

HERBARIUM (SAT)  
ANGELO STATE NATURAL HISTORY COLLECTIONS  
DESTRUCTIVE SAMPLING POLICY AND PROCEDURES

1. The Herbarium (SAT) of the Angelo State Natural History Collections (ASNHC) allows destructive sampling of its herbarium specimens only in support of studies of systematic botany. Samples are not provided for research with potential commercial applications.
2. The Herbarium reserves the right to refuse to provide samples from the herbarium specimens in its care for any reason.
3. The choice of specimens/objects will be determined and approved by the Curator or Collections Manager, and decisions will be made on a case-by-case basis.
4. The Herbarium maintains no records on the history or treatment of the collections and materials are supplied with no warranty of any kind.
5. Sampling should involve the smallest possible amount of material, so that the potential for compromising the future utility of the specimen/object is minimized.
6. The ASNHC undertakes not to publicize any new technique arising from such work until such innovations have been published.
7. The applicant agrees to return to the Herbarium all unused portions of specimens, molecular extracts, ancillary products, and/or analytical results (including raw data, if applicable), unless otherwise agreed upon.
8. The applicant agrees to provide resulting data to a public archive (e.g., GenBank), if applicable, indicating the SAT catalog numbers, and provide such archival numbers to the SAT no later than the time of submission of some or all of the data for publication. The SAT agrees not to disseminate any such data until they have been accepted for publication.
9. The applicant will provide copies of proposed methods or experimental protocols when these differ from published methods.
10. The ASNHC retains all "rights" to the material derived from specimens. All requests to pass material to third parties, should be addressed to the Curator of the Herbarium.
11. Other as specified by Curator \_\_\_\_\_

PROCEDURES

1. Leaf material, pollen, spores, spines, etc. may be removed only from specimens with adequate material available. Care must be taken not to damage the scientific value of the specimen.
2. Pollen should be removed from no more than one flower per sheet. If possible, the whole flower should not be damaged or removed.
3. Material in fragment folders, when present, should be considered first for sampling.
4. A given specimen may not be sampled a second time, if the nature of the study is the same.
5. Type specimens, historical specimens, or specimens of taxa represented in the Herbarium by five (5) or fewer collections cannot be sampled, except in rare instances, and then only after approval by a designated staff member.
6. Each specimen must be annotated, indicating the researcher's name and institution, type of sample taken, nature of study (e.g. molecular, anatomical, pollen), date of removal, and identification of the specimen accepted by the researcher.
7. Use of specimens from the Herbarium must be cited in all presentations and resulting publication(s), and 2 copies should be sent to the Curator.
8. For anatomical or morphological studies for which permanent pollen, spore, or leaf slides or micrographs are created from the specimen samples:
  - duplicates must be returned to the Herbarium
  - each slide or micrograph should be labeled with the name of the taxon, the collector's name and number, and the country of collection of the voucher specimen, and the method of preparation of the slide (e.g., acetolysis, etc.)

By signing this agreement, the applicant agrees to the above terms and conditions.

Name of Applicant

Signature

Date

If student, please have advisor co-sign the agreement below

Name of Advisor

Signature

Date

Name of Curator

Signature

Title

Approved by (for Herbarium, Angelo State Natural History Collections)

Date