

Loan Conditions

All loans by the Natural History Museum, Vienna are made subject to the following conditions:

1. Loans are made for **one year** to properly accredited botanical institutions (or departments) engaged in taxonomic research. **Loans ordinarily are not made to individuals.**

2. Loaned specimens must be returned at the earliest opportunity, wrapped in their original flimsies (folders) and securely packed in stable boxes to avoid damage in transit and accompanied by any necessary CITES documentation. The borrower is held responsible for the return of the specimens in an undamaged condition. An extension of the loan period may be granted following a written request.

3. A Recipient may not commercialize loaned specimens or any parts or derivatives thereof.

[Commercialization shall include, but not be limited to, the following activities: sale, filing a patent application, obtaining or transferring intellectual property rights or other tangible or intangible rights by sale or license or in any other manner, commencement of product development, conducting market research, and seeking pre-market approval.]

4. Loaned specimens or any parts or derivatives thereof must not be transferred to any other herbarium or party without the prior written permission of the Natural History Museum, Vienna. **Loaned specimens must not be removed from the establishment to which they have been consigned.**

5. While on loan, our specimens must be stored in a way that will protect them from insects, humidity and other damage. **It is not allowed to treat them with micro-waves.** They must be handled with great care and not bent, cut, folded or laid face downwards. All essential cleaning and repair will be done in Vienna before the loan is sent. Any further cleaning or repair should not be attempted. If small portions have become detached, please place the loose material in the attached paper capsule. If more serious damage has occurred please inform us immediately.

6. All types are imaged in Vienna prior to sending on loan. Except during actual examination, all specimens (including types) must remain in their folders. Type material and historical specimens must not be dissected without prior written permission.

7. The dissection of reasonable portions of non-type specimens is normally permitted only when there is enough material available, provided that all dissected material remains with the sheet (placed in the attached paper capsule) and is returned to Vienna. Care must be taken not to damage the scientific value of the specimen. It is our desire to receive photocopies of any drawings, as well as any photographs derived from our specimens.

8. Once on loan, the permanent removal of parts of any specimens for studies in palynology, anatomy, phytochemistry, etc. is not permitted without prior written permission.

9. The removal of plant material from the loaned specimens for DNA extraction is not allowed! Material for DNA extraction can only be taken by the curators of the Botanical Department of the Natural History Museum, Vienna, after your written request.

10. As far as possible, all loaned specimens should be annotated: a Determinavit, Confirmavit or Project ('Seen for ...') slip should be attached (glued) to every sheet before returned to Vienna. Determinavit slips should normally not exceed the size of 10 × 3.5 cm, and should show determination, signature, acronym of the home institution and date, either printed or legibly written in **permanent ink**. When specimens of more than one taxon or several collections are mounted on one sheet, separate slips should be provided for each. Except for the distinction of the various elements of such a mixture, no marks should be made on the sheets themselves. **Existing labels, notes, etc. must not be removed, covered, altered or in any way defaced.** Loan numbers may be penciled on the sheet but should be erased before returning the loan.

11. All types should be annotated with the Basionym and the citation of the place of publication of the basionym. Lectotype annotations should include citation of both the original publication and the lectotypification.

Please sign below, detach and return the slip to Vienna (Herb. W).

I agree to comply fully with the conditions governing loans from the Herbarium W (Vienna).

Signed Date
(Researcher)

Signed Date
(Head or Collections Manager of the Recipient Institution)