

Consultation of Material

Terms and Conditions for Loans

General Loan Regulation Policy

The Herbarium Croaticum (ZA) and the Herbarium Ivo and Marija Horvat (ZAHO) of the Department of Biology, Faculty of Science, University of Zagreb are available for research by colleagues from recognised research institutes, including their students with experience of handling specimens. Requests to borrow specimens will be considered only from recognized botanical institutions or departments.

Requesting loans

A loan must be requested by an official staff member of the institution, not by a student or non-staff person. Please state for whom the material is being requested and the nature of their project. Provide the names (including synonyms) under which specimens are likely to be filed. If necessary, specify the geographic areas desired for the requested species. Please do not request type specimens unless and until they are necessary for critical analysis. State if a selection of material, especially for common species, will meet the needs of the investigator.

Loan conditions

If the requested taxon is represented in our herbarium by more than five specimens, our practice is to retain selected sheets for comparative purposes. If a requested loan involves the whole collection of the taxon, please specify your reason in more detail. However, we encourage the investigator to visit and personally select from the available material.

Loans should be returned within 6 months, unless otherwise stipulated by Herbarium ZA and ZAHO. Further 6 months can be requested (through a written request to the Curator). Partial returns are acceptable. We reserve the right to request the return of our loan material at any time.

Upon receipt of loan

Upon receipt of the loan, number and condition of specimens should be verified and the Curators of the ZA & ZAHO should be notified via e-mail.

Handling/Storage

Herbarium sheets must not be laid face downward (as in photocopying), bent, or folded. Herbarium specimens should be stored in dry, sealed cabinets to avoid insect and fungus infestation, and should not be left on countertops or open storage for extended periods of time.

Examination/Sampling

Removal of any part of plant material for further research (e.g. chemical, palynological, anatomical, molecular) is subjected to prior permission by the Curator. Only under rare circumstances will permission be granted for dissection or removal of material from type specimens, specimens collected prior to 1950 or other historical collections, from taxa which are known to be endangered or extinct, or from collections represented at ZA and ZAHO by fewer than five specimens.

If authorization for sampling is granted:

a) The borrower must affix a label to the herbarium sheets sampled, which includes the name and institution of the researcher, the date of removal of material from the specimen, and for what purpose (e.g., anatomy, palynology, chemical analysis, etc.).

Material removed:
Research:
Researcher:
Date:

b) We may request that a duplicate permanent glass slide for light microscopy be deposited at ZA & ZAHO. The slide label must include the taxon name and author, collector and collector's number, geographic origin of the sampled specimen, and the ZA sheet number.

c) For scanning electron microscope studies, a photograph should be deposited at ZA & ZAHO. The photograph should be labelled with the magnification and the same data as above (b).

d) Any specimen parts should be placed in the fragment pocket attached to the herbarium sheet from which the parts came.

Annotations

Existing notes, labels, annotations, etc., must never be removed, obscured, or altered. We would appreciate any amplification of label data that may be obtained from duplicates on loan from other herbaria. Please supply this information on an annotation label and cite the herbarium sheet from which these data were taken.

Before returning specimens, if the investigator is confident of the identification, a determination (or affirmation) label should be attached (not glued!) to the herbarium sheet. This annotation label should be legible, prepared in permanent ink, and should include the taxon name, the investigator's name, institution, and date of determination. Do not write directly on the herbarium sheet except to indicate the different elements of a mixed collection. If a sheet contains more than one taxon, clearly delineate each element of the mixture, and annotate each element with a separate determination slip. Type specimens should also be annotated with the basionym, citation of publication, and an indication of the status (e.g., holotype, isotype, syntype, paratype, etc.). Please remember to annotate any separate fruits or bulky specimen that correspond to a herbarium voucher sheet.

Transferring

Specimens must not leave the premises of the borrowing institution unless prior commitment of willingness to accept transfer is obtained from the proposed recipient, which must be another recognized botanical institution, and prior permission is granted by ZA & ZAHO.

Returning

Specimens should be packed in a way similar to that in which they were received. Place each herbarium sheet between a folder sheet of interleaving (preferably unprinted newspaper) so that

any fragments that may loosen during shipment can be associated with its proper specimen. A stack of specimens not more than 15 cm (6") high, should be securely bundled between cardboards for support. Bundles should be soundly packed, allowing for no movement of the material, in a sturdy shipping box. ZA and ZAHO collections borrowed by institutions overseas should be returned by AIRMAIL. Accompanying the returned specimens, we should appreciate a list of synonyms derived from the taxonomic study for which the specimens were borrowed. Proper cross references can then be placed in our herbarium, which will facilitate proper filling of specimens not annotated by the investigator.

Publications

Use the standard internationally recognized code "ZA" or "ZAHO" when citing collections of the Herbarium Croaticum (ZA) and the Herbarium Ivo and Marija Horvat (ZAHO) of the Department of Biology, Faculty of Science, University of Zagreb. Cite the ZA or ZAHO sheet code number to identify a specimen. We would appreciate receiving any publication resulting from studies based on our collections.

Loans Form

Please fill and e-mail this request to herbarium.croaticum@biol.pmf.hr for approval:

Full name:	
Status (e.g. student, professor, curator,...):	
Institution	
Address (for sending the material):	
Project/purpose:	
Material requested:	
Special requests (NOTE: please, read the herbarium policy on destructive sampling)	
Material for DNA analysis	
Material for pollen analysis	
Material for general SEM	
Material for anatomy	
Photography	

Approval

I agree to accept the terms and conditions here described relating to the use the plant material of the Herbarium Croaticum (ZA) and the Herbarium Ivo and Marija Horvat (ZAHO) of the Department of Biology, Faculty of Science, University of Zagreb.

Signature of the researcher: _____

Signature of the supervisor (for students): _____

Date: _____

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

Approval: _____