

From October 2014

General Loan Regulation Policy

The Herbarium of the Department of Life Sciences of the Faculty of Sciences and Technology of the University of Coimbra (COI) is available for research by colleagues from recognised research institutes, including their students with experience of handling specimens.

At the moment COI does not have enough logistic power to attend all requests and loans. **Those that benefit the Herbarium or involve it as a partner in projects** will be considered by the Advisory Committee (COACH) and the Curator.

To study COI plant material implies accepting:

1. Referring to the provenance of the plant material in any publication
2. Sending to COI the reference(s) to any publication citing COI material or, when possible, copy of the publication (especially when COI material was typified).
3. New labels Conf./Det. must be placed on the specimens; please, use neat and clear labels and of sensible size.
4. Any dissected material should be replaced in a capsule on the specimen.
5. Loans should be returned within 12 months; further 6 months can be requested.

Policy on destructive sampling

Removal of any part of plant material for further research (e.g. chemical, palynological, anatomical) is subjected to prior permission by the Curator. When permission is granted a label must added to the specimen indicating the removal of material:

Material removed:
Research:
Researcher: Date:

Loans

Any researcher wishing to study material from COI should ask the Curator of his/her Herbarium to complete the form below and sign the request. Please, e-mail this request to the Curator at COI (fsales@bot.uc.pt) for approval.

Loan ID				
Institute/Herbarium				
Address Line 1				
Address Line 2				
Postcode				
Telephone				
City				
Country				
Curator name				
Curator email				
Material on loan (please, attach list of species)	Flowering plants		Mosses	
	Gymnosperms		Lichens	
	Ferns		Fungi	

Researcher ID

Status (* students, please, indicate supervisor)			
Staff		Student-PhD*	
Student-Undergraduate*		Post-doctoral researcher	
Student-MSc*		Other (please state)	

Please give area of research (NOTE: consider COI limitations stated above to major requests)	
Monographic	
Floristic	
Other (please state)	
Special requests: (NOTE: please, read the visitor policy on destructive sampling)	
Material for DNA analysis	
Material for pollen analysis	
Material for general SEM	
Material for anatomy	
Photography	

For approval

I agree to accept the terms and conditions here described relating to the use of the plant material of the Herbarium of the Department of Life Sciences of the Faculty of Sciences and Technology of the Coimbra University (COI).

Signature of Curator: _____

Signature of researcher: _____

Signature of supervisor: _____
(for students)

Date: _____

For your request, please, e-mail the completed and signed forms above to the Curator fsales@bot.uc.pt for approval.

Approval: _____

Fátima Sales
(Curator)