

## **NGBB Researcher Policy**

Please make an appointment to visit our herbarium.

NGBB Herbarium is open to all qualified researchers for scientific study and consultation.

- It is strictly forbidden to bring food, drink, live plant material (seed, cuttings, onions, etc. any plant part) or any herbarium specimen that has not undergone disinfection into the herbarium. Likewise, plant specimens are not allowed to exit the herbarium. Please do not insist on this issue and comply with warnings of the herbarium staff.
- In cases where you want to work with your own plants in our herbarium, send your plant specimens to us at least 4 days before your visit. Since your specimens will be kept in the freezer for at least 3 days for disinfection, this time is necessary for you to be able to do your work in the main hall of the herbarium. You will not be allowed to work in the main hall of the herbarium with plants that have not been disinfected.
- A member of the curatorial staff will provide an introduction to the collections and arrange for work space, materials you may need and dissecting microscopes.
- If you need any publications for your research, you can ask the herbarium staff for help. These publications will be provided if we have them in the NGBB Library.
- Please inform us before your visit if you wish to consider the specimens for destructive sampling for DNA analysis. Specimens from which material is removed must be annotated appropriately.
- Dissections or loose plant fragments should be put into packets attached to the sheets. Additional packets are available from staff members.
- Annotations should be written legibly in permanent blue or black ink on annotation labels. Labels and pens are available from staff members. Whenever possible, the annotation should include the generic name, specific epithet and author, the annotator's name (not initials only), and date.
- All annotated sheets should be left for herbarium staff to process and reinsert; please do not glue them in place.
- Specimens desired on loan should be separated from other material and clearly marked with the name and address or the borrower, then brought to the attention of a member of the herbarium staff.
- Specimens may be photographed for non-commercial use. Any published photographs must bear the statement 'Published with permission of the Nezahat Gökyiğit Botanic Garden Herbarium'.
- Specimens should be cited in accordance with our citation policy.
- We would appreciate if you could send us a copy of the publications based upon our collections or send a notification of such publications.