

DENVER BOTANIC GARDENS

Kathryn Kalmbach Herbarium of Vascular Plants (KHD)
Sam Mitchel Herbarium of Fungi (DBG)
1085 York Street Denver, CO
80206, USA

Permission for shipment granted by:

Collection providing loan

KHD (Vascular Plants)

DBG (Fungi)

Signature

Date

SHIPPING NOTICE

Recipient (Primary)

Recipient (Secondary)

Address Line 1

Address Line 2

Address Line 3

City, State, Zip

We are sending to you, by library rate, the specimens indicated below. Upon arrival of the shipment kindly verify its contents and acknowledge receipt by signing and returning the duplicate of this form.

This material has been sent:

Destructive sampling permitted

YES

NO

As a gift.

As a loan. Loan due back:

If yes, please sign and return the additional attached policy regarding destructive sampling.

In return of borrowed material.

In exchange. Our records show a balance of ____ specimens in your/our favor.

For examination and annotation at our request.

Description of loan and stipulations

If specimens are used for publication please site appropriate herbarium (KHD or DBG) in the manuscript. Notify Denver Botanic Gardens of publication and send an electronic copy for our records.

I have received the shipment and I accept the Denver Botanic Gardens Herbaria Outgoing Loan Agreement on the following page.

Please sign and return.

Recipient Signature

Date

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Description of specimens:

List of Specimen Catalog Numbers (Barcodes):

Labels and images of specimens are digitized and available on [SEINet](#)

High resolution images are available, please send requests to Database Associate, Rick Levy at richard.levy@botanicgardens.org

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OUTGOING LOAN AGREEMENT

1. Loans will normally be made for a period of one year or less. If extensions to the initial period are requested, they must be reviewed by the Head Curator of Herbaria and written documentation of the extension provided. The Head Curator reserves the right to terminate a loan at any time before its expiration with reasonable notice to the borrower.
2. Specimens will be returned via the same method of shipment as they were sent unless other arrangements are agreed to in writing.
3. Damages, whether in transit or on the borrower's premises and regardless of cause, shall be immediately reported to Denver Botanic Gardens Herbaria.
4. Specimens may not be cleaned, repaired, retouched or altered in any way except with the written permission of Denver Botanic Gardens Herbaria. Denver Botanic Gardens Herbaria's identifying marks on the specimens will not be removed without written permission.
5. Specimens covered in this Agreement may be photographed only for record and publicity purposes, reproduction in an exhibition catalog, or for research/scholarly publications, unless different restrictions are attached in writing. Notice of copyright in Denver Botanic Gardens Herbaria will be prominent on any such publication if copyrighted works are included. Notice shall also indicate that the objects are on loan from the Denver Botanic Gardens Herbaria. The borrower assumes full legal responsibility for any infringement of literary, copyright or publication rights.
6. Electronic or hard copy of any publication referencing or illustrating Denver Botanic Gardens Herbaria specimens must be provided to the Denver Botanic Gardens without cost and full credit must be given.
7. No object, exhibit or reproduction of a specimen will be used in the promotion of a product or service for any purposes which imply the endorsement of the said service or product by the Denver Botanic Gardens. Any request for use of a specimen for promotional purposes will be reviewed and approved in writing by the Denver Botanic Gardens.
8. Denver Botanic Gardens Herbaria reserves the right to set any additional conditions or restrictions related to packing, shipping, insurance, exhibition installation, storage, handling, environmental controls and security of the loan specimens which it deems necessary.
9. Loans shall not be transferred by the borrower to another institution without written permission of the Denver Botanic Gardens Herbaria.
10. Specimen stability will be assessed before leaving and upon return to the Denver Botanic Gardens Herbaria. Denver Botanic Gardens Herbaria expects that borrowers will treat loaned spec with the highest standards of care.
11. The parties agree that faxed or scanned signatures shall be legally binding and of the same force and effect as original signatures.
12. All specimens should be annotated before they are returned. Annotation labels should include the determination, name of the investigator, and date of identification. In addition, type specimens should be annotated with the kind of type (holotype, isotype, lectotype, etc.), the basionym, author, and citation of the place of publication of the basionym. Annotation labels should be typed, printed, or legibly written in indelible ink. Ball-point pens should not be used. Labels must be on archival quality paper and affixed to the specimen so that existing labels, notes, or other annotations on the sheet are not defaced or covered. Specimens that cannot be accurately named or those belonging to groups other than the ones under consideration should be annotated as far as possible.

