

Consultation of Material

Terms and Conditions for Visitors

General Visitor Regulation Policy

The Herbarium Croaticum (ZA) and the Herbarium Ivo and Marija Horvat (ZAHO) of the Department of Biology, Faculty of Sciences University of Zagreb are available for consultation by colleagues from recognised research institutes, including their students with experience of handling specimens.

To study plant material implies accepting:

1. Referring to the provenance of the plant material in any publication
2. Sending to ZA the reference(s) to any publication citing ZA and/or ZAHO material or, when possible, copy of the publication (especially when material was typified).
3. The use of neat and clear labels and of sensible size.
4. Any dissected material should be placed in a capsule on the specimen.
5. Visitors should ask staff for plant material from the cupboards and leave aside those with new determinations or typified.

Policy on destructive sampling

Removal of any part of plant material for further research (e.g. chemical, palynological, anatomical) is subjected to prior permission by the Curator. When permission is granted a label must be added to the specimen indicating the removal of material:

Material removed:

Research:

Researcher:

Date:

Visitors Form

Regular facility hours are: 9:00-16:00; Monday – Friday

Any visitor wishing to use the Herbarium must complete the form below. Please, e-mail the completed and signed form to herbarium.croaticum@biol.pmf.hr for approval.

Visitor ID

Title:			
First name:			
Last name:			
E-mail address:			
Telephone:			
Address:			
Postcode:			
City:			
Country:			
Status (*students, please indicate supervisor)			
Staff		Student-PhD*	
Student-Undergraduate*		Post-doctoral researcher	
Student-MSc*		Other (please state)	

Visit ID

Dates of visit	
Please give area of research	
Monographic (please specify genus/species)	
Floristic (please specify geographic area)	
Cryptogams (please specify genus/species)	
Other – please state	
Special requests: (NOTE: please, read the visitor policy on destructive sampling)	
Material for DNA analysis	
Material for pollen analysis	
Material for general SEM	
Material for anatomy	
Photography	

Approval

I agree to be bound by the terms and conditions relating to the use of the Herbarium Croaticum (ZA) and the Herbarium Ivo and Marija Horvat (ZAHO) of the Department of Biology, Faculty of Sciences University of Zagreb. I am aware that authorized staff reserves the right to refuse my access if I will constitute a risk to the collections, procedures, equipment or other users.

Signature of Visitor: _____

Date: _____

Prior to your visit, please e-mail the completed and signed forms above to herbarium.croaticum@biol.pmf.hr for approval.

Approval: _____