



## Royal Botanic Garden Edinburgh

### Policy: Sampling from the Herbarium Collection

The following applies to the use of the Herbarium Collection where destructive sampling is undertaken (the removal of any part of a plant/fungal material for any purpose).

Around 3 million specimens are housed in the Edinburgh Herbarium. Databased and imaged specimens are accessed on our online catalogue (<https://data.rbge.org.uk/herb>) or by staff using the Herbarium Collection Management System (Specify).

- **Researchers / students must submit a 'Request for destructive sampling of material in the Herbarium'** form together with a completed '**Conditions of use of material derived from the RBGE Herbarium**' form. The forms are included below.

**Email both forms to:** [herbarium@rbge.org.uk](mailto:herbarium@rbge.org.uk)

- Requests should specify the type of material required and **must** provide a short paragraph describing the nature of the research.
- RBGE Herbarium will only consider destructive sampling requests from recognised institutes. The number of samples per request will be limited.
- No material will be taken from Type Specimens, "historically important" specimens, or specimens *dried in alcohol*.
- All herbarium specimens to be sampled must be accessioned (mounted, packeted, barcoded etc).
- **If approved the material requested will usually be sampled by a member of the Herbarium Team.**
- All sampling will be recorded in the Herbarium Collection Management System (Specify) for future reference and specimens will be annotated.
- Loan requests for morphological study are subject to additional approval. See: [www.rbge.org.uk/science-and-conservation/herbarium/accessing-the-collections/loans/loans-policy/](http://www.rbge.org.uk/science-and-conservation/herbarium/accessing-the-collections/loans/loans-policy/)
- Recipients outside the UK should check and inform the Herbarium of any import restrictions that apply to the recipients' country, with the application.
- For requests for material from the Living Collection visit: <https://data.rbge.org.uk/search/livingcollection/>

### How to cite a specimen:

"... a specimen of *Betula pendula* from the Herbarium of the Royal Botanic Garden Edinburgh (E)  
(<http://data.rbge.org.uk/herb/E00316173>) ..."

"... a specimen of *Betula pendula* from the Royal Botanic Garden Edinburgh (RBGE) (E00316173) ..."

# Request for destructive sampling of material in the Herbarium Collection



Royal  
Botanic Garden  
Edinburgh

Name:	
Email address	
Status (student, researcher)	
Supervisor including email	

<i>For RBGE office use only</i>	Specify ID:	Internal Contact:
---------------------------------	-------------	-------------------

<b>Type(s) of material to be sampled:</b>
<input type="checkbox"/> Herbarium specimens (Vascular Plants) <input type="checkbox"/> Herbarium specimens (Cryptogams) <input type="checkbox"/> Silica-dried collection <input type="checkbox"/> Spirit collection
<b>Description of research aims and methods:</b>

PLEASE TURN OVER AND COMPLETE FORM



## Conditions of Use of material derived from the RBGE Herbarium



Royal  
Botanic Garden  
Edinburgh

1. In response to the Convention on Biological Diversity (CBD), the RBGE supplies plant material, including seeds, DNA and pollen samples on condition that:

- a) The plant material is used for the common good in areas of Research, Education, Conservation and the development of Botanic Gardens.
- b) Access to material from RBGE's Collection is for non-commercial use only. If the recipient seeks to commercialise the genetic material, its products or resources derived from it, then written permission must be sought from the RBGE. Such commercialism will be subject to the conditions of a separate agreement.
- c) The genetic material, its products or resources deriving from it are not passed on to a third party for commercialisation without written permission from the country of origin and RBGE, in accordance with the Convention on Biological Diversity

2. It is a condition of supply that any publication resulting from the use of plant material should acknowledge the Royal Botanic Garden Edinburgh as supplier or be published in collaboration with staff from RBGE. A copy of any publication, report or data gained from the material **MUST** be lodged with the Royal Botanic Garden Edinburgh via [herbarium@rbge.org.uk](mailto:herbarium@rbge.org.uk) and any data (including molecular) submitted to an aggregator, e.g. NCBI, should include the stable URI identifier in the voucher information.

3. Where palynological or anatomical preparations are made, duplicate slides or, in the case of SEM/TEM work, high quality photographs must be sent to RBGE.

4. Nagoya Protocol Compliance: from 12th October 2014 plant material requested from RBGE may be subject to Prior Informed Consent from the country of origin. Any permissions and conditions of use will be advised before release and if there are any restrictions it will not be made available. RBGE reserves the right to refuse, without explanation, if necessary, to supply genetic resources to a recipient.

5. The Royal Botanic Garden Edinburgh cannot guarantee the material as verified.

### Personal data

RBGE will process your personal data for the purposes of managing the Collections.

**I agree to comply with the conditions above.**

**Please return this form to:**

Herbarium Sampling, Herbarium Office, Royal Botanic Garden Edinburgh Herbarium, 20A Inverleith Row, Edinburgh, EH3 5LR, U.K.

--- OR ---

Email attachment as a JPEG or PDF to [herbarium@rbge.org.uk](mailto:herbarium@rbge.org.uk)

*For more information see our **privacy notice** at [www.rbge.org.uk/privacy-notice](http://www.rbge.org.uk/privacy-notice)*



Name:	
Position of Representative:	
Organisation:	
Index Herbariorum Code	
Department:	
Address:	
Post/Zip code:	
EORI number:	
Country:	
Tel. Number:	
Email:	
Signed:	
Date:	

**For RBGE office use only:**

Specify id	
Internal contact	