

Loan Conditions

Loans from the National Herbarium of New South Wales (NSW) are subject to the following conditions. Once a loan is approved, researcher(s) and the Head or Delegated Officer of the receiving institution must complete a *NSW Loan Agreement* to confirm that they agree to the loan conditions. Any variation to the loan conditions requires written consent from the NSW Manager Collections.

Storage and handling

1. Loaned 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 (16-21°C and less than 50% relative humidity).
2. Specimens must be handled appropriately and kept in their original folders or packets.
3. Specific requirements exist for specimen display and exhibition.
4. Specimens must not be subjected to fumigation, microwaving or irradiation.
5. Specimens must remain at the receiving institution. Written permission must be obtained from the NSW Manager Collections before specimens may be transferred to another institution.

Removal of material

6. Removal and dissection of parts or extraction of pollen/spores from non-type 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. Material must not be removed from type specimens. Dissected flowers, fruits or other parts, where practical, should be returned with the sheet, labelled with the NSW number of the specimen.
7. Specimens must not be destructively sampled for SEM preparation, DNA extraction, phytochemical, isotope, or other studies outside of routine taxonomic examination without a *NSW Destructive Sampling Agreement* and prior written permission from the NSW Manager Collections.
8. Duplicate material must not be removed from a specimen.
9. No material or extracts may be removed from loan specimens for permanent retention or for transmission to any third party without written permission from the NSW Manager Collections.

Annotations

10. Annotations (*Determinavit* or *Confirmavit* slips) must be provided for every specimen, and include the current taxon name (including author), researcher's name, date and any relevant comments.
11. All annotations must be on separate slips. Alterations must not be made to existing labels.
12. For type specimens, annotations must include the type status, basionym and protologue details if not already indicated.

13. Annotations should be in typescript or permanent ink (not ballpoint pen) on archival-quality slips. Archival-quality self-adhesive slips are acceptable.
14. For specimens on sheets, annotation slips should be affixed to the right-hand side of the sheet, where possible, and above any existing annotations. Annotation slips must not be placed over existing slips, labels, or the specimen.
15. For specimens in packets, annotation slips should be placed unaffixed inside the packet.
16. For specimens comprising mixed taxa or collections, each component should be clearly indicated with a separate annotation slip. Material should be separated only if already loose (e.g., material in packets).
17. Specimens that cannot be named, or those found to belong to taxa not under consideration, should be annotated to the extent possible.
18. Reliable clarification or enhancement of the label data with a specimen is appreciated, especially where locality, date, collector, collector's number or type status are concerned. However, no alterations, erasures, strikethroughs, removal or obscuring of pre-existing data may be made. Annotations should be made and attached on new slips.

Photography

19. Specimens may be photographed for research reference purposes only. Written permission must be obtained from the NSW Collections Manager before images are used in any publication.

Citation and acknowledgement

20. Researchers should make efforts to 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 "7.8 km E of Cann River on Princes Hwy") while retaining enough other data in the citation to allow unambiguous identification of the specimen.
21. NSW must be acknowledged in any publication(s) that present results derived from the loaned specimens. A copy of any resultant publication(s), either physically or electronically, should be shared with NSW.
22. In citing specimens, the registration number of NSW collections should be prefixed with the herbarium acronym NSW followed by the number suffix.

Return of loan

23. 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.
24. Where possible, loans should be returned in their entirety. Partial returns may be acceptable and should be negotiated with the NSW Collections Manager.
25. Specimens must be returned by traceable postal service, and securely packaged to prevent damage in transit.
26. Quarantine requirements exist for the return of specimens from outside Australia. Refer to the *NSW Biosecurity Guidelines*.

National Herbarium of New South Wales (NSW)



Loan Agreement

NSW Loan Number: NSW20xx/xxx

Other Loan Number (if available): _____

Loan Period: _____

Description: _____

Receiving Institution: _____

This loan is made to the Head/Delegated Officer of the Receiving Institution and is subjected to the accompanying Loan Conditions of the National Herbarium of NSW.

I have read and agree to the NSW Loan Conditions.

Researcher: _____ Position: _____

Signature: _____ Date: _____

Supervisor (if researcher is a student): _____ Position: _____

Signature: _____ Date: _____

Head/Delegated Officer: _____ Position: _____

Signature: _____ Date: _____

A copy of this sheet must stay with the loan at all times.

NSW USE ONLY

Approved for NSW by:

Signature: _____ Date: _____

Name: Shelley A. James

Position: Manager Collections (NSW)