

UNCP Herbarium Policies

Herbarium Use

The herbarium is available to qualified enrolled students and qualified visitors (researchers, etc.), pending prior notification and consent of the Curator. The acquisition of quality plant specimens is an expensive and labor-intensive process and, given proper handling, specimens should last for perpetuity. The specimens are currently used for educational and research purposes. People who use the herbarium must respect the facilities and handle the specimens with utmost care, strictly adhering to these guidelines:

1. No smoking, eating, or drinking in the herbarium.
2. Do not bring any live or fresh plant material into the herbarium.

The only exception is the placement of plant presses, containing fresh plants, inside the drying ovens. As soon as the press is placed inside the oven, the oven must be switched on and left operating until the specimens are completely dry (≥ 4 days). The plant press must be immediately removed from the herbarium after the oven has been switched off. At no time, before or after drying, are plant presses containing plants to be stored in the herbarium.

Do not load plant presses with fresh plant material while inside the herbarium.

3. Specimens may not be added to the herbarium without consent of the Curator. This is to ensure that all specimens are processed properly to remove insects.
4. Specimens may be removed from the cabinets for examination. Specimens should be left in their folders and in a horizontal position when removed.
5. Wipe the top of the herbarium table with 70% alcohol before placing specimens on the table.
6. Keep the doors to the specimen cabinets securely closed except when physically removing specimens from their shelves.
7. Do not bend or tear the folders or specimens, and do not flip the specimens upside down, nor slide the specimens across each other.
8. Specimens are arranged alphabetically in this order: family, genus, species, county, and collector (last name). Do not reverse the order in which specimens are arranged in their folder.
9. Specimens must be properly refilled (see #8 above). Ask the Curator for assistance if necessary.
10. Specimens should not be left outside their cabinets for an extended period of time (> 4 hours) or overnight.

11. Specimens and reference books may not be removed from the herbarium unless give permission by the Curator.
12. Plant tissue or materials may not be removed from the specimens unless given permission by the Curator. Loose seeds and fruits should be placed in a seed envelope attached to the sheet. If no envelope is present, please ask the Curator for assistance.
13. Please notify the Curator about specimens in need of repair or suffering insect damage.

Acquisition of New Specimens

The herbarium curator must be notified before any specimen is added to the herbarium, and every specimen must be properly processed before placement in the herbarium. A good reference guide for standard herbarium techniques is the *Herbarium Handbook* (1998), edited by Diane Bridson and Leonard Forman.

Each specimen must be:

1. properly dried and pressed using standard herbarium techniques.
[Depending on plant water content, it may take the drying ovens (at max temperature) 4-7 days to thoroughly dry the plant. The more plant presses in the oven, the greater the drying time.]
2. sealed in newspaper and frozen for 72 hours at -20° C immediately before placement in the herbarium
3. accompanied by a label (e.g., 3 X 5 inches), made of acid-free, 100% paper. The label must include identification and collection information, written (preferably typewritten) in permanent ink
4. stored loosely in folded newspaper or mounted on a standard sheet of herbarium paper
5. mounted specimens must be pasted or attached to acid-free, 100% cotton herbarium paper (11.5 X 16.5 inches), and an identification label must be attached to the lower right-hand corner
6. stored flat in the cabinet designated for new specimens.

Specimen Loans

Because of the herbarium's small number of vouchers, specimens will be loaned only after careful consideration of the request. Loans will not be made to individuals but to institutions only and for research purposes. Please address formal requests to the herbarium curator, Dr. Lisa Kelly (910-521-6377, lisa.kelly@uncp.edu).