



Vascular Plant Herbarium  
Botanical Museum, Finnish Museum of Natural History  
P.O.Box 7, FI-00014 University of Helsinki

**REGULATIONS GOVERNING LOANS FROM THE VASCULAR PLANT HERBARIUM**

1. Specimens may be sent on loan to an approved botanical establishment at the discretion of the Director.
2. Requests for loans should be made to the Director of the Museum by either the head or curator of a recognized botanical establishment. She/he has also full responsibility for the safe custody and due return of the borrowed material.
3. Requests for loans should state the name of the researcher on whose behalf they are made, together with the scope of the study concerned.
4. Whenever possible, specimens required should be listed individually (collector, collecting number, date and place of collecting).
5. Specimens are normally sent on loan for a period of 12 months from the date of receipt. We would ask you, however, to return loaned specimens at the earliest opportunity, securely packed to avoid any damage in transit. An extension to the 12-month loan period may be granted following a written request to the Director.
6. Upon arrival of the specimens, one copy of the attached loan form must be signed and returned to Helsinki. If the specimens have been damaged during the transit, please inform Helsinki. Our Curator database loan number must be cited in any further correspondence concerning the specimens.
7. The recipient may not commercialise loaned specimens or any parts or derivatives of them.
8. The recipient may not transfer loaned specimens or any parts or derivatives of them to any other party without the prior written permission of the Botanical Museum, Helsinki. Loaned specimens may not be removed from the establishment to which they have been consigned.
9. While on loan, specimens should be stored safely to protect them from insect and other damage. They must be handled with great care and not bent, cut, folded or laid face downwards. If small portions have become detached during transit, please place the loose material in a paper capsule and attach to the sheet with a paper clip. If more serious damage has occurred please inform Helsinki.
10. All type specimens are digitally imaged at Helsinki prior to sending on loan. Except during actual examination, type and other important specimens should remain in their red-bordered covers. Type material must not be dissected without permission.
11. The dissection of smaller portions of non-type specimens is normally permitted, provided that all dissected material remains with the sheet and is returned to Helsinki. All dissected portions must be placed in a paper capsule and attached to the herbarium sheet concerned with a paper clip.
12. The permanent removal of parts of any specimens for studies in palynology, anatomy, phytochemistry, etc. is not normally permitted. Please contact Helsinki for further instruction.
13. The use of loaned specimens for DNA extraction is governed by separate instructions – please ask for them whenever needed. It is forbidden to make extraction without consulting Helsinki in advance.
14. As far as possible, all loaned specimens should be annotated: a determination ("Det. ..."), confirmation ("Conf. ..."), revision ("Rev. ...") or project ("Seen for ...") slip should be attached to every sheet before return to Helsinki. Determination slips should show determination, signature and date, either printed or legibly written in permanent ink. When specimens of more than one taxon or collection are mounted on one sheet, separate slips should be provided for each. Except for the distinction of the various elements of such mixtures, no marks should be made on the sheets themselves and existing labels, notes, etc. must not be removed, covered or in any way defaced.
15. If loaned specimens are photographed or imaged in any way, please attach to the sheet a small label indicating the location and any code number of the image, and/or a reference to a publication, together with the name of the photographer or artist.
16. Please note that most office products (e.g. glues, self-adhesive tapes and adhesive labels) are not of archival quality and should not be used. Therefore, determination and other annotation slips should not be glued to the herbarium sheets; please pass them under the specimen label so that they will not fall off or attach them to the sheet with a paper clip. (The only glue allowed is water-soluble methyl cellulose.)
17. In return of a loan, we request that copies of published research resulting from the study of material loaned from Helsinki be sent to us, and that due acknowledgement be made in such published works.
18. If you are going to cite specimens by their sheet number, please use the form "H nnnnnn" or, in case of "Kymenlaakson herbario" (annexed to our Herbarium Fennoscandicum), "H-KYM nnnnnn".