



Western Australian Herbarium (PERTH) Specimen Loan Conditions

Loans from the Western Australian Herbarium (PERTH) are subject to the following conditions. Once a loan is approved, researcher(s) must complete a *PERTH Loan Agreement* to confirm that they have agreed to the loan conditions. Any variation to the loan conditions requires written consent from the Herbarium Curator or the Collections Manager.

Receival of Loan

1. Specimens must be acknowledged within one month of arrival and PERTH informed of any damage.

Storage and handling

2. Specimens must be stored in a 'clean area' free of insects and other pests; and under climatic conditions that inhibit insect activity and fungal growth (recommended conditions: 16-21⁰C and ca. 50% relative humidity).
3. Specimens must not be handled in any way likely to cause damage, and must be kept in their original folders or packets.
4. Specimens must not be subjected to fumigants or treatments other than freezing (such as methyl bromide, ethylene oxide, proprietary brands of insecticide, microwaving, dry heat treatment or irradiation).
5. Specimens must remain at the receiving herbarium. Specimens must not be transferred to another herbarium without the written consent of the lending herbarium.

Removal of material

6. Material must not be removed from type specimens without the written consent from PERTH.
7. Removal and dissection of parts or extraction of pollen/spores from specimens is permitted for routine taxonomic examination, but only when the tissue or organ is in sufficient quantity to leave similar material on the specimen intact.
8. Dissected flowers, fruits or other parts, where practical, should be returned to the sheet in a in an archival packet, labelled with the PERTH barcode number of the specimen and attached to the sheet with a plastic-coated paper clip. Flowers which have been rehydrated for dissection must be fully dried before handling in the manner above.

9. Specimens must not be destructively sampled for SEM preparation, DNA extraction, phytochemical or isotope studies, without written consent from PERTH via a *Destructive Sampling Request*.

10. Duplicate specimens must not be removed without written consent from PERTH.

Annotations

1. Annotations (determinavit or confirmavit slips) must be provided for every collection, and include the current taxon name (including author), researcher's name, date and any relevant comments.

11. For type specimens, annotations must include the type status, basionym and publication citation if not already indicated.

12. Annotations must be in typescript or permanent ink (not ballpoint pen) on archival-quality slips. Self-adhesive slips are NOT acceptable.

13. All annotations must be on separate slips. Alterations must not be made to existing slips.

14. Annotations must not be affixed. In the case of specimen sheets, attach the slip with a plastic coated paper clip to the sheet; in the case of specimens in packets (fungi, lichens, bryophytes and algae) place the slip into the packet unattached.

15. For specimens comprising mixed taxa or collections, each component should be clearly indicated with a separate annotation slip. Material can be separated but only if loose (e.g. material in packets) and must remain with the original collection.

16. Specimens that cannot be named, or those found to belong to taxa not under consideration, should be annotated with slips to the extent possible.

Photography or Scanning

17. Specimens may be photographed for research reference purposes. Images must not be made available to a third party.

18. Specimens must not be scanned without written consent from PERTH.

19. Images must not be used in any publication without written consent from PERTH.

Citation and acknowledgement

20. Researchers should ascertain the conservation status of taxa under study. Many Australian taxa are conservation-listed at a national or state/territory level. For such taxa, particularly 'sensitive' taxa that are likely to be subject to heavy amateur or commercial collection, localities should be cited with some circumspection. In such cases, consideration should be given to generalising a locality (e.g.: 'E of Cann River', rather than '17.8 km E of Cann River on Princes Hwy') while retaining enough other data in the citation to allow unambiguous identification of the specimen.

21. PERTH must be acknowledged in any publication(s) that present results derived from the loaned specimens and must also receive a copy of any resultant publication(s).

Return of loan

22. Loans must be returned as soon as possible after the completion of study, and within the specified loan period (generally 12 months). Extension of the loan period may be granted on request.

23. Where possible, loans should be returned in their entirety; the partial return of loans can be negotiated.

24. Specimens must be returned by traceable postal service. Specimens must not be returned via courier service (e.g. FedEx, TOLL, DHL) without written consent from PERTH.

25. Specimens must be securely packaged to prevent damage in transit

Note: Quarantine requirements exist for the return of specimens to PERTH from international and interstate Herbaria. Please refer to the *Quarantine Guidelines* available on the PERTH Herbarium homepage (<http://www.dpaw.wa.gov.au/plants-and-animals/wa-herbarium>).

Western Australian Herbarium (PERTH) Loan Agreement

PERTH loan no.:

Borrowing institution:

Loan details:

Researcher

Name _____

Signature _____ Date _____

I have read and agree to the conditions of the PERTH Loan Agreement

Supervisor (if researcher is a student)

Name _____

Signature _____ Date _____

Head/Delegated Officer of borrowing institution

Name _____

Position _____

Signature _____ Date _____

**Please complete and return this agreement to PERTH as either a scanned
PDF or a hard copy.**