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DESTRUCTIVE SAMPLING OF HERBARIUM SPECIMENS Policy Statement

Herbaria are cared for and maintained in conditions intended to preserve and extend their physical integrity. The Gardens seeks to manage and mitigate this risk while balancing the need for reasonable access. Destructive sampling will be approved on a case-by-case basis by the Head Curator or Director of Research and Conservation. No material may be removed from specimens without prior consent of the Head Curator or Director of Research and Conservation. The Gardens reserves the right to refuse to provide samples from collections in its care for any reason, at its sole discretion.

Destructive sampling is allowed only for supporting scientific research. Samples taken from herbarium specimens are not available for commercial gain, for example bioprospecting endeavors, screening for genes of agricultural interest, or any other potential commercial application. The researcher must have made a diligent and good faith effort to obtain appropriate material for extraction from other sources (field collections, horticultural sources, other herbaria, etc.). The researcher must have experience with laboratory techniques and characteristics of their group to insure a reasonable probability of success with the material.

As a condition of release of any material, each applicant agrees to abide by the conditions stated below.

- 1.** Leaf material, pollen, spores, fungal tissue, flowers, fruits, etc. may be removed from specimens only when adequate material is available. Care must be taken not to damage the scientific value of the specimen.
 - a.** If material is available in packets, this material should be used first.
 - b.** Only the minimum amount of material needed may be taken.
- 2.** Material may not be removed from type collections, historical specimens, or from taxa represented in the herbaria by less than three collections, except in rare instances, then only by herbaria staff.
- 3.** Each specimen must be annotated indicating the material removed, the nature of the study, the researcher's name and institutional affiliation, the date and identification of the specimen accepted by the researcher.
- 4.** Material may not be removed from a specimen for a second time if the nature of the study is the same. Exceptions may be made when there is additional leaf material or fungal tissue for DNA studies associated with the specimen.
- 5.** Approval to pass material provided by the Gardens or extracted DNA from said material to third parties must be obtained in advance. This action will require a new material transfer agreement with the third party approved by the Head Curator.
- 6.** Acknowledge the Denver Botanic Gardens or using the appropriate herbarium acronym (KHD or DBG) and each individual collector of the material provided in each publication in which data is used. An electronic copy of the publication should be sent to the Head Curator or Director of Research and Conservation.
- 7.** Register DNA sequences with GenBank/EMBL accession numbers. If no publication results from the study, accession numbers must be reported to the Head Curator.
- 8.** Acknowledge the material is provided by the Gardens without any warranty of any kind whatsoever.
- 9.** Denver Botanic Gardens reserves the right to request, at no cost to Denver Botanic Gardens, full access to DNA or sequence material or images originally obtained from Gardens specimens.

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**DESTRUCTIVE SAMPLING OF HERBARIUM SPECIMENS
Authorization Form**

I certify that I have read and understood the above restrictions and agree that I
will conform to all of the regulations of Denver Botanic Gardens.

Accepted:

[Printed Name of Institution]

[Printed Name]

[Signature]

[Date]

[Specimens to be sampled]

Please complete and return to: (email is acceptable)

Jennifer Ackerfield
Head Curator of Gardens' Herbaria
Denver Botanic Gardens
1085 York Street
Denver, CO 80206
jennifer.ackerfield@botanicgardens.org