



Ataşehir, Atatürk Mah., Fatih Sultan Mehmet  
Cad., TEM Otoyolu Anadolu Kavşağı, Kadıköy,  
34758, İstanbul

T 0216 4564037  
F 0216 4564438  
burcincingey@ngbb.org.tr  
[www.ngbb.org.tr](http://www.ngbb.org.tr)

## CONDITIONS FOR LOAN OF HERBARIUM SPECIMENS

Thank you for requesting our material on loan. We trust that it provides useful data for your research project. All researchers using this loan material are respectfully requested to submit to the following conditions:

1. Loans are made only to approved botanical INSTITUTIONS and not to individuals, solely for the purpose of monographic and revisionary studies. The loan request should specify the scope of the work and whether material will be removed for anatomy, chemotaxonomy or palynology.
2. Loans are made for a PERIOD OF 12 MONTHS and should be returned at the earliest opportunity, preferably in their entirety. TYPE SPECIMENS must be returned within 6 MONTHS. Application for the extension of loans should be made in writing, prior to the expiry date.
3. LOANS MAY NOT BE TRANSFERRED from one institution to another. In special cases written permission may be obtained from the Curator. Specimens may not be moved from premises of the borrowing institute for study (e.g. to private residences).
4. A herbarium specimen is an ARCHIVAL RECORD which should be treated in a manner that will conserve it for future study. No existing writing, drawings, photographs, annotations, tickets, labels or determinavit labels already on the sheet may be removed, altered or defaced in any way.
5. Herbarium specimens should be handled with care and should be STORED under safe, dry and dust-free conditions in insect-proof cases. Type specimens should remain in their red-bordered covers except during actual examination.  
Herbarium örnekleri dikkatle ele alınmalı ve güvenli, tozsuz ve böcek geçirmez dolaplarda MUHAFAZA EDİLMELİDİR. Tip örnekleri, kırmızı renkli....
6. If DISSECTION AND REMOVAL OF PARTS has been permitted by the Curator, this should be done judiciously. Material may be removed only when there is sufficient quantity to allow this.  
If pollen or anatomical samples are removed, a dated voucher label should be affixed to the sheet stating the purpose for which the sample was removed and by whom the study

was undertaken. A duplicate voucher (such as a permanently mounted slide or in the case of electron microscopy, a photograph) could be placed in a labelled envelope attached to the sheet.

7. ALL SPECIMENS BORROWED MUST BE ANNOTATED BEFORE THEY ARE RETURNED. Please use small determinavit or confirmavit labels which are printed, typed or written in indelible ink. Labels should be placed within the packet or attached with a paper clip. **Do not glue them in place.**

When a previous annotation requires no change of name or authorship, the annotation may be in the form of a confirmation.

The annotation label should bear the name of the taxon and its author, the name of the annotator and the date of the annotation.

Specimens that cannot be accurately named, or those belonging to groups other than the ones under consideration, should be annotated as far as possible.

Annotation labels should be affixed so that they do not cover any printing, writing or material on the sheet.

Labels designating type materia should be affixed to all type sheets when these are not already present.

8. PACKING AND POSTAGE REQUIREMENTS FOR RETURN OF LOAN. Herbarium specimens should be held between boards securely strapped together and surrounded by waterproof and shock-absorbing material and placed in a reinforced mailing box. The box should be securely bound to avoid damage in transit. When returning a loan, local herbaria should register the parcel and overseas herbaria should clearly state that the material is for scientific purposes only with a NIL customs value.