

From October 2014

General Visitor 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 consultation 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. The use of neat and clear labels and of sensible size.
4. Any dissected material should be placed in a capsule on the specimen.
5. Visitors should ask staff for plant material from the cupboards and leave aside those with new determinations or typified.

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:

Visitors

Regular facility hours are: 9:00-13:00, 14:00-18:00; Monday – Friday

Any visitor wishing to use the Herbarium must complete the form below. Please, e-mail the completed and signed form to the curator fsales@bot.uc.pt for approval.

Visitor ID

Title	Prof.	Dr	Mr	Mrs	Miss	Ms
First (given) name						
Last (family) name						
Email						
Telephone						
Address Line 1						
Address Line 2						
Postcode						
City						
Country						
Status (* students, please, indicate supervisor)						
Staff		Student-PhD*				
Student-Undergraduate*		Post-doctoral researcher				
Student-MSc*		Other (please state)				

Visit ID

Dates of visit		Duration of visit	
Work related		Educational	
Please give area of research (NOTE: consider COI limitations stated above to major requests)			
Monographic (please, specify genus/species)			

Floristic (please, specify Geographical area)	
Cryptogams	
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	

Approval

I agree to be bound by the terms and conditions relating to the use of the Herbarium of the Department of Life Sciences of the Faculty of Sciences and Technology of the Coimbra University (COI). I am aware that authorized staff reserves the right to refuse my access if I will constitute a risk to the collections, procedures, equipment or other users.

Signature of Visitor: _____

Date: _____

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

Approval: _____

Fátima Sales
(Curadora)