

Loan conditions

- Requests to borrow specimens will be considered from recognized botanical institutions or departments; only exceptionally from private persons. All requests should be made by a curator or the director of the institute, and should include the following information:
 - name of researcher
 - nature of the study
 - taxa requested (incl. synonyms)
 - basionyms of any type specimens requested
 - geographical scope of specimens requested (e.g. continent, region or country)
- Loans of non-type material are normally made for one year, but for larger revisions the period of time can be extended up to 3 years.
- Loans of type material are normally made for 6 months. However, before sending the physical types we urge the researcher to consult our scanned images at *JSTOR Global Plants* (<http://plants.jstor.org/>) or the *Sweden's Virtual Herbarium* (<http://herbarium.emg.umu.se/>).
- The loan period may be extended by submitting a written request in good time.
- Upon receipt of the loan shipment please verify the number of items and sign and return one copy of the shipping invoice. Note if the number is not correct and if any material is damaged in the shipping. Return the signed copy to the address below. A scan sent via e-mail to our herbarium curators or an original sent via the regular post service are acceptable confirmations.
- All loans should be properly annotated by the investigator before their return and should bear the accepted name of the taxon, the name of the person who made the determination, and the date.
- Publications in which material of Herbarium GB have been used should be cited with the international acronym **GB**. We would also be grateful to receive a reprint or a PDF file of the publication(s) resulting from the study of material of our Herbarium (herbarium@bioenv.gu.se).
- Herbarium GB reserves the right to request the return of the loan at any time.

Removal of material

- No material may be removed without prior consent from Herbarium GB, but careful standard dissection of material from sheets or in envelopes is permitted. Any dissected part should be returned to the envelope.
- Written permission must be obtained for removal of any material for destructive sampling. If the study requires destructive sampling a special request may be submitted. Please see our **Destructive sampling policy**.