



Herbarium Loan Policies

Michael B. Thomas¹ and Will C. McClatchey²

The University of Hawaii Herbaria (HAW/HLA), are units of the Department of Botany of the College of Natural Sciences. Financial support is provided by the Department of Botany.

- 1) Loans are ordinarily made to institutions and not to individuals. The borrowing herbarium must accept responsibility for the safe custody and return of the specimens. Specimens must not be removed from the institution to which they were loaned without prior permission.
- 2) Requests for loans should state the name(s) of the researcher(s) on whose behalf they are made, together with a statement describing the nature and scope of the investigation.
- 3) Loans are made for a specified period. Please request an extension of the loan period if you require the material for further study.
- 4) All specimens must be stored in insect-free, airtight, herbarium cabinets with proper fumigation.
- 5) Please handle the specimens with the care necessary to conserve them for future study. Do not bend, fold, or turn sheets face downward. Place all fragments in packets on the sheets. Do not attach non-archival materials to the sheets such as removable cellophane tape and post-it notes. Do not store the sheets in contact with non-archival materials such as the packing they are shipped in. The acidic content of newspapers and other non-acid-free articles will migrate to the specimens and accelerate their deterioration.
- 6) The judicious dissection of specimens is normally permitted. All dissected portions and fragments, including permanent micro-preparations, must be placed in a suitable envelope attached to the herbarium sheet.
- 7) NO PORTION of the specimens on herbarium sheets may be removed for purposes such as DNA, SEM, palynological and anatomical studies without prior permission from the Collection Manager of the University of Hawai'i Herbarium. If permission is given for removal of material in specific instances, annotations indicating the location of permanent slides must be placed on the sheets from which these materials are removed.

8) All borrowed material should be annotated as fully as possible by the investigator. An annotation slip should be composed of 100 cotton, acid-free paper and bear, at least, the determination, the name of the investigator and the date of the identification. Relevant comments in addition to the name of the plant are welcomed. All marks should be made in permanent ink or be typewritten. Ballpoint pen, felt tip pen and pencil should not be used as they are not permanent. The annotation slip should be glued to the herbarium sheet in a blank space as near to the original label or most recent annotation as possible. A white glue, DucoCement or any other permanent glue should be used to attach the annotation slip. Rubber cement should not be used, since it is not permanent.

9) Never write on a borrowed herbarium specimen label or other person's annotation slip.

10) When listed in a publication, all University of Hawaii specimens should be cited with the accepted herbarium acronym "HAW" or "HLA". Please inform us of all publications in which you cite our specimens.

11) Please return the original packing material, unless it is severely battered, and pack the specimens similar to the way in which they were sent.

12) We would appreciate receiving reprints of papers based upon our specimens. These will become part of our herbarium library.

¹ Acting Herbaria Curator, mbthomas@hawaii.edu

² Associate Professor of Botany, mcclatch@hawaii.edu