

Royal Botanic Garden Edinburgh

POLICY: Sampling from the RBGE Herbarium Collection

The following applies to the use of the Herbarium Collection where destructive sampling is undertaken (the removal of any part of a plant/fungal material for any purpose). Around 3 million specimens are housed in the Edinburgh Herbarium. Databased and imaged specimens are accessed on our online catalogue (<https://data.rbge.org.uk/herb>) or by staff using the Herbarium Collection Management System (Specify).

- **Researchers and students must submit the attached ‘Request for destructive sampling of material in the Herbarium’ form** which includes our ‘**Policy Sampling from the Herbarium Collection**’ and the ‘**Conditions of Use of material derived from the RBGE Herbarium**’.
- **Email completed form to:** herbarium@rbge.org.uk
- Requests should specify the type of material required and **must** provide a short paragraph describing the nature of the research and the methods used.
- RBGE Herbarium will only consider destructive sampling requests from recognised institutes. The number of samples per request will be limited.
- No material will be taken from Type Specimens, “historically important” specimens, or specimens *dried in alcohol* and all herbarium specimens must be accessioned (mounted, packeted, barcoded etc).
- **If external requests are approved, the material requested will be sampled by a member of the Herbarium Team.**
- **If internal RBGE requests or visitor requests are approved, the requester will be asked to pull together the specimens and collaborate with a member of the RBGE Herbarium Curation Team to conduct the sampling and any complete any necessary databasing.**
- All sampling will be recorded in the Herbarium Collection Management System (Specify) for future reference and specimens will be annotated.
- Loan requests for morphological study are subject to additional approval. See: www.rbge.org.uk/science-and-conservation/herbarium/accessing-the-collections/loans/loans-policy/
- Recipients outside the UK should check and inform the Herbarium of any import restrictions that apply to the recipients’ country, with the application.
- For requests for material from the Living Collection email: livingcollection@rbge.org.uk

How to cite a specimen:

“... a specimen of *Betula pendula* from the Herbarium of the Royal Botanic Garden Edinburgh (E) (<http://data.rbge.org.uk/herb/E00316173>) ...”

“... a specimen of *Betula pendula* from the Royal Botanic Garden Edinburgh (RBGE) (E00316173) ...”

REQUEST for destructive sampling of material from the RBGE Herbarium Collection

Name:	
Email address	
Status (student, researcher)	
Supervisor including email	
Organisation	
Index Herbariorum Code (if relevant)	
Department	
Address	
Post/Zip Code	
EORI number (European customs number if relevant)	
Country	
Tel. number	
I agree to comply with the Conditions of Use below by Signature	
Date	

Type(s) of material to be sampled (double click on box to mark as checked):
<input type="checkbox"/> Herbarium specimens (Vascular Plants) <input type="checkbox"/> Herbarium specimens (Cryptogams) <input type="checkbox"/> Silica-dried collection <input type="checkbox"/> Spirit collection
Material requested and quantity (double click on box to mark as checked):

- ☐ Leaf
- ☐ Flower
- ☐ Seed
- ☐ Pollen
- ☐ Other – please indicate here

Description of Research aims and methods:

Requested specimens to be sampled (not more than 10 samples per external request):

Taxon Name	Barcode (if known)	Type of Material (Vascular, Silica, Cryptogam)	Collector and Number (if known)	Year	Country of Origin

Conditions of Use of material derived from the RBGE Herbarium

1. In response to the Convention on Biological Diversity (CBD), the RBGE supplies plant material, including seeds, DNA and pollen samples on condition that:

- a) The plant material is used for the common good in areas of Research, Education, Conservation and the development of Botanic Gardens.
- b) Access to material from RBGE's Collection is for non-commercial use only. If the recipient seeks to commercialise the genetic material, its products or resources derived from it, then written permission must be sought from the RBGE. Such commercialism will be subject to the conditions of a separate agreement.
- c) The genetic material, its products or resources deriving from it are not passed on to a third party for commercialisation without written permission from the country of origin and RBGE, in accordance with the Convention on Biological Diversity
- d) Any material left over from sampling after completion of the project must be destroyed. Permission is not granted for it to be re-used for another other purpose or transferred.**

2. It is a condition of supply that any publication resulting from the use of plant material should acknowledge the Royal Botanic Garden Edinburgh as supplier or be published in collaboration with staff from RBGE. A copy of any publication, report or data gained from the material **MUST** be lodged with the Royal Botanic Garden Edinburgh via herbarium@rbge.org.uk and any data (including molecular) submitted to an aggregator, e.g. NCBI, should include the stable URI identifier in the voucher information.

3. Where palynological or anatomical preparations are made, duplicate slides or, in the case of SEM/TEM work, high quality photographs must be sent to RBGE.

4. If the genetic material has restrictions of use it will not be made available. RBGE reserves the right to refuse, without explanation, if necessary, to supply genetic resources to a recipient.

5. The Royal Botanic Garden Edinburgh cannot guarantee the material as verified.

Personal data

RBGE will process your personal data for the purposes of managing the Collections.

When completed please send this form:

As an email attachment as a Word Document or PDF to herbarium@rbge.org.uk

Or post to:

Herbarium Sampling
Herbarium
Royal Botanic Garden Edinburgh
20A Inverleith Row
Edinburgh
EH3 5LR
Scotland
UK

For more information see our **privacy notice** at www.rbge.org.uk/privacy-notice

For RBGE Herbarium office use only:

Specify id	
Internal contact	