# Science Division Registration

This form must be completed electronically by any visitor wishing to use the Herbarium, Library or Laboratories or to consult the collections in the Division of Science at RBGE.

If your visit is office based, please complete this form only if the total duration of your visit is over one week.

**Please e-mail the completed form to** **scienceregistration@rbge.ac.uk** **for approval.**

The information which you supply will be held electronically in accordance with the Data Protection Act, 1998 (available: at <http://www.legislation.gov.uk/ukpga/1998/29/contents>). It will be used in order to ensure the security of the collections and help us to improve our delivery of services to users.

## Your Details

|  |  |
| --- | --- |
| **Title:** | **Prof. Dr Mr Mrs Miss Ms** |
| **First (given) name:** |  |
| **Last (family) name:** |  |
| **Email:** |  |

## Contact information

|  |  |
| --- | --- |
| **Institute/University:** |  |
| **Address:** |  |
| **Website:** |  |

## RBGE contact

Your RBGE contact details during visit (if applicable)

|  |  |
| --- | --- |
| **Name of RBGE Supervisor or contact:** |  |
| **Telephone number during visit:** |  |

## Visit/work information

## Access to facilities:

|  |
| --- |
| Please indicate all facilities required. |
| Library – please read section I |  |
| Herbarium – please read section II |  |
| Laboratories – please read section III |  |
| Office |  |

## Designation:

|  |  |  |  |
| --- | --- | --- | --- |
| Staff  |  | Post-doctoral researcher |  |
| Student - Undergraduate |  | Student - MSc |  |
| Student - PhD |  | Other – Please State  |  |

## Main reason for visit/use:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personal |  | Work related |  | Educational |  |

## Visit information:

Please provide as much information as possible on the type of work you plan on doing during your visit and which collections you would like access to.

|  |
| --- |
| **Title of project and area of research**: |
| **Dates and duration of visit**: |
| Source of funding (if applicable) |
| Invoice address or RBGE project code: |
| Budget: |

Visit/work information cont.

## Herbarium

|  |
| --- |
| **Please give area of research** |
| Floristic – please specify Geographical area |  | Cryptogams  |  |
| Monographic- please specify family or genus |  | Palynology |  |
| Other – please state |

Laboratories

|  |
| --- |
| **Please indicate which facilities are required** |
| Molecular laboratories |  | Light microscopy  |  |
| SEM  |  | Culturing facilities |  |

## Training

**All new users or visitors will be given some form of induction or training before access to the facilities and/or collections is granted. This will be provided by the Herbarium, Library or Laboratory staff.**

|  |
| --- |
| **Previous experience relevant to proposed work:** |
|  |

### Laboratory training

|  |
| --- |
| Please indicate all training needs |
| **Molecular biology:** |  | **SEM:** |  | **Imaging:** |  |
| Basic molecular theory |  | Processing |  | Flat bed/slide scanning |  |
| Basic molecular practical |  | SEM training |  | Photoshop |  |
| Intro to lab facilities |  |  |  | Digital imaging |  |
| DNA extraction |  | **Light Microscopy:** |  | Microscope photography |  |
| PCR |  | Processing |  |  |  |
| Sequencing editing |  | Microscope set up |  |  |  |

## Approval

**In registering to use the facilities and collections of the Science Division at RBGE, you agree to accept our terms and conditions. Any breaches of these terms and conditions may result in the loss of access to these facilities.**

1. This form must be completed and signed by the relevant persons before access to the collections and laboratories is given.
2. All visitors must successfully complete all induction / training which may be required by Herbarium, Library or Scientific and Technical Services staff before they will be allowed to use the facilities.
3. As part of the induction process, users will be instructed on the Health and Safety procedures in place within the Science Division at RBGE. All users are required to read and sign the Risk Assessment and COSHH forms relevant to their work before access is given.
4. Regular facility hours are as follows:

Herbarium 9am – 5pm Monday – Friday

Library 10am – 4pm Monday – Friday

Laboratories 9am – 5pm Monday - Friday

Certain equipment and procedures may have more restricted hours.

1. Authorized staff reserves the right to refuse access to any of the facilities and/or collections if the appropriate registration/Health & Safety paper work has not been completed or if they consider the person in question a risk to the collections, procedures, equipment or other users.
2. Please note that children are not allowed in the Herbarium or Laboratories. Visitors with children are responsible for organising their own childcare.

I agree to be bound by the terms and conditions relating to the use of the Library, Herbarium and Laboratories at the Royal Botanic Garden Edinburgh.

**Visitor:**

 **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Print Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RBGE Security Fob number (if issued):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RBGE supervisor/contact:**

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Print Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prior to your visit, please e-mail the completed form to** **scienceregistration@rbge.ac.uk** **for approval.**

**You will be asked to sign a paper copy of this page on arrival at RBGE.**

# Section I. Library & Archives.

The Library of the Royal Botanic Garden Edinburgh (RBGE) is a national reference collection and, as such, is open to all.

In registering to use the Library, you agree to accept our General Regulations (available at <http://www.rbge.org.uk/science/library-and-archives/using-the-library#Greg> ) which are essential to help preserve this national resource for future generations. Any breaches of these regulations may result in the loss of access to the collection.

# Section II – Herbarium

The Herbarium of the Royal Botanic Garden Edinburgh (RBGE) is available for consultation by colleagues from recognised research institutes, including their students with experience of handling specimens. For further information about our Visitor Policy and for information on destructive sampling and requesting loans please see our website http://www.rbge.org.uk/science/herbarium/visitor-information

# Section III. Laboratory facilities.

The Scientific and Technical Services Department (STS) provides access and training to the Laboratory facilities of RBGE. Authorisation and appropriate training of all staff, visitors and students is required before work in the laboratories can commence. When planning your visit please contact a member of the STS team to arrange any training needs. Unauthorized personnel will be asked to leave the labs.

Safety is the overriding consideration when carrying out practical work. All users of the laboratories are given a copy of the RBGE Laboratory Handbook and the Science Division Health and Safety Policy Statements at registration and are required to sign a declaration that they have read them and will abide by their provisions at all times. COSHH and Risk Assessments are available for consultation and proof of understanding is required before work can commence.