



# 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](mailto:huh-requests@oeb.harvard.edu)

### Use of Specimens

- Specimens should be treated in a manner that will conserve them for future study. They 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 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. Forms are available from the Curatorial Assistants and from the website: [http://www.huh.harvard.edu/collections/destructive\\_sampling.html](http://www.huh.harvard.edu/collections/destructive_sampling.html).
- Dissections or removal of parts should be done judiciously. Annotations indicating the location of permanent slides, GenBank accession numbers and other pertinent information must be included on annotation slips attached to the sheets. All preparations should be placed in a packet mounted on the sheet.
- Before specimens are photographed or an image published, permission must be obtained from the Harvard University Herbaria. Appropriate forms may be downloaded: [http://www.huh.harvard.edu/collections/publish\\_images\\_permission.html](http://www.huh.harvard.edu/collections/publish_images_permission.html).

### Type Specimens

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

### Annotations

- **All borrowed specimens must be annotated**, preferably by the use of a small, typed or legibly handwritten annotation label using permanent ink. 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 determination and author if the name, the name of the annotator, her/his 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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- Data on labels sometimes can be amplified from information on 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 printing, 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 collections in the Harvard Herbaria, 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 the Harvard Herbaria for studies of groups represented by large holdings. The researcher can then select specific materials required for extended study and record necessary data from the others.
- Loans are made to institutions and not to individuals.
- Formal loan requests should include precise nomenclatural, taxonomic, and geographic information so that all desired material can readily be located. Normally, a few sheets of each species are retained for reference. If these are desired, they will be sent when the initial loan is returned.
- Loans are made for a period of one year. Extensions may be requested. The Harvard Herbaria reserve the right to recall loan, or portions thereof, if the above regulations are not followed, or for in-house special needs.
- Loans may be transferred from institution to institution only with written agreement of all concerned.