



The Harvard University Herbaria

22 Divinity Avenue • Cambridge • Massachusetts 02138 • USA
Tel. 617-495-2365 Fax. 617-495-9484

Guidelines for handling loans:

If there are any questions or problems, please contact the Curator or email huh-requests@oeb.harvard.edu

Use of Specimens

- Borrowed material should be treated in a manner that will conserve specimens for future study. Specimens should be stored under protective conditions in insect-proof cases and should be handled with care.
- Material for palynological, anatomical, chemical, and phylogenetic studies **must not be removed from herbarium specimens without obtaining prior written permission and the Director's approval**. Please submit a request with details about samples required, who requires them, the nature of the research, and an estimate of the amount of material needed. For forms, please contact our Curatorial Assistants or visit our website: <http://huh.harvard.edu/pages/destructive-sampling-policy>.
- If permission is given for removal of material in specific instances, dissections or removal of parts should be done judiciously. Annotations indicating the location of permanent slides, GenBank accession numbers or other pertinent information must be included on annotation slips placed on the sheets. All preparations should be placed in a packet mounted on the sheet.
- Before a specimen on loan is photographed or an image is published, permission must be obtained from the Harvard University Herbaria. Appropriate forms may be downloaded: <http://huh.harvard.edu/pages/permission-publish-images>.

Type Specimens

- Type specimens are irreplaceable and should be handled and stored with special care that recognizes their unique importance to botanical sciences. Dissections may be made or other material removed **only after express permission** from the Curator or Director has been given.
- **Type specimens should be so identified with reference to the basionym, place of publication, and author.**

Annotations

- **All specimens borrowed must be annotated**, preferably using a small annotation label; only typescript or indelible ink should be used. When a previous annotation requires no change of name or authorship, the annotation may be in the form of an affirmation. The annotation label should bear the name and author, the name of the annotator and institutional acronym, and the date of the annotation.
- Specimens that cannot be accurately named, or those belonging to groups other than the ones under consideration, should be annotated to the extent possible.



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- The data on labels sometimes can be amplified from sheets on loan from other herbaria. Such amplifications will be appreciated, especially when it involves adding the locality, collector, and (or) the collection number.
- Annotation labels should be placed so that they do not cover any printed, writing, and material on the sheet. When necessary, they may simply be attached at one end.

Herbarium Citations

A loan may include material from one or more of the following herbaria:

Arnold Arboretum (**A**, including material from the cultivated collection in Jamaica Plain); Oakes Ames Orchid Herbarium (**AMES**); Economic Botany Herbarium (**ECON**); Farlow Herbarium (**FH**); Gray Herbarium (**GH**); and New England Botanical Club (**NEBC**).

- Each sheet bears a stamp indicating the herbarium to which it belongs. **The ownership of specimens, using the standard acronyms above, should be correctly cited in publications.**
- Copies of publications based upon our collections, or notification of such publications, are much appreciated.

General

- Loans are made for the purpose of monographic and revisionary studies. They may be made for other purposes only by special arrangement.
- Botanists are encouraged to visit our herbaria when involved in the study of a group that is represented by large holdings. The researcher can then select those materials required for extended study and record necessary data from the others.
- Loans are made to institutions and not to individuals.
- The formal loan request should include precise nomenclatural, taxonomic, and geographic information so that all of the desired material can readily be located in our collections. Normally, we retain a few sheets of the species for reference purposes. If these are desired, they will be sent when the first loan is returned.
- Loans are made for a period of one year. An extension may be requested. The Harvard Herbaria reserves the right to recall a loan, or a portion thereof, if the above regulations are not followed.
- Loans may be transferred from institution to institution only with written agreement of all concerned.