

Regulations governing the loan of material from the Department of Botany

1. The responsibility for the safe-keeping and ultimate return of a loan is recognised as being that of both the head of the borrowing institute and of the research worker studying the specimens and both should sign the pink receipt accepting these terms. Students and others not in permanent employment will only receive loans in the name of their supervisor. In the case of major investigations, normally no more than half of our holdings of any one species will be sent on loan at one time and researchers are encouraged to visit the Museum to assess our collections at the beginning of their project.
 2. All specimens must be treated with care and stored in suitable cabinets when not in use to prevent damage by insects or other pests. All specimens remain the responsibility of the borrower and must not be transferred to another worker or removed from the institution specified on the loan form without prior permission from the Loans Officer.
 3. Material preserved in liquid must be maintained in the same medium and not allowed to dry out.
 4. Specimens are normally sent on loan for a period of twelve months, although types of selected groups may be for six months only; a reasonable extension may be granted upon written request to the Loans Officer.
 5. Loans should be returned at the earliest opportunity and preferably in their entirety.
 6. Where a BM specimen has a less complete label than that on duplicate material of the same gathering (collection) in other herbaria, it would be appreciated if a copy of the more complete label could be attached to the BM sheet.
 7. Bar-codes may be attached to the specimen sheets/packets/jars in this loan. Please note that such numbering is for administration purposes only and should not be quoted as reference tags in any resulting publication.
 8. A determination or confirmation label (with the name approved by the research worker) should be attached to every specimen as appropriate, taking care that existing labels are not obscured. Such labels should be gummed and under no circumstances should self-adhesive labels be used. Any information written on such labels should be in permanent ink.
 9. Specimens may be dissected or micro-sectioned when the material is in sufficient quantity to permit this without harming the future value of the gathering. A representative selection of all dissected portions, including micro-preparations, should be adequately mounted, labeled, and returned to the Museum. Duplicates of all pollen slides and electron micrographs should be sent to the Museum. Dissections of type material must not be made unless they are essential, and only when other examples of the same organ are present; dissected parts of types must be returned to the Museum.
- If material is to be sampled for chemical or DNA analysis prior permission should be obtained from the curator who will supply details of Museum policy.
10. Specimens must be carefully packed to avoid damage in transit. The packing boards, folders and boxes in which specimens are sent should be used when they are returned. Please use the return address labels sent with the particular loan. Please notify us separately (airmail, fax or e-mail) that you are returning the loan.
 11. Loans returned by post or other commercial routes should be insured as appropriate.
 12. Researchers are asked to send to the Loans Officer any publication which results from the study of borrowed material.
 13. It would be greatly appreciated if any data recorded electronically from loaned specimens could be returned on disc or other means preferably in delimited ascii format.

Dr Johannes Vogel
Keeper of Botany

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