

University of Tennessee Herbarium (TENN) Loan Policy

1818 Andy Holt Ave., Temple Hall
Knoxville, TN 37996-2800

Requesting Loans:

Loans must be requested by an official staff member of the herbarium and specify who the material is being requested for as well as the nature of the project. Please provide the species names (including synonyms) that the specimens might be filed under and any geographical area/s requested for the specimens. If specific specimens are requested then please include the catalog numbers.

Loan Conditions:

Loans are typically made for six months to a year unless otherwise stipulated by TENN. However, we ask that loans be returned at the earliest opportunity; partial returns are acceptable. An extension of the loan may be applied for through a written request to the Herbarium Director or Curator of the fungal herbarium. Specimens must not leave the premises of the borrowing herbarium unless a transfer of the loan is granted to another recognized herbarium. TENN reserves the right to request the return of its loaned material at any time.

Removal of Material from Specimens:

Removal of a small amount of material from bryophytes and lichens for identification purposes is allowed if there is enough material remaining. Material must not be removed from loaned vascular or fungal specimens for any reason without first requesting and being granted permission from the Herbarium Director or Curator of the fungal herbarium. If permission to remove material for destructive sampling is granted, please see the *Destructive Sampling Policy*.

Loan Procedures:

Please acknowledge the receipt of the loan and verify the number and condition of the specimens by returning a signed copy of the acknowledgement form by mail to the Collections Manager at the mailing address above or via email (tennherbarium@utk.edu). Specimens must not be placed face down or folded and should be stored in dry, sealed, herbarium cabinets to avoid insect and fungal damage.

Annotations:

We request that the researcher annotate the loaned specimens with a determination (or affirmation) label before returning them. Annotation labels should be made of archival paper with archival ink and carefully attached with archival glue or connected to the specimen in a packet or with a paperclip. For vascular specimens they should be glued near the original label, for

cryptogams the annotation labels may be placed inside the packet for TENN staff to later glue to the packet, and fungal specimens should have annotation labels placed loose inside their boxes or packets. Annotation labels should include the researcher's name, institution, and date of determination. Please do not write directly on the original specimen labels or sheets. A formatted Word document for annotation labels can be obtained from the TENN Collections Manager and found on our website.

Returning Loans:

Loaned specimens should be repacked in a similar way to the original shipment. Vascular specimens should be placed in individual folded sheets of newsprint to contain any plant fragments. A short stack of specimens can then be bundled between two sheets of cardboard, which can then be securely packed in a sturdy shipping box. Cryptogam packets that are stapled to sheets can be placed in folders with padding or bubble wrap and boxed fungal specimens should be either wrapped in bubble wrap or other packing material so that the specimens do not rattle.

Publications:

Any publications that result from studies using our collections should acknowledge the University of Tennessee Herbarium; please use the recognized herbarium code TENN. We would appreciate receiving any publications resulting from studies using our collections in either hard-copy or PDF format.