#### Specimen Loan Policy

1. Specimens from Australasian herbaria are, in principle, available on loan for scientific research as long as the safety and integrity of the specimens are not compromised. Loans are issued primarily for taxonomic and systematic studies, however requests for other types of studies, for example palynological, ecological, ethnobotanical or historical may be considered if alternative sources of suitable material are not available. Loan requests for specimens for DNA or phytochemical sampling or anatomical studies may be considered – refer to the CHAH Destructive Sampling Policy for further information.
2. Note that the *Convention on International Trade in Endangered Species of Wild Fauna and Flora* and Australian *Environment Protection & Biodiversity Conservation Act 1999* control the movement of specimens and parts of specimens of some taxa. Specimens or samples can be sent only to registered scientific institutions. For information on registration and registered organisations, see <http://www.environment.gov.au/topics/biodiversity/wildlife-trade/trading-and-out-australia/non-commercial-trade/scientific>
3. Requests will only be considered from institutions listed with Index Herbariorum <http://sciweb.nybg.org/science2/IndexHerbariorum.asp>
4. Loans requests are negotiated with, and agreement made, between Herbaria, not with individual researchers.
5. Requests will be considered only where secure transport and storage arrangements acceptable to the lending herbarium exist.
6. Loan requests must be made in writing on institutional letterhead by the Head (or delegated officer) of the borrowing institution. Requests must be addressed to the Head (or delegated officer) and include the following information:
   1. The name(s) of the researcher(s) on whose behalf the loan is requested;
   2. A brief description of the research being undertaken, its relationship to any wider projects (e.g. national or regional floras) and any associated commercial arrangements;
   3. A list of specimens or taxa required, including synonyms, along with other requirements such as specific geographic regions or the inclusion of separate fruits or material preserved in liquid;
   4. Full citation of type specimens, including the basionym and protologue;
   5. Details of proposed destructive sampling (refer to the CHAH *Destructive Sampling Policy*).
7. Type specimens, material preserved in liquid and separate fruits will be considered for loan only when specifically requested, or when no other material is available.
8. Approved loans are subject to the lending herbarium’s *Loan Conditions*.
9. The Head (or delegated officer) of the borrowing herbarium is responsible for the safe custody and return of specimens.
10. The lending herbarium provides no warranty and accepts no responsibility or liability for the suitability of the loaned material, data or derived data. Assessment of the suitability of the loaned material and data for intended use is the responsibility of the receiving institution or researcher.
11. Australian Herbaria do not maintain a record on the history of individual specimens in regard to its collection or treatment methods.
12. All specimens loaned to Australian Herbaria are subject to cold treatment at -18 degrees Celsius (at a minimum) of 7 consecutive days. This is an Australian government quarantine requirement for all herbarium material arriving at the receiving institution. Specimens may also be subject to periodic freezing as part of an institution’s Integrated Pest Management program.