



# The Harvard University Herbaria

22 Divinity Avenue  
Cambridge, MA 02138  
USA  
Tel. 617-495-2365

Fax. 617-495-9484

## **Cryptogamic Loan Terms and Conditions of the HUH:**

For questions or concerns, please contact the Director of Collections or email [huh-requests@oeb.harvard.edu](mailto:huh-requests@oeb.harvard.edu)

1. **Loans are made to institutions** and not to individuals. The borrowing herbarium accepts the responsibility for the safe custody and return of the specimens.
2. **A formal loan request is required** (please consult: <https://huh.harvard.edu/pages/requests-physical-specimens>) and should include precise nomenclatural, taxonomic, and geographic information so that the desired material can readily be located in our collections. Normally, we retain a few specimens from each species for reference purposes. If all specimens from a taxon are needed for study, a second loan may be sent after the first loan has been returned.
3. **Loans are made for a period of one year.** A formal request for extension must be made if the specimens are needed for a longer period of time.
4. **Specimens must remain in the borrowing herbarium** and may not be removed. All material examined must be returned to a storage cabinet on the same day it is studied.
5. **All specimens must be stored properly** in pest-free, airtight herbarium cabinets in the herbarium. The borrowing herbarium must have adequate security to ensure the protection of the specimens.
6. **Loans may be transferred to another institution only** with prior permission and written consent from all parties.
7. Borrowers are permitted to remove minute 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 what is necessary for microscopic or chemical examination must be arranged with the Director of Collections or the Director of the Harvard University Herbaria.** Examples that require special permission are removal of material for DNA extraction, SEM study or HPLC analysis. 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://www.huh.harvard.edu/collections/destructive\\_sampling.html](http://www.huh.harvard.edu/collections/destructive_sampling.html))
8. Please annotate **all** specimens examined. The annotation label should be on archival quality paper, placed within the packet or attached to the outside with a paper clip. **Do not glue annotations in place.**

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 Society (NEBC)



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9. For a type specimen to be considered verified, the type status (holotype, isotype, etc.) and appropriate literature citations must be included. Please include any appropriate nomenclatural changes or additional literature citations (e.g., citation of lectotypification) on the annotation label.
10. Before a specimen is photographed or images are used for publication, permission must be granted by the Harvard University Herbaria. These forms may be downloaded at: ([http://www.huh.harvard.edu/collections/publish\\_images\\_permission.html](http://www.huh.harvard.edu/collections/publish_images_permission.html)) Please return a copy of the images with the specimen.
11. One copy of the shipping notice is to be sent separately from the box(es) of specimens to the Farlow Herbarium at the time the specimens are returned. Once the returned specimens are checked in, conformation of their receipt will be sent by either mail or email.
12. Farlow Herbarium specimens should be cited by the standard acronym **FH**. New England Botanical Society specimens should be cited by the standard acronym **NEBC**. We appreciate receiving copies (print or PDF) of any published studies in which our collections are cited.

## Receiving Loans Signature Form:

Name of Head of Collections or Authorized Representative: \_\_\_\_\_

Name of Researcher\*: \_\_\_\_\_

Title of Project: \_\_\_\_\_

I agree to handle loans received from the Harvard University Herbaria (A, AMES, ECON, FH, GH, NEBC) in accordance with the Cryptogamic Loan Terms and Conditions of the HUH. I understand that it is my responsibility to follow all herbarium best practices, including the outlined rules and regulations.

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Signature of Herbarium Curator or Representative \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Researcher \_\_\_\_\_ Date \_\_\_\_\_

\***Researcher** refers to the person (faculty, staff, or student) for whom the borrowing herbarium accepts loan material for study.

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