



# The Harvard University Herbaria

22 DIVINITY AVENUE • CAMBRIDGE • MASSACHUSETTS

02138 • USA

TEL. 617-495-2365

FAX. 617-495-9484

## LOAN POLICIES

Many of our collections are available for loan. Our policy is to loan specimens to be used exclusively for scientific study to institutions with a registered herbarium. For questions or for more information about exhibition loans or other special situations, please contact the Director of Collections or email [huh-requests@oeb.harvard.edu](mailto:huh-requests@oeb.harvard.edu).

## LOAN REQUESTS

- **A formal loan request is required** and should be submitted via email to the Director of Collections or [huh-requests@oeb.harvard.edu](mailto:huh-requests@oeb.harvard.edu). Please be sure to include: (1) the name of the requestor and/or advisor (for students) (2) the nature of the research and project name if applicable (3) a precise list of taxa and/or list of specimens and (4) geographical area of focus.
- **A loan agreement signature form must be signed** to initiate the loan process and will be sent to you once your request is approved.
- **Please review our Collections Database** to select specimens for study. Normally, a few sheets of each taxon are retained at HUH for reference purposes, but high-resolution images of these can be sent. If these are needed on loan, they will be sent when the first loan is returned.
- **Due to the Office of Foreign Assets Control regulations**, we are unable to send specimens collected in Cuba, Iran, or North Korea internationally.

## LOAN CONDITIONS

- **Loans are made for a period of one year.** It is important that loans are returned as soon as possible; we gladly accept partial returns. If an extension is necessary, a written request can be submitted to [huh-requests@oeb.harvard.edu](mailto:huh-requests@oeb.harvard.edu).
- **Loans are made to recognized botanical institutions only** and not to individuals. The borrowing herbarium accepts the responsibility for the safe custody and return of the specimens.
- **All specimens must be stored properly** in pest-free, air-tight, herbarium cabinets in the herbarium. The borrowing herbarium must provide adequate security to ensure the protection of the specimens from insect and fungus infestation, physical damage and other undesirable conditions. Do not bend, fold or place herbarium sheets facedown.
- **All specimens must remain in the borrowing herbarium** and may not be removed from the herbarium. All material examined should be returned to proper storage cabinets the same day.
- **Loans may not be transferred to another institution** without prior permission and written consent.
- **Please note that due to the regulations of the Office of Foreign Assets Control**, we are not able to transfer specimens collected in Cuba, Iran or North Korea internationally.
- **Borrowed material should be treated in a manner that will conserve specimens for future study.** Please handle the specimens with great care.
- **Harvard Herbaria reserve the right to recall a loan, or a portion thereof, at any time.**



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## SPECIMEN USE

- **No material or any part of a specimen may be removed from any herbarium sheet without exclusive approval and permission from the Director of Collections. Any request for destructive sampling of a specimen must be submitted in writing and include:** (1) details about samples required (2) who requires them (3) the nature of the research and (4) an estimate of the amount of material needed. For permission forms and other information, please contact our Curatorial Assistants or visit our website: <https://huh.harvard.edu/pages/destructive-sampling-policy>.
- **Permission** for removal of material from an herbarium sheet is given on a case-by-case basis and if granted, dissections or removal of parts should be done judiciously.
- **Annotations** indicating the removal of material, the location of permanent slides, GenBank accession numbers, and other pertinent information must be included on annotation slips placed on the sheets.
- **All dissected portions and fragments**, including micro-preparations, should be placed in a packet attached to the herbarium sheet.
- **Photographing and scanning of specimens** and any images to be published require permission and a signed agreement from the Harvard University Herbaria. Appropriate forms may be downloaded from our website: <https://huh.harvard.edu/pages/permission-publish-images>.

## TYPE SPECIMENS

- **Type specimens are irreplaceable** and should be handled and stored with exceptional care that recognizes their unique importance to botanical sciences. Dissections may be made, or other materials removed **only after express permission** from the Director of Collections has been given.
- **Type specimen annotations and lectotypifications** require more detail than other annotations and should include: (1) type status (2) the basionym (3) complete literature citation for both typifications and lectotypifications (4) the determiner and date (5) the institutional acronym of the determiner and project name
- **Please make sure to annotate any separate material** including wood, fruits or additional sheets that correspond to the herbarium voucher sheet.

## LOAN RECEIPT

- **Please open loan shipments as soon as possible.** Verify the contents of the shipment including the number and condition of the specimens and return a signed copy of the shipping invoice. Most loan materials are barcoded and itemized before being sent out on loan. Please indicate any damage to the specimens or inconsistencies in count on the invoice.



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## ANNOTATIONS

- **Existing notes, labels and annotations** must never be removed, obscured or altered.
- **If the investigator is confident of the identification**, a determination or affirmation label should be applied to the herbarium sheet.
- **All specimens borrowed should be annotated** using a small annotation label that is legible, prepared with permanent ink and printed on archival paper. 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 name and author, the name of the determiner and 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 greatest extent possible.
- **The data on labels** can sometimes be amplified from sheets on loan from other herbaria. Such amplifications of data are appreciated, especially when it involves adding the locality, collector, and (or) the collection number. When supplying this information on an annotation label, please cite the herbarium sheet from which this data is taken.
- **Annotation labels** should be placed so that they do not cover any printed, writing, and material on the sheet. When necessary, they may simply be attached at one end.
- **Please do not write directly on the herbarium sheet** except when indicating different elements of a mixed collection. If a sheet contains more than one taxon, please annotate each element with a separate determination slip.

## HERBARIUM CITATIONS AND PUBLICATIONS

- **A loan from the Harvard University Herbarium** may include material from one or more of the following herbaria: **(A)** Arnold Arboretum, including material from the cultivated collection in Jamaica Plain, **(AMES)** Oakes Ames Orchid Herbarium, **(ECON)** Economic Botany Herbarium, **(FH)** Farlow Herbarium, **(GH)** Gray Herbarium and **(NEBC)** New England Botanical Club.
- **When citing our collections, please use the standard recognized acronyms above.** Each sheet bears a stamp indicating the herbarium to which it belongs.
- **Copies of publications based upon our collections** or notification of such publications are very much appreciated!



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## Receiving Loans Agreement 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**) on my behalf and for my study in accordance with the HUH Loan Policy Terms and Conditions. I understand that it is my responsibility to follow all rules and regulations of desirable procedures in herbarium practice and ethics.

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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.