

Herbarium protocol (2023 version)

The herbarium is available for the department, the university, and other institutions. This is a valuable resource and we must have procedures in place to maintain the integrity of this resource. Below are a few provisions that should be kept in place to maintain the integrity of this asset.

- The expectation is that the curator is to be informed if the space is to be used.
- The preferred form of communication with the curator is a simple email about how and when one intends to use the space.
- As the herbarium is a community resource it is expected that users of the herbarium will be collegial. This is common space and a multipurpose area. There may be more than one person using the same herbarium resources during a semester. It is expected if one is going to use the space or is planning to use the space during the semester you will need to communicate with the people who are or will be using the herbarium. The curator can inform you of who is also using the herbarium.
 - Shared space collegiality examples
 - As an example, if during the herbarium's digitization project (begun in 2021) if other herbarium users did not communicate with individuals undertaking this digitization venture it would have made for problems getting the samples inventoried.
 - Likewise, if the curator must remind faculty frequently about coordinating their use of the herbarium it would make a difficult environment for the others using the herbarium and is certainly not collegiate.
- In addition, when the individual is done using the resource it is expected the individual will return the space to how it was prior to the individual's use in a timely manner.
 - For example, the plant drier is not permanent storage space, it is meant to dry plants over the short term (perhaps 1-2 weeks). Excessive storage, namely a several month period is not considerate to fellow faculty.
- SLRO collections should stay within the herbarium. If there is a need to remove them the curator of the herbarium is to be notified so that a sign out procedure can be followed.
- If new plants/collections are to be brought into the herbarium the curator should be notified, as insects brought into the herbarium on other collections can damage the SLRO collections.
- Individuals outside the institution will obtain loans through the curator.
- Proper care of the SLRO specimens are expected. Once the database is online and available beyond the university it will be extremely important to maintain the integrity of all the samples in the herbarium.
- Users should be able to demonstrate a level of care in handling herbarium collections to the curator before accessing the SLRO collections (this can be done on an as need basis). Users are expected not to damage the collections due to carelessness. Some of the samples are extremely delicate and will require extra care and diligence on the part of the user. It is expected all users will treat these samples accordingly. As some collections can be delicate it is understood that accidents will happen, the curator can use his/her judgment to identify cases where damage was not due to carelessness. If individuals have difficulty treating the collections with care, high resolution digital images will be available to them.

- Users of the herbarium are expected to register their activity by signing the logbook.
- If materials/supplies are to be used from the herbarium for teaching/scholarship, (i.e. herbarium presses, blotters and other supplies) it is to be signed out by means of sending a descriptive email as to what is being used to the curator. When the supplies are returned sign the material back in to the herbarium likewise by emailing the curator as to what has been returned (i.e. number of plant presses, and etc.). It is expected that these items will be returned in a timely fashion.