



Western Australian Herbarium Specimen Loan Policy

Specimens from the Western Australian Herbarium (PERTH) are available on loan for scientific research as long as the safety and integrity of the specimens are not compromised. Loans are issued primarily for taxonomic and systematic studies, however requests for other types of studies, for example palynological, ecological, ethnobotanical or historical may be considered if alternative sources of suitable material are not available. Loan requests for specimens for DNA or phytochemical sampling or anatomical studies may be considered – refer to the *PERTH Destructive Sampling Policy and Agreement* for further information which is available on the Western Australian Herbarium homepage (<http://www.dpaw.wa.gov.au/plants-and-animals/wa-herbarium>).

Note that the *Convention on International Trade in Endangered Species of Wild Fauna and Flora and Australian Environment Protection & Biodiversity Conservation Act 1999* control the movement of specimens and parts of specimens of some taxa. Specimens or samples can be sent only to registered scientific institutions. For information on registration and registered organisation's see <http://www.environment.gov.au/topics/biodiversity/wildlife-trade/trading-and-out-australia/non-commercial-trade/scientific>.

General conditions

1. Requests will only be considered from institutions listed with Index Herbariorum <http://sciweb.nybg.org/science2/IndexHerbariorum.asp>.
2. Requests will only be considered from non-Australian institutions if listed with either CITES or the Department of Environment <http://www.environment.gov.au/topics/biodiversity/wildlife-trade/trading-and-out-australia/non-commercial-trade/scientific>.
3. Loan requests are negotiated with, and agreement made, between Herbaria, not with individual researchers.
4. Loan requests must be made in writing on institutional letterhead by the Head (or delegated officer) of the borrowing institution. Requests must be addressed to the Curator, Dr Kevin Thiele Kevin.Thiele@dpaw.wa.gov.au and include the following information:
 - a. The name(s) of the researcher(s) on whose behalf the loan is requested;
 - b. A brief description of the research being undertaken, its relationship to any wider projects (e.g. national or regional floras) and any associated commercial arrangements;
 - c. A list of specimens or taxa required, including synonyms, along with other requirements such as specific geographic regions or the inclusion of separate fruits or material preserved in liquid;
 - d. Full citation of type specimens, including the basionym and protologue.
5. Requests for specimens are considered on a case-by-case basis and according to the merits of the request and availability of material at PERTH. Every effort will be made to accommodate the needs of researchers where requests are in accordance with this policy. For large or complicated requests, researchers are encouraged to visit the herbarium to select specimens for loan.
6. Requests will be considered only where secure transport and storage arrangements acceptable to the PERTH exist.

7. Where approved, loans are subject to PERTH's Loan Conditions. The Head (or delegated officer) of the borrowing herbarium is responsible for the safe custody and return of specimens.
8. PERTH provides no warranty and accepts no responsibility or liability for the suitability of the loaned material, data or derived data. Assessment of the suitability of the loaned material and data for intended use is the responsibility of the receiving institution or researcher.
9. PERTH does not maintain a record on the history of individual specimens in regard to its collection or treatment methods.
10. All specimens loaned to PERTH are subject to cold treatment at -18 degrees Celsius at a minimum of 7 consecutive days (except specimens in alcohol). This is an Australian government quarantine requirement for herbarium material arriving at PERTH. Specimens may also be subject to periodic freezing as part of PERTH's Integrated Pest Management program.