



NTNU

Museum of Natural History  
and Archaeology

## Regulations for loans

The Museum of Natural History and Archaeology at Norwegian University of Science and Technology (Herbarium TRH) holds plant materials for scientific studies. TRH seeks to serve the taxonomic community. Loans are regulated by the following protocol.

1. Requests for loans will be accepted only from herbaria listed in Index Herbariorum, for use in the research by reputable scientists or their graduate students. An informative and concise loan request is the key to successful fulfilment.
2. Requests are addressed to the Curator of the collection.
3. Loans are made for one year. Extension of the loan can be made upon request. Loans may be recalled. Loans must not be transferred to another herbarium.
4. Herbarium sheets or envelopes lent for taxonomic investigations, before their return, should be **properly annotated by the researcher**. All annotations should be made on labels with permanent ink and attached to the specimen. Annotations should bear, at least, the accepted name of the taxon, the name of the researcher, and the date of identification.
5. If any portion of the specimens is to be removed, you must ask for approval of the Curator and follow our **Policy for Destructive Sampling of Herbarium Specimens**.
6. When the loan arrives, the box must be opened as soon as possible, and the contents must be verified by checking against the packing list. The copy of the packing list or invoice should then be signed by the Curator and returned to TRH. The list can be returned by mail, by fax, or the signed list can be scanned and sent as an e-mail attachment. Please save the shipping box and packing material, and use these when returning the loan to TRH.
7. When the loan is ready to be returned, please control the number of specimens against the packing list and be sure that annotation labels are secured to each specimen. Bundle and pack the material properly. Return a copy of the invoice indicating the date when the return shipment was made.