

Loan policy

The College of the Atlantic and Acadia National Park Herbarium (HCOA) welcomes requests to lend specimens to researchers affiliated with an organization equipped to care for the material. Requests for loans may be made to the HCOA curator. Please include the following information:

- * Name of researcher and requesting institution
- * Nature of the project
- * Description of specimens needed with as detailed a description as possible.

Include synonyms, specific date range, phenophase, geographic range, etc.

Conditions of loan

- * Standard loan time is one year with the possibility of extensions on a case-by-case basis. Contact HCOA before your loan has expired if you would like an extension.
- * Make requests for destructive sampling *before* any sampling occurs.
- * Annotations are welcomed. Make annotations on a separate label and affix it to the sheet in a way that does not overlap previous annotations or the specimen. Please send a list of annotations so that we can update our catalog.
- * The receiving institution must pay the return shipping charge. Loans made overseas must be returned by airmail.

Receipt of loan

All loans will be sent out with a loan sheet detailing what is included and responsibility for the loan. Sign, date, and return this sheet promptly to HCOA to acknowledge receipt of the loan.

Handling of and returning loans

Loaned material must be handled according to HCOA policies. Sheets must be kept face up and flat at all times and never bent, folded, or damaged. Specimens must be stored in dry, sealed cabinets to preserve them.

Loans should be packed for return as they were received. Enclose each sheet in newspaper to ensure that any material that shakes loose in shipment can be matched

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with the appropriate specimen. Secure bundles between cardboard for support and pack in a sturdy box that allows no movement.

Publications

HCOA must be acknowledged in all publications when HCOA specimens are used. Digital copies of all publications are greatly appreciated and may be sent to the curator.

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