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

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

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

Policy for Visitors

Visiting hours and general policies:

1. The Purdue University Herbaria are open to the visitors Monday to Friday, except public holidays, from 9:30 a.m. to 4:30 p.m., twelve months a year. All visitors are requested to make arrangements at least two weeks prior to their visit with the Director, Dr. M.C. Aime, or designated herbarium staff.
2. All visitors are asked to sign the visitors' book. The entry in the visitors' book will include the user's details, the date and the materials consulted.
3. Collections are unavailable for use when a staff member is not on site.
4. Because of the possibility of the introduction of insect pests, no dried plant material may be brought into the herbarium without prior arrangement. Any incoming specimens brought in for study in the herbaria will be frozen on the premises for a minimum of five days before being allowed into the collections. Please allow for this if you wish to study your own material.
5. Visitors are requested not to enter the inner herbarium (compactor room) without permission.
6. Smoking is not allowed. Eating and drinking is prohibited in the vicinity of herbarium specimens.

Specimen handling, destructive sampling, and images:

7. Please do not handle herbarium collections until you have been introduced to a designated herbarium staff member. If it is your first visit he/she will explain how the herbaria system works and offer any necessary guidance on the correct handling of herbarium specimens. However, it is expected that all visitors will have prior experience in handling herbarium specimens. Because of the fragile nature of the specimens and their historical importance, specimens should be handled with appropriate care. Always treat the specimens as a priceless scientific and historic resource. General guidelines include:
 - Specimens are kept face upwards. Do not treat a genus cover as a book and flip the specimens over so that they are face downwards. Rather, lift up a stack of specimens and set it elsewhere to get to a specimen in the middle of a stack.
 - Always handle the specimen with two hands, one hand holding an edge and the other under the specimen to provide support. Don't hold a specimen with one hand while trying to examine parts.
 - When transporting specimens, place them on a sheet of cardboard or other solid surface. Don't carry specimens/folders on edge; always hold specimens flat (horizontal) with the specimen side up.
 - Handle specimens with care. Never place books or other materials on top of specimens. Don't squeeze a folder. Do not leave unstable stacks of specimens on the tables and always cover specimens when not working with them. Gloves are available on request.
8. Specimens must not be removed from the herbaria even on a temporary basis.

9. The dissection of type material is not permitted. However, with permission, the dissection of reasonable portions of non-type specimens is permitted. All dissected portions must be placed in a special paper capsules and attached to the herbarium sheet concerned using the archival glue provided. Microscope slides or other preparations made from material in the collections remain the property of Purdue University and must not be removed. Microscopes for visitors' use are available upon request.
10. In line with Purdue University Herbaria policy, no specimens or parts of specimens may be removed from the collections without separate written permission. Removal of parts of specimens for studies in palynology, anatomy, phytochemistry, DNA sequencing (i.e., destructive sampling), is not allowed without the specific, prior permission of the Director of the herbaria. A Material Supply Agreement (MSA) is now required for all samples removed from the Purdue University Herbaria. Please ask a designated staff member for further information.
11. Images of specimens may be used for research. However, permission must be obtained from the Director or designated herbarium staff member. Photographs may be made of specimens without charge if they are for academic or scientific purposes. Permission will also be required to publish these photos. Any published photographs must bear the statement, "Published with kind permission of the Purdue University Herbaria".

Specimen annotations and acknowledgements:

12. If you notice a previously unrecognized type specimen, or if you re-determine a specimen, please draw it to the attention of your designated herbarium staff member. Before removing any such specimens from a species cover check that the country of collection is clearly indicated on the specimen. Once removed from the context of the herbarium, historical specimens can be difficult to re-incorporate. Please do not attempt to re-arrange the collections without first consulting a herbarium staff member.
13. All specimens studied must be annotated as fully as possible by the visiting researcher. Please ask a herbarium staff member if you need assistance making or affixing annotation labels. In general, annotations showing determination include the generic name and specific epithet, authority, annotator's name (not initials only), date of annotation, and should be made on a separate slip of high quality paper or small label no larger than approximately 2.5 x 10 cm. and glued fast to the herbarium sheet. Whenever possible, annotation labels should be attached above the original label near the bottom of the herbarium sheet. Disappearing color, acid free herbarium glue is preferable. Please do not stick determination labels of the self-adhesive type to herbarium sheets. Existing labels, other determinations, notes, etc. must not in any circumstances be removed, covered or in any way defaced. Annotation labels should be placed within boxes or plastic bags of specimens stored in that manner. Annotations should be written with indelible ink, never with a ballpoint or felt tip pen or pencil. All studied/annotated specimens should be left for herbarium staff to file.
14. All Purdue herbaria specimens should be cited with the accepted herbaria acronym "PUR" or "PUL" in any published listings. The Purdue University Herbaria would appreciate receiving a reprint copy of any publication that utilized our collections.