

## UNC Pembroke Herbarium (PEMB) 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. Keep the door to the herbarium facility closed.
3. Do NOT bring ANY plant material into the herbarium. This applies to dried pressed plants as well as to fresh plants. Specimens must be decontaminated at -70oC for 3 days before placing inside the herbarium.
4. Do NOT bring plant presses into the herbarium. The drying ovens and presses are located in another room, and all activity related to pressing plants should occur outside the herbarium.
5. 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.
6. Specimens may be removed from the cabinets for examination. Specimens should be left in their folders and in a horizontal position when removed.
7. Wipe the top of the herbarium table with 70% alcohol before placing specimens on the table. Make sure the table is dry before placing specimens on the table.
8. Keep the doors to the specimen cabinets securely closed except when physically removing specimens from their shelves.
9. Do not bend or tear the folders or specimens, and do not flip the specimens upside down, nor slide the specimens across each other.
10. 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.
11. Specimens must be properly filed (see #10 above). Ask the Curator for assistance if necessary.
12. Specimens should not be left outside their cabinets for an extended period of time (> **4 hours**) or overnight.

13. Specimens and reference books may not be removed from the herbarium unless give permission by the Curator.
14. 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 voucher sheet. If no envelope is present, please ask the Curator for assistance.
15. 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 inside newspaper and frozen for 3 days (72 hours) at  $-70^{\circ}$  C immediately before placement inside 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 director, Dr. Lisa Kelly (910-521-6377, [lisa.kelly@uncp.edu](mailto:lisa.kelly@uncp.edu))**.

*Dated January 2020*