



RANCHO SANTA ANA BOTANIC GARDEN

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Regulations for Physical Loans

Specimens from the RSA-POM Herbarium are available for use on loan to researchers at outside institutions. These materials shall be used for the best interests of proper contemporary research and are to be protected and preserved in the interest of future research. The general protocol governing loans of RSA-POM herbarium specimens to other institutions are as follows:

1. Loans are made to institutions, not individuals; therefore, the director, curator, or collections manager of properly accredited institutions (i.e., those listed in Index Herbariorum) must submit all loan requests. A loan of specimens will be authorized only after receiving a formal request for the material from the director, curator, or collections manager of the herbarium to which the loan will be sent.
2. Institutions receiving loans must be able to ensure their storage in facilities and under conditions that are sufficient to provide RSA-POM specimens an appropriate level of care and protection.
3. Loans of RSA-POM specimens are made for one year, unless otherwise authorized by the Herbarium Curator or Collections Manager. Extensions of loan periods may be granted at the discretion of the Curator or Collections Manager following receipt of formal request from the director, curator, or collections manager of the herbarium to which the loan was sent.
4. All herbarium specimens received on loan will be properly annotated by the investigator prior to their return. All annotations should be made on labels with permanent, archival ink and glued to the sheet for vascular plants. For bryophyte specimens, either paper clip the annotation to the label of the packet or place inside the packet. Annotations should bear, at the minimum, the accepted name of the taxon, the name of the investigator, his/her institution, and the date of determination.
5. All type specimens should be annotated with the basionym and the citation of the place of publication of the basionym. Lectotype annotations should include citation of both the original publication and the lectotypification.
6. Upon return of the loan, investigators should provide, if possible, a list of synonyms derived from his/her taxonomic studies. This will enable us to file properly the returned specimens and make the appropriate references in the Herbarium.
7. No portion of the specimens on herbarium sheets may be removed without prior approval of the Herbarium Curator or Collections Manager, and then only in compliance with the **Destructive Sampling Policy for RSA-POM Herbarium Specimens**.
8. Investigators studying CITES-listed taxa should familiarize themselves with the **Text of the Convention** and the **Resolution Regarding Herbarium Specimens**. Specimens may be used solely for scientific study (and not for commercial purposes) and may be transported internally only between institutions registered with CITES.
9. When the loan arrives, please open the box(es) as soon as possible, and verify the contents by checking the contents of the folders against the accompanying packing list or invoice. The acknowledgement copy should be signed by the curator or collections manager and returned to us. The form can be returned by mail, fax, or the signed form can be scanned and sent as a PDF to: **herbarium@rsabg.org**
10. When the loan is ready to be returned, please place specimens in the original folders, bundle and pack with the material sent with the loan. Verify the count, and make certain that annotation labels are secured to each specimen. Return a copy of the invoice indicating the date that the return shipment was mailed.