of staff of the department; demonstrators and senior research students.
2. Any other person who wishes to have access to this museum will need to seek my prior permission.
3. The curator is normally available in the museum on Friday from 13.00 to 17.00hrs.
4. No material is to be removed from the shelves, or put back on the shelves, without the curator's knowledge.
5. Anybody needing material from the museum, or needing to return material, should contact the curator who will be responsible to take it out and put it back in.

6. The museum is not to be used as a repository for unwanted material. We appreciate donations of material that we can use for the museum, however, anybody wishing to donate material should approach the curator or Prof P J Schembri in the first instance to see if they can use the items and to arrange for us to take them. Items should not just be left in the museum without their knowledge.
7. Anybody using museum material (specimens, plastomounts and slides) should know how to take care of them and if they are for student use, students should likewise be instructed. A lot of damage to expensive items (especially microscope slides) often result from careless use or handling of items (for example, prepared slides stored in piles on top of each other, and slides stored vertically). If anybody has any difficulty concerning the proper handling of museum specimens, than both the curator and Prof P J Schembri shall be glad to answer any queries.

Victor Axiak