
PURDUE UNIVERSITY
Department of Botany & Plant Pathology
Arthur Fungarium (PUR) & Kriebel Herbarium (PUL)

Lilly Hall of Life Sciences, 915 W. State St., West Lafayette, Indiana 47907-2054, USA.

Tel. (765) 494-4623; E-mail: herbaria@purdue.edu

Director: Dr. M. Catherine Aime, maime@purdue.edu

LOAN POLICY

Materials in Arthur (PUR) and Kriebel (PUL) herbaria may be loaned to or borrowed from other botanical/mycological institutions recognized in *Index Herbariorum* and not from individuals, for research purposes. Requests for loans may be made only by official staff members of an institution, not by students or non-staff scientists. The head of the borrowing institution or department assumes responsibility for the safe custody and return of the specimens. Loan requests may be submitted by mail to **Dr. M. Catherine Aime** (Herbaria Director), Lilly Hall of Life Sciences, 915 W. State St., West Lafayette, Indiana 47907-2054, USA or email (herbaria@purdue.edu) and should include the following information:

- the name and status of the researcher
- the nature and scope of the study (Loans are not made for the purpose of providing material for routine identifications, nor for the capture of label data)

Loans are limited to 50 specimens and no more than 5 TYPE specimens at a time. Please note that, because some specimens are attached to sheets with several other specimens, your request might in practice add up to several hundred specimens. In these cases we will ask you to amend or prioritize your request so that we can send the specimens in batches, sending each new batch upon return of the last batch. **Loan of TYPEs (including holotype, isotype, lectotype, etc.) is at the discretion of the Herbaria Director/Curator. TYPE material must be sent/received only by a traceable shipping method (e.g. UPS, FedEx).** Purdue University Herbaria reserves the right to request the return of its loan material at any time.

Loans are made for one year unless otherwise stipulated. If further time is required, an extension may be requested by the Curator/Director of the institution by writing to (herbaria@purdue.edu) or to the Director of the Purdue University Herbaria (maime@purdue.edu). It is requested, however, that loans be returned at the earliest opportunity. Loans may not be removed from the borrowing institution, and they may not be transferred from one institution to another without prior written permission of all parties concerned.

An information sheet, **PUR/PUL Annotation Policy**, is sent with every loan. Please give this to the researcher upon receipt of the material. Please also include any appropriate nomenclatural changes or additional literature citations (e.g., citation of lectotypification) on the annotation label.

All borrowed material should be treated in a manner that will conserve specimens for future study. Specimens should be stored under protective conditions in insect-proof cases and should be handled with care. Please do not store specimens with naphthalene (moth balls). TYPE specimens are irreplaceable and should be handled and stored with special care that recognize their unique importance to botanical/mycological sciences. Borrowers are permitted to remove minute fungal structures and/or spores for microscopic studies. Inclusion of permanent slide mounts, and indication (e.g. by using archival quality papers inner packets) of which fungal structure/spores was microscopically studied, are expected.

Removal of materials beyond that necessary for microscopic examinations (such as for DNA extraction) must be arranged by obtaining permission prior to the shipment of the loan. Researchers with requests for any destructive sampling of herbarium specimens must obtain and submit a **Destructive Sampling Policy Authorization Form** before specimens are loaned. The form may be submitted along with the loan request or sent separately to the Director (maime@purdue.edu). Requests for destructive sampling must detail the specimens or materials required and the procedures to be conducted. When destructive analysis is appropriate, every effort should be made to limit destruction to less than the entire specimen and to return the remains so that they will continue to be available for research and education, as well as serve as a voucher of the specimen sampled. **Destructive sampling of TYPE specimens, historical specimens, or from taxa represented in the herbaria with less than three collections is not permitted**, except in rare instances.

If permission is given, leaf material, pollen, spores, fungal tissue, bryophyte segments, etc. may be removed from specimens only when there is adequate material available. Dissections or removal of parts should be done judiciously. In this case please fill out specific chit for each specimen indicating kind of sample removed and GenBank accession numbers or other pertinent information. The chits should be glued to the specimens.

Before a specimen is photographed, permission needs to be granted by Purdue University Herbaria via contacting Herbaria Director (maime@purdue.edu). It is requested that the specimen be annotated as such and that a copy of the imaged be returned with the specimen if appropriate. These can be as prints or on a compact disk.

Use the standard internationally recognized acronym "PUR" for Arthur Fungarium and "PUL" for Kriebel herbarium when citing specimens of the Purdue University herbaria. To identify a specimen, cite the PUL/PUR numbers printed below the specimen on herbarium sheet or on the specimen packet or box. Any publication resulting from the use of plant material should acknowledge the Purdue University Herbaria as supplier or, under certain circumstances, be published in collaboration with a staff member of the Purdue University Herbaria. A copy of any resulting publications should be sent to the Director of the Purdue University Herbaria.

Returned material should be packed well to insure safe transit, i.e., well wrapped in secure bundles, the bundles interleaved with corrugated cardboard to reinforce the sides of the box. A shipping notice should be included with each returned loan. Partial returns are discouraged. Whenever possible, all specimens in a loan should be returned at the same time. Please DO NOT send specimens with naphthalene (moth balls). Because returned loans are not opened immediately upon receipt, please do not include specimens to be deposited or correspondence (other than a copy of the loan invoice) in the box with a returned loan.