**FOR VISITORS WORKING IN THE RBGE HERBARIUM**

In the early spring of 2014, the herbarium was tested for Mercuric Chloride and Arsenic. The assessment concluded that the risk from inhalation was negligible and that from dermal absorption was low. White lab coats, a barrier cream and gloves are available in the Herbarium Office. We would also encourage visitors to wash their hands directly after working in the Herbarium.

**annotations** **–** When annotating specimens, use archival Det/Fide slips and an archival quality pen.

* Individual, archival gummed annotation slips can be found in the top drawers next to the workstations, and archival pens can be provided by Herbarium staff.
* Please do not glue annotation slips to the specimens but attach them with a paperclip.
* Please do not write on the specimens, or their labels.

**specimens –** Please leave any specimens which you have annotated at your workstation so that our database can be updated. This includes type specimens. Det slips can be found in the top drawers around the Herbarium.

**replacing folders –** Specimens with names that **you** have changed will have to be re-curated. Please do not put them back into their original folders. If you are unsure about replacing Herbarium material into the cabinets, please leave it on the workstation where it will be attended to by a member of the Herbarium staff.

**herbarium hours –** Monday to Wednesday 8:00 to 18:45, Thursday 8:00 to 20:15, Friday 8:00 to 17:45.

**garden opening hours –** November to January 10:00-16:00; February to October 10:00-17:00; March to September 10:00-18:00. The Glasshouses are closed due to the Biomes project.

**sampling –** Visitors should **not** remove material for anatomical, chemical or molecular studies without permission from the Herbarium curator. Generally, the removal of material is treated as **Destructive Sampling**, the RBGE Destructive Sampling Policy can be found on our website at <http://www.rbge.org.uk/science/herbarium/destructive-sampling-requests>. Please consult Herbarium staff before removing any material from specimens.

**arrangement** **–** The families in the RBGE herbarium follow the **Angiosperm Phylogeny Group** **II** system. Lower plants and families **1 – 162** are on the 1st floor, families **163 – 479** are on the 2nd floor. The British collection is separate and ordered alphabetically by Genera.

**Fire alarms** are tested every Wednesday morning. There is no need to vacate the building then unless the alarms are prolonged. If you hear the fire alarm any other time, please leave the building immediately via the main stairs, or the back stairs (whichever is nearer), through the exit in the basement and around the building to Muster Point 4 in the Garden. When working in the herbarium extension, please use the stairs at the front of the building and out through the carpark to the main road and Muster Point 5.

**Food and drink are not permitted in the Herbarium except for a water bottle with a secure top.**

**A drinking water tap to refill bottles is in the First-Aid room on the first floor of the Herbarium.**

**Please respect other Herbarium users by not using your mobile phone in the Collection.**

You will be shown the Staff Canteen when you arrive. The opening hours are 09:00 to 15:30 Monday to Friday. There is tea, coffee, water, pastries, sandwiches, soup, snacks etc. to purchase. You can also bring your own food and a locker will be provided.

**wifi –** Please use **RBGE Visitor.** The password is: **welcome#**

Imaged specimens can be viewed and downloaded from our website.<http://data.rbge.org.uk/herb>

## Approval

**In registering to use the facilities and collections of the Science Division at RBGE, you agree to accept our terms and conditions. Any breaches of these terms and conditions may result in the loss of access to these facilities.**

1. This form must be completed and signed by the relevant persons before access to the Collection is given.
2. If visitors are not familiar with working in a Herbarium they must be given a specimen handling session before they will be allowed to use the facilities.
3. Authorized staff reserves the right to refuse access to any of the facilities and/or collections if the appropriate registration has not been completed or if they consider the person in question a risk to the collections, procedures, equipment or other users.

I agree to be bound by the terms and conditions relating to the use of the Herbarium at the Royal Botanic Garden Edinburgh.

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| NAME (please print): ­­­­­­­­­­­­­­­­­­­­­ |  |
| EMAIL: |  |
| INSTITUTE (name and address): |  |
| DATE(S) OF VISIT: |  |
| PURPOSE OF VISIT: |  |

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**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_