



The Harvard University Herbaria

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Guidelines for handling loans from the Farlow Herbarium:

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

1. All specimens should be stored in insect-proof cabinets.
2. Specimens must not be removed from the institution to which they have been loaned.
3. Borrowers are permitted to remove minute thallus pieces and/or spores for microscopic and/or chemical studies. Inclusion of your permanent slide mounts, and indication (e.g., by use of archival quality inner packets) of which thallus (or piece of thallus) was microscopically or chemically studied, are expected. Removal of material beyond that necessary for microscopic or chemical examination (e.g., for DNA extraction) **must be arranged with the Director of the Harvard University Herbaria. The request must detail the samples required, who requires them, the nature of the research, and an estimate of the amount of material needed.**
(http://huh.harvard.edu/files/herbaria/files/destructive_sampling.pdf)
4. Please annotate **all** specimens examined. The annotation label should be of archival quality paper, placed within the packet or attached to the outside with a paper clip. **Do not glue them in place.**
5. In the case of type specimens, the status of the type (holotype, isotype, tc.) and appropriate literature citations must be included for the type to be considered verified. Please also include any appropriate nomenclatural changes or additional literature citations (e.g., citation of lectotypification) on the annotation label.
6. Before a specimen is photographed, permission needs to be granted by Harvard University Herbaria. Appropriate forms may be downloaded at:
(<http://huh.harvard.edu/pages/permission-publish-images>)
It is requested that the specimen be annotated as such and that a copy of the imaged be returned with the specimen if appropriate. These can be as prints or on a disk.
7. One copy of the shipping notice is to be mailed (or faxed or emailed) separate from the box of specimens to the Farlow Herbarium at the time the specimens are returned. Once the specimens are checked in, a conformation of their receipt will be mailed or emailed to you.
8. Farlow Herbarium specimens should be cited by the standard acronym **FH**. We would appreciate copies (print or PDF) of any published studies in which our collections are cited.

Herbarium of the Arnold Arboretum (A) • Farlow Herbarium (FH) • Gray Herbarium (GH) • Economic Herbarium of Oakes Ames (ECON) & Orchid Herbarium of Oakes Ames (AMES) and the Herbarium of the New England Botanical Club (NEBC)