

SANBI POLICY DOCUMENT

DIVISION: Biosystematics Research and Biodiversity Collections	POLICY NUMBER: B3
EFFECTIVE DATE: 1 February 2015	LAST AMENDED: 15 January 2015

VISITORS TO THE HERBARIUM: GUIDELINES AND REGULATIONS

Background SANBI maintains ± 2 175 000 specimens in the three herbaria under its care and has the ethical and legal responsibility to ensure that these collections are secure and protected. To fulfil this responsibility SANBI, through its Biosystematics Research and Biodiversity Collections Division, has to take steps to guide the preservation of its collections. Staff in the Division achieves this through guidelines in Policy D3 on security and protection of herbarium collections and Policy B2 on visiting researchers using the herbarium collections. In addition, staff also guides visitors (non-researchers) on herbarium practices.

Aims of the policy To standardise procedures for visits to SANBI herbarium collections. To outline conditions for visiting and consulting the herbarium collections.

- Policy**
- Visitors include individuals from the general public, schools or universities.
 - For visits by scientists, please consult Policy B2 on visiting researchers using the herbarium collection.
 - A brief orientation to the herbarium will be presented before tours.
 - First time visitors will be informed of how the herbarium system works and on handling of herbarium specimens.
 - No food and/or drinks may be brought into the herbarium collection areas. Smoking is prohibited.
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- Process**
- Visits are to be made via appointments through the office of the Curator or delegated staff (Information officer); preferably well in advance of the planned visit.
 - Visitors to announce themselves to the Curator or staff delegate.
 - Visitors are to check in at reception by signing the visitor's book.
 - Visitors are then guided to the collections.
 - Visitors may not handle specimens without permission.
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