

## ADDENDUM 2

### SUMMARY: CONDITIONS FOR VISITING RESEARCHERS CONSULTING SANBI HERBARIUM COLLECTIONS

The Addendum is a summary of the Conditions in Policy B2 on **Visiting Researchers using the Herbarium Collections** accessible on <http://www.sanbi.org.za/biodiversity-science/foundations-biodiversity/biosystematics-collections/biosystematics-policies>

**Please make sure you read, understand and abide by the conditions listed in this summary.**

1. No food and drinks may be brought into the Herbarium. No smoking is allowed.
2. Please announce yourself to the Curator or staff member with whom you made the appointment.  
If it is your first visit s/he will explain to you how the herbarium system works and provide guidance on the handling of herbarium specimens.
3. Visitors are required to sign in at reception on entering the building and to sign the Visitors' book within the herbarium or herbarium wing.
4. All dried material must be decontaminated prior to bringing it into the collection to prevent insect infestations. Batches of specimens for identification will be placed in a freezer for a minimum of 48 hours before they become available to take into the collection.
5. Specimens should be handled according to accepted herbarium practices.
  - 5.1 Always treat specimens as a priceless, irreplaceable scientific resource.
  - 5.2 Remove the whole batch of specimens from a pigeon hole, not parts of a batch.
  - 5.3 Keep the specimens face upwards.
  - 5.4 Do not flip specimens over like the pages of a book.
  - 5.5 Hold specimens at both ends, rather than the base. This prevents the bending of the mounting board and damage to the specimen.
  - 5.6 Specimens must not be taken out of the herbarium.
  - 5.7 Do not remove material from specimens without the permission of the Curator.
  - 5.8 Dissection of type material is not allowed.
  - 5.9 As far as possible, specimens studied should be determined. *Determinavit/Confirmavit* labels are available on request.
  - 5.10 Annotated specimens must be kept aside and brought to the attention of herbarium staff for changes in BRAHMS database and re-filing.
6. Visitors may take photographs of specimens.
7. Loans  
Visiting Researchers may select specimens for loan to a Recipient Institution. A letter requesting a loan and signed by the Collections Manager of the Recipient Institution is required before the loan can be processed.
8. Health and Safety: Note that specimens may have been treated with chemicals (e.g. DDT) at some time to deter insect infestation. Appropriate care should be taken when working with these specimens.