THE HERBARIUM

KSCSTE-KERALA FOREST RESEARCH INSTITUTE (KFRI)

PEECHI, THRISSUR, KERALA - 680 653
INDIA

Instructions for loans from the herbarium KFRI

1. A copy of this instruction leaflet should be given to the researcher working with the loaned material.

2. No more than 5 lots of specimens may be requested in a single loan request.

3. Type specimens are not loaned except under unusual situations at the discretion of the Curator. High resolution digital images of type specimens can be provided on request.

4. Students/fellows and others not in permanent employment will only receive loans in the name of their concerned authority/head of the institution. In case of major investigations/examinations of bulk samples, researchers are encouraged to visit the KFRI herbarium for their studies.

5. As this loan is granted to the institution not to an individual, the receiving institution accepts responsibility for the safe custody and return of the specimens.

6. Loan material must not be removed from the institution to which it is on loan. The recipient may not transfer loaned specimens, parts, or derivatives thereof to any party without prior written consent from KFRI.

7. Material preserved in the liquid must be maintained in the same medium and not allowed to dry out.

8. The loan period is indicated on the loan form, and an extension may be granted upon request. Before the deadline expires, a request may be made in writing or by e-mail to the Herbarium curator.

9. Material cannot be removed for destructive sampling without the KFRI curator's special permission (Strictly prohibited in Type materials). This comprises the removal of material for chemical, DNA extraction, anatomical studies etc. If material is removed, please mark the location with a pencil; in the case of mounted material, you might delineate the contour on the sheet. The output data, such as SEM/TEM images, sequences, prepared microscope slides, etc., must be submitted to the KFRI.

10. Each returned specimen should have annotation slips attached, preferably using paper clips rather than glue and written legibly in permanent ink. The annotator's name, the name of their institution, and the date of the annotation should at the very least appear on the annotation label. Where specimens were sampled destructively, the project for which this was done should be given, e.g. "sampled for molecular phylogenetic work" or "sampled for anatomical studies".

11. The lending institution, KFRI, should be acknowledged in any publications or other materials that present results derived from using the loaned specimens. Reprints resulting from the study of material should be sent to the KFRI library.

12. Specimens must be carefully packed to avoid damage in transit. Please notify us separately (e-mail with tracking id, if any) that you are returning the loan.

I, …….. read the above mentioned instructions carefully and received …….. Herbarium specimens/samples in good condition and loan to be return by the due date.

Date:

Place: Signature with seal

After receiving the specimens, please sign and return one copy of this instruction leaflet along with the outgoing loan agreement form. Return to: ***Curator of the Herbarium, Herbarium KFRI, KSCSTE-Kerala Forest Research Institute, Peechi - 680 653, Thrissur, Kerala, India.***