

The UBC Herbarium Policy for Depositing Specimens

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 are deposited to the UBC herbarium on a regular basis by students and researchers from UBC, as well as professional and amateur botanists from outside UBC. Specimens are assessed upon request for their suitability for adding to the collection. Deposits of high quality specimens add tremendously to the value of the herbarium collection. This policy covers all specimen deposits.

Policy for Depositing Specimens

The suitability of specimens is determined by the collection manager/assistant curator/curator of the individual collection, with approval of the herbarium director. While all specimens will be individually evaluated, the following policies are meant to inform and guide preparing of specimens for deposit.

1. Specimens must be in good condition, meeting or exceeding the standards for research collections in each taxonomic group, including appropriate collection information. This includes documenting the taxon name, location of collection including geolocation, date collected and identified, collector(s) name, collector number, habitat, and other important collection information. We will only accept specimens that have complete collection information when deposited in the form of a label and/or electronic copy.
2. It is preferable to provide an electronic copy of collection information in the UBC Herbarium template. A single, complete file with electronic collection information for each of the specimens donated should be submitted along with the specimens. We will also receive the collection information in the collector's electronic format, but this will greatly increase the time and effort involved in making specimen data available on our database. Herbarium staff can provide an updated template for formatting of collection information, which is also found on our website
3. When possible, it is preferable for specimens to be identified to species using current taxonomic information. We recognize that this may not be possible for all taxonomic groups, and will consider and evaluate specimens from poorly represented regions or of poorly known taxa.
4. The herbarium reserves the right to accept or reject specimens.
5. Every effort will be made to accession, but delays may occur depending on priorities, time of year, size of deposit, and staffing resources. Smaller collections (<50) will be

incorporated within the year they are donated and medium specimen deposits (>50-100) will be incorporated into the collection by the following calendar year. Herbarium staff can provide an estimate for accessioning larger deposits or where accessioning timing is of a concern.

6. All deposits will follow UBC Policy 114, Fundraising and Acceptance of Donations, <http://universitycounsel.ubc.ca/files/2015/07/policy114.pdf>.
7. All deposits to UBC Herbarium will follow the Beaty Biodiversity Museum's Donation and Accessioning Policy, W:\BMUSAdmin\Policies & Procedures\Donation Policy.
8. In keeping with the UBC and BBM donation policy, once deposited, specimens become property of the herbarium and BBM.
9. The herbarium reserves the right to determine the best use of deposited specimens. This may include distribution of specimens through exchange with other herbaria, use in teaching, BBM education, outreach and exhibits. Research vouchers will not be used in teaching, education, outreach or exhibits if this use is likely (in the opinion of herbarium staff) to damage specimens.