



Herbarium Usage Policies

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The University of Hawai'i Herbarium is a unique biological collection of historic importance with specimens dating back into the early 1900's. Some of the specimens are quite fragile, thus their handling must be minimized. The primary purpose for the herbarium is as a teaching collection. Access to the herbarium collection for research is by appointment only. Its use is carefully monitored and limited so that the integrity of the organization of the collection and its conservation is maintained. At the same time, the University of Hawai'i's Department of Botany recognizes that a collection of this nature would serve little purpose if there were no active teaching use of the material whatsoever. Therefore, the following guidelines for use of the collections have been developed:

- Researchers in plant taxonomy conducting projects specifically related to plant systematics are encouraged to use the collection. Such researchers must initially meet with the Keeper, Manager of the Collection, or other designated staff member for formal permission to directly use the collection. It must be understood that there are responsibilities associated with the privilege to use the collection:

- Persons working with the collection will be expected to fully understand its organization.
- Specimens must be properly re-filed. If there is any question about the positioning of material, it should be left out for the herbarium staff to re-file.
- Under no circumstances is material to be removed from a specimen without permission of the Keeper or Manager of the Collection.
- Sheets are to be handled with care and never turned face down. Care should be taken not to bend, break or tear the specimens.
- Loose plant pieces known to have detached from a particular sheet are to be placed in the associated fragment packet. If the sheet has no packet, it should be pulled for repair. Specimens in need of repair should be given to the Manager of the Collection. Unattached parts not clearly associated with a given specimen, including fruits, flowers, etc., should not be placed in the associated fragment packet.
- Evidence of insect damage is to be reported to the Manager of the Collection at once.

- All material examined is to be returned to an insect-free cabinet the same day.
- Please keep herbarium cabinet doors closed as much as possible. Be sure to shut them when you take folders to a table to examine specimens.

- Users are encouraged to annotate specimens whenever a determination may be improved. All marks are to be typewritten or be made in permanent ink. Ballpoint pen and felt tip pen are not to be used, as they are not permanent and the ink diffuses with time. Annotations should be written on slips composed of 100 coupon bond acid-free paper and be approximately 1" x 4 1/4" (but may be larger or smaller depending on the information included), and bear, at least, the name of the taxon (including the authority), the name of the investigator and the date (at least the year) of the identification. In some cases, annotations may be directly written on the sheet. Never write on, alter or obscure the specimen label or other annotations on the sheet.

- Individuals not doing specific research work in plant taxonomy and wishing to take information from herbarium specimens will be allowed to do so on a limited basis under the supervision of the herbarium staff. Such persons should make an appointment with an authorized herbarium staff member for supervised research. A reasonable number of specimens will be pulled from the collection by the staff member for the individual to examine. Requests for supervised use of the collection will be evaluated on an individual basis. University of Hawaii Faculty and Staff and those agencies with which the Herbarium has service responsibilities have first priority. The Herbarium reserves the right to charge fees for exceptional service.

- Researchers should consult with the Keeper or Manager of the Collection before writing the use of the Herbarium or its staff in grants.

- No specimens may be removed from the herbarium collection without proper loan authorization and forms.

- The Herbarium does not maintain private collections. All material accessioned into the Herbarium is the property of the University of Hawaii. We do not have resources to maintain private collections. All specimens housed in the Herbarium are considered the property of the Herbarium with the exception of material borrowed via inter-institutional loan agreement.

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