



Royal Botanic Garden Edinburgh

Loans of Herbarium Specimens

Policy & Procedure

In order to ensure the preservation of our specimen collections certain restrictions apply to all loan requests.

1. The Herbarium at RBGE will only consider loan requests from recognised institutes and not from individuals. All loan requests should come from the curator or director of the researcher's institute.
2. Loans are normally issued for a period of twelve months only. An extension to this period may be granted following a written request.
3. Loans should be returned securely packed to ensure safe transit. A shipping notice should be included with each returned loan.
4. The permanent removal of any part of the specimen on loan for palynological, anatomical, phytochemical or molecular work is not permitted without obtaining prior permission. If the study requires destructive sampling a special request may be submitted. Please see our Destructive Sampling Policy for more information.
5. Specimens on loan should be stored in suitable conditions to ensure that no specimen is damaged whilst in the researcher's institute. Specimens should not be removed from the researcher's institute whilst on loan.
6. Please annotate specimens with appropriate slips before returning the loan (eg, *Determinavit*, *Confirmavit*, "Seen for ..."). These should be attached with archival quality adhesives (most office adhesives are not archival, eg Copydex, Pritt, etc) or with a paper clip.
7. Publications which include specimens loaned from RBGE should include an acknowledgement and, where possible, a copy should be sent to RBGE.