

Guidelines for handling loans from the Farlow Herbarium:

Questions and problems should be addressed to the Curator or email huh-requests@oeb.harvard.edu

1. All loaned specimens must 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 pieces of a thallus and/or spores for microscopic and/or chemical studies. Inclusion of 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. Permission for removal of material beyond that necessary for microscopic or chemical examination (e.g., for DNA extraction) must be obtained from the Director of the Harvard University Herbaria. The request must detail the samples required, the name of the researcher, the nature of the research, and an estimate of the amount of material needed.
(http://www.huh.harvard.edu/collections/destructive_sampling.html)
4. Annotations are expected on all specimens sent on loan. The annotation label should be of archival quality, placed within the packet or attached to the outside with a paper clip. Do not glue them in place.
5. For type specimens, the status of the type (holotype, isotype, etc.) and appropriate literature citation(s) must be indicated. Please also include appropriate nomenclatural changes or additional literature citations (e.g., citation of lectotypification) on the annotation label.
6. Before specimens are photographed, permission from the Harvard University Herbaria is required. Appropriate forms requesting permission may be downloaded at:
(http://www.huh.harvard.edu/collections/publish_images_permission.html) Photographed specimens should be annotated as such. A copy of the image, as prints or on disk, should be returned with the specimen.
7. When specimens are returned, a copy of the shipping notice should be mailed, faxed or emailed to the Farlow Herbarium separate from the box of specimens. Upon confirmation of the return of the loan the borrowing institution will be notified.
8. Farlow Herbarium specimens should be cited by the standard acronym, FH. Copies (print or PDF) of published studies in which the collections are cited are greatly appreciated.