

## UBC Herbarium Loan Policy

The UBC Herbarium protects and preserves three quarters of a million dried plant specimens from around the world within the Beaty Biodiversity Museum (BBM). For over a century, the UBC Herbarium has been a core resource for botanical research, education and outreach at UBC and, more recently, within the BBM.

Specimens loaned for research add tremendous value of the herbarium collection. To insure the long term sustainability of the collection for future research certain loan conditions apply:

### Loan Policy

Loans are made to Herbarium's registered in *Index Herbariorum*, but there can also be exceptions for special request from smaller non-registered institutions or people.

A loan request must be submitted to the Director and Assistant Curator or Collection Manager of the individual collection. The request should state;

1. The person who is requesting the loan, and if applicable, their Principal Investigator
2. The reason for the request, research paper title
3. The list of species requested, including all known synonyms, and any geographical requests
4. If any destructive sampling will be needed in accordance with the UBC Herbarium destructive sampling policy ([Link Here](#)).

Loans are for one year unless otherwise requested. Type specimens are loaned for 6 months.

There is no cost for the loan packing or shipment, but it is understood the borrowing institution will pay to return the material as the original loan was sent.

Once the loan shipment is received, please verify the specimens sent arrived in good condition noting any damage to individual specimens by accession number, then sign and return the loan agreement to the UBC Herbarium.

Please send any written requests for loan extensions or transfers to the Director and Assistant Curator or Collection Manager of that collection.

Permission must be granted by the Director and Assistant Curator or Collections Manager prior to removal of any specimen material for palynological, anatomical, chemical or molecular studies.

### Expected Storage Conditions, Uses and Return of Borrowed Material

A sealed herbarium cabinet should be used to store the loaned UBC Herbarium specimens and specimens regularly checked for dermestids or fungus problems.

The loaned specimens should be moved using two hands carefully, never facing down or bent and always handled with care.

Please include any research or taxonomic annotations with the loan return. The following information should be on the label: accession number of the specimen, determination name, and date. Additional notes, references, genebank/BOLD number, institution/organization, can also be included. Annotations must be on archival paper (100% cotton), legibly written with archival ink or printed.

If parts of the specimen detach while on loan, a fragment packet should be used to store the plant parts.

Do not glue or permanently attach any annotations or fragments packets to the specimen, instead paper clip the material with specimen for UBC Herbarium staff to adhere the piece to the specimen once the loan is returned.

Loans should be packed to insure the safe return of delicate specimens. Wrap the specimens in protective small bundles layering cardboard between. Make sure all necessary paperwork is inside and outside the specimen boxes. For return of International loans, please following instructions carefully ([put link here](#)).

### **Publications**

All specimens used for publications should be cited; UBC Herbarium, Beaty Biodiversity Museum, with UBC Herbarium's international acronym "UBC". A copy or notification of publication reprints where a specimen was used should be send to UBC Herbarium.