



**CSIR-NATIONAL BOTANICAL RESEARCH INSTITUTE
LUCKNOW, UTTAR PRADESH
CSIR-NBRI HERBARIUM (LWG)**



Policy for the loan of herbarium specimens

The herbarium of CSIR-NBRI (LWG) is a recognized National Repository of samples of plants, algae and lichens. We are committed to provide access to our herbarium specimen to researchers across the globe as long as their safety and integrity are not violated. Loans are considered mainly for taxonomical and systematic studies. In order to obtain the specimens on loan, we urge researchers to consider our policy document prior to making the request.

1. Loan request will be considered only from nationally and internationally recognized herbaria and institutions and not from individual researchers. Hence, a formal request for loan of herbarium specimens must be sent through the curator / head of the institution to the Director, CSIR-NBRI. The loan request form can be downloaded from CSIR-NBRI website: www.nbri.res.in.
2. LWG may provide duplicate specimens of general collections of all groups based on the availability and conditions.
3. LWG will not send type-specimens of Angiosperms, Gymnosperms and Pteridophytes on loan. In these cases, if the applicant desires, high-quality scanned images of the types can be provided.
4. For Bryophytes, Fungi, Lichen and Algae, only isotype(s) / syntype(s) or material from isotype(s) / syntype(s) will be sent (depending on the condition of specimen), in case if it is very necessary and requested by an expert of that particular group. Permission for lending the holotype specimens may only be granted in exceptional circumstances.
5. Full details of the specimens (specially for types) such as current name, authority, synonym(s), and LWG accession number (if known to the recipient) must be provided in the request form.
6. A maximum of five specimens will be considered at a time for loan for a period of three months from the date of dispatch of the specimens. An extension may be granted following a written request with proper justification to the Director, CSIR-NBRI, Lucknow.
7. Loaned specimen or any part or any derivative thereof should be stationed only at recipient institute and must not be transferred to any other party.
8. The responsibility of proper handling of the specimen shall lie with the borrowing institute. The borrowing institute should check the specimen once received and inform LWG immediately, if there is any damage during the transit.
9. All specimens will be imaged at LWG prior to sending them on loan. Any destructive sampling without proper permission is strictly prohibited. Permission for destructive sampling will be granted on case-by-case basis depending on the condition and nature of the specimen.

10. During destructive sampling, special care should be taken to avoid any loss to the scientific value of the specimen. All the dissected parts, if possible, should be returned in a separate archival packet, attached to the sheet with plastic coated paper clips with all the relevant details clearly mentioned. Similarly, slide preparations should also be returned to LWG along with all the relevant details and method used for slide preparation.
11. Recipient will be required to sign and return the acknowledgement slip to LWG within one week of the receipt of loaned specimen(s).
12. If loaned specimens are required to be photographed, please take prior permission. Photography / image supply agreement can be downloaded from CSIR-NBRI website.
13. All the loaned specimens should be duly annotated prior to returning them to LWG by the recipient.
14. The specimen(s) should be packed properly to avoid any accidental damage during transit and should be accompanied with necessary documents / labels for smooth transit.
15. In case of any publication originating from the study of loaned specimen, proper citation of LWG and an acknowledgement should be mentioned. One copy of the publication should also be provided to LWG for its archive.