



## Access to the Western Australian Herbarium's Research Collection

The Western Australian Herbarium's Research Collection is a valuable resource which underpins flora conservation, biodiversity surveys and taxonomic and other research. Two important user groups of the Research Collection are taxonomists, who use the collection to document and describe our flora, and industry consultants, who use the collection to ensure accurate identification of plant specimens.

Scientific botanical specimens need to be managed in a way that protects their research value indefinitely. Many specimens are fragile, and the Herbarium must balance the needs of users with the long term safety of its specimens. This is best served by ensuring that unnecessary and inappropriate handling is avoided wherever possible.

To offset usage of the Research Collection, the Herbarium maintains a Reference Herbarium as a primary resource for both the community and industry consultants for identifying specimens. While the Reference Herbarium is not complete, and will at times be insufficient to finalise an identification, it is generally sufficient for most user's needs. Accessing the Research Collection should be regarded as necessary only when the resources of the Reference Herbarium have been exhausted.

### **Please note the following:**

1. Regular users of the Research Collection must be registered with the Herbarium before access will be granted.
2. Registered users must complete an Induction for Visitors, the aim of which is to provide information on appropriate handling of specimens and safe use of the facilities.
3. Induction, and hence access to the Research Collection, will only be available to users who need to access the collection regularly, and cannot satisfy their requirements using the Reference Collection or the Herbarium's Identification Service. Inductions will not be available on a 'just in case' basis.
4. Consultants and researchers who need one-off or infrequent access may gain access to the Collection when needed; an escorted visit will be arranged in these cases. Visiting times are 10 am – 12 noon, Monday-Friday, please make an appointment at [herbarium@dpaw.wa.gov.au](mailto:herbarium@dpaw.wa.gov.au).
5. Specimens can also be forwarded to the Herbarium Identification Service; refer to <http://www.dpaw.wa.gov.au/plants-and-animals/wa-herbarium> for further details.
6. Consultants and researchers who need frequent or extended access to the Collection may apply for registration and induction by appointment at [herbarium@dpaw.wa.gov.au](mailto:herbarium@dpaw.wa.gov.au).



**REGISTRATION FORM FOR ACCESS TO THE RESEARCH COLLECTION**

Access will not be granted for commercial purposes

Note that permission is not required to use the Reference Herbarium

DATE OF APPLICATION ____/____/____	NAME _____
ORGANISATION / EMPLOYER (IN FULL) _____	
PREFERRED EMAIL CONTACT _____	PHONE NUMBER _____
MANAGER / SUPERVISOR NAME _____	
PROJECT _____	

**Before being granted access to the Collection you will be required to undertake an induction / refresher tour. Please confirm with a tick each of the following points upon completion of your induction / refresher tour:**

- I have completed the induction / refresher tour
- I understand that this application is valid for a maximum of ONE YEAR ONLY (you will be required to re-register in January each year; this will involve a refresher induction tour).
- I understand that my registration may be terminated if any of the following conditions are breached.
  1. *Security swipe cards are non-transferable.*
  2. *Specimens must be bagged prior to entry to the Herbarium building.*
  3. *Specimens/PERTH boxes/herbarium facilities must be cared for and handled in accordance with the Visitor Notes and the Integrated Pest Management Plan.*
  4. *Access is granted to the Research Collections (specimen vaults) only; this registration DOES NOT grant open access to Herbarium staff (please see Reception if you wish to arrange to meet a staff member).*
  5. *Visitors MAY NOT photograph or photocopy specimens in the Research Collection.*

Please inform the Herbarium of any changes that may affect your registration, such as changed employment details (e.g. a move between consultancies or termination of a position) or a change in the type of access required (e.g. from identification to research).

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE: AUTHORISED BY: _____	DATE: ____/____/____
AUTHORISATION EXPIRY: ____/____/____	DATE DATABASED: ____/____/____