

UBC Herbarium Loan Policy

The University of British Columbia Herbarium (UBC) protects and preserves three quarters of a million dried specimens of vascular plants, algae, bryophytes, lichens and fungi within the Beaty Biodiversity Museum (BBM). For over a century, the UBC Herbarium has been a core resource for botanical research, education and outreach.

Information gained through loans of UBC specimens adds tremendous value to the herbarium collection. To ensure the long-term utility of the collection for future research, certain loan conditions apply.

Loan Policy

Loans are made to individuals associated with herbaria registered in the *Index Herbariorum*, but exceptions may sometimes be made for requests originating from non-registered institutions and unaffiliated researchers.

Requests for loans should be emailed to the relevant Collections Curator and should include the following information:

1. The name and affiliation of the person requesting the loan, and the mailing address of the herbarium hosting the loan;
2. The title and aim of the research project that explains the reason for the loan request and the intended use of the specimens;
3. A description of the specimens requested, developed after consulting the UBC Herbarium databases. Note that our collections are not fully databased, and not all specimens may be loaned. A detailed list of specimens requested including accession number, collector name, collection number and date can be put together after initial consultation with curatorial staff.

Please note that destructive sampling requires explicit and specific prior permission and can only be done in accordance with the UBC Herbarium Policy for Destructive Sampling.

Loans are for one year unless otherwise requested and approved. Type specimens are loaned for six months.

There is no cost to the borrower for packing and shipping outgoing loans. However, the borrower must use the same care in packing and means of shipping to return the loan as was used by UBC and must cover all return shipping costs.

Once the loan shipment is received, please verify the specimens sent arrived in good condition by noting any damage to individual specimens by accession number, then signing and returning the loan agreement either by email or post to the UBC Herbarium.

Loan Conditions

Borrowed herbarium specimens should be kept in a sealed herbarium cabinet for the duration of the loan and should be periodically checked for pests and fungal infections. In some circumstances, specimen packets may be kept in airtight totes for ongoing use away from the herbarium (e.g., in a research lab).

Specimens mounted on herbarium sheets should be handled carefully with two hands, kept face up, and never bent. If parts of a specimen become detached, the loose pieces should be placed in a fragment packet and attached to the sheet with a paperclip. Specimens in packets should be stored in a box or tray to prevent damage when not in use.

Research and/or taxonomic annotations should be written on archival annotation slips or loose pieces of archival paper (100% cotton rag) in archival ink or pencil, and attached to the specimen with a paperclip (in the case of specimens mounted on herbarium sheets) or placed inside the packet in the case of packeted specimens. Do not glue or otherwise permanently attach annotations to specimens. Additional information such as research notes, references, GenBank/BOLD number, institution or organization can be included in a separate document.

Return loans should be carefully packed to ensure the safe return of delicate specimens. Specimens should be wrapped in small bundles and separated by layers of cardboard. One copy of all necessary paperwork should be enclosed in the shipping box and a second copy should be placed in a pouch attached to the exterior of the box. Prior to returning international loans, please contact the UBC Collections Curator to confirm the Herbarium shipping address and follow the instructions enclosed with the loan carefully.

Written requests for loan extensions or transfers should be directed to the relevant Collections Curator.

Publications

Please send a copy of any publication(s) that include UBC specimens to the UBC Herbarium Collections Curators by email or post so we can update our specimen records and document the use of our collections for research.

Date Drafted

December 6, 2020

Date Approved

December 9, 2020

MONITORING

Adherence to Policy

The Director and Herbarium staff will periodically review adherence to the policy.

Policy Review

Method: Internal Report

Responsibility: Herbarium Director and Collections Curators

Minimum Frequency: Yearly