

LOAN REGULATIONS

1. Upon receiving the requested material, please verify the content and return the receipt with a duly completed and signed copy.
2. Loans are sent for a maximum period of 1 year but we would appreciate returns in the shortest time possible. If necessary, a loan extension can be requested before the expiration of the loan.
3. Care should be taken to ensure preservation of the material and returning to IBB in the conditions it was sent. During the return of the loan, it is also important to take care of packaging to ensure good conservation.
4. Type specimens and historical collections are not on loan (except Sennen collection). In the case of types, a digital reproduction will be send. Any review must be notified by e-mail to the Curator.
5. To subrogate loans is forbidden and, therefore, it is not possible to remove specimens from the institution receiving the loan.
6. Failure to comply with these rules will affect sending subsequent requests.

SPECIMENS' MANIPULATION RULES

7. Do not carry out any preparation, cleaning, extraction or dissection of herbarium specimens without authorization, and always under the supervision of the herbarium Curator. Check destructive sampling rules for more information.
8. Under no circumstances specimens' folders will be changed, therefore materials have to be returned with the original folders.
9. The specimens should be treated with the maximum care and attention and should not be turned over, as with the pages of a book.

REVISION RULES

10. Specialists should use labels to add any annotation review on the specimen, indicating their name, date of review and the institution of origin. In no event they shall write or make marks on the labels that are already in the sheet.
11. In case of detecting the existence of more than one taxon in one sheet, use a pencil to write a number or letter next to each specimen. The same number or letter will be used to identify each specimen in the corresponding review label.

PUBLICATION AND PHOTOGRAPHY RULES

12. To cite and describe specimens in any publication, the acronym BC and the number of corresponding specimen (for historical herbaria, BC- "name of historical herbarium" - sheet number) should be noted.
13. It is necessary to ask permission to take photographs of the specimens. In the case of historical herbaria (except Sennen collection) it is NOT allowed to take pictures with flash.
14. The publications based on herbarium specimens should include acknowledgments to the herbarium. It would also be advisable to send a copy of such publications to the library of the IBB.