Rules for Use of the Herbarium and Procedures

No food, drink, or smoking (including water bottles, soda cans, candy, and cookies) are allowed in the Herbarium. There are drinking fountains close to both restroom facilities at the RGC. One is located by the main lobby and the second is opposite Greenhouse Range “A”. There is a drink machine in the Break Room by the lobby.

Incoming Specimens: Any incoming specimens must be given to staff for freezing (72 hrs) before they can be brought into the Herbarium. This includes any specimens that have left the Herbarium proper for any length of time (e.g. Study Area in Rm. 1101 or Microscopy Suite in Rm. 1105). The specimens must be frozen immediately before they are refiled.

Filing System: Plant families are arranged according to the APG3 system. An Index to the families including their number is posted on herbarium cabinet row ends. Within families, genera are arranged alphabetically and species are also kept in alphabetical order within genera. Folders of indetermined specimens are placed last within a family and we are grateful for your expertise in determining these. Types are kept in a separate collection immediately to the left of the entrance to the Herbarium. Gymnosperms, bryophytes, ferns and fungi are also kept in separate collections (arranged along the peripheral walls), as are those of the Cultivated Plants of College Park – UMD and two flora projects, one for the Delmarva Peninsula and a second for the Beltsville Agricultural Research Center.

Handling Specimens: Be thoughtful of the specimens. Do not leave herbarium sheets, genus or species covers, etc. out on the counter or any other work area overnight. Removal of any part of a specimen must be cleared with the Director or Curator of the Herbarium (see section on Destructive Sampling). Do not turn specimens upside down or bend them and use cardboard (available at the work station) to support them when carrying the sheets around.

Dissections: We do not normally permit dissection of type specimens, but dissection of other specimens is permitted if ample material is available and all materials are returned to the fragment packet after study.

Refileing: If time permits, please refile the specimens you examined excluding specimens you have annotated (see Annotations section below). When refilling specimens take care not to damage any by making sure they are neatly stacked (without pushing a stack into place forcefully) or overstuffing pigeonholes.

Loans: If you select material you are interested in receiving as a loan, please fill out a Loan Information Form (available at the Work Station) and place it with the selected sheets. In addition to the Loan Information Form, an official Loan Request must be sent to the Curator of the Herbarium (Dr. John D. Hall: jdhall@umd.edu) via e-mail or regular mail by the director of your herbarium. Loans will be processed after receipt of the official Loan Request.

Health Concerns: Some older specimens may have been treated chemically to deter pests. We will provide gloves upon request.

Recycling and Trash: There are a variety of recycling and regular trash containers in the hallways adjacent to the Greenhouse Ranges and a battery recycling container can be found in the Break Room (Rm. 1109). There are also wastebaskets for paper (only) and non-recyclable trash to the right of the workstation.

Please turn off the lights when leaving the Herbarium.
Annotations

Visiting experts are encouraged to annotate specimens. Please use archival ink pens (provided) on annotation labels printed on acid-free paper and provide your name, the date of annotation and indicate Confirmavit (Conf.), Determinavit (Det.) or “Seen for project....” slips. In case you do not have your own annotation labels, they, and glue are available by the work counter in the Herbarium. Please do not mark up the sheets themselves and glue your annotation labels to the specimens and leave all other notes or labels intact.

If you find previously unrecognized types in our collections, please annotate them with the basionym, the original place of publication and your name. Special type annotation labels can be found by the work counter in the Herbarium.

After annotating any specimens, please set them aside on the work counter so they can be databased and refiled by one of the Herbarium staff. However, please be sure to leave species and genus covers in the Herbarium cases.

Please include a complete list of synonyms with annotated specimens if your findings necessitate a rearrangement of our collections, so that the specimens can be filed and crossreferenced.

Destructive Sampling of Specimens

Removal of any samples (e.g.: leaf, pollen, seeds, sections of woody material) from specimens may only be done with permission from the Director or Curator of the Herbarium and require signing a Material Transfer Agreement (MTA). In addition, you must follow the Destructive Sampling of Herbarium Materials Policies.

Photographing Herbarium Specimens

If you take photographs of our herbarium specimens there is no charge when you use them for scientific or educational purposes, but permission is required to publish photos. If permission is granted, the following citation should appear near the image on the web page or publication: This specimen belongs to the Norton-Brown Herbarium (MARY) at the University of Maryland, College Park, MD, USA.

For any endangered species, only county level locality data can be given in the publication, and in the image, locality data must be obscured from the label. Endangered species are defined as those listed in the United States Federal Endangered Plant Species List and the IUCN Red List of Threatened Plants.

Enjoy your work at MARY.

Institution and Acronym: _________________________________________

Print Name: ___________________________________________________

Signed ____________________________ Date: ______________