



THE ROYAL  
HORTICULTURAL  
SOCIETY

## HERBARIUM SPECIMENS LOAN REQUEST FORM

*Please print out and complete the following form as fully as is possible and send to:*

**The Keeper of the Herbarium**

**RHS Garden**

**Wisley, Woking, Surrey, GU23 6QB**

### Conditions for loan of material from RHS Herbarium (WSY)

#### Specimens

Specimens are loaned to recognized institutions, although individual cases will be considered.

Photocopies of the herbarium sheet will be sent for initial enquiries, together with a description.

Specimens may be loaned for a maximum of two months if photocopies do not prove sufficiently informative.

The requesting institution must meet the requirements for storage and care of herbarium specimens.

No loan may be removed from the address to which it is loaned or transferred to another researcher without the permission of the Keeper of the RHS Herbarium.

No portion of the material may be removed from the herbarium sheets without the prior approval of the Keeper of the RHS Herbarium.

Annotation of material should be made in permanent ink on determination or confirmation labels and include the name of the researcher and date. These labels should not obscure existing labels nor should existing labels be altered.

All material should be carefully packed to avoid damage in transit and returned by Special Delivery (UK) post or air mail.

#### Photographic transparencies

Photographic transparencies may be loaned for a maximum of two months.

No loan may be removed from the address to which it is loaned or transferred to another researcher without the permission of the Keeper of the RHS Herbarium.

A charge of £400.00 will be levied if the photographic transparency is lost or damaged.

Permission for the reproduction of images must be sought from the RHS prior to publication.

All material should be carefully packed to avoid damage in transit and returned by first class post or air mail.

**Name of plant(s) requested:**

**Specimen or slide?**

**I have read the conditions of loan and agree to abide by them.**

**Signed:**

**Print name:**

**Date:**

**Institution:**

**Address:**

**Tel:**

**Fax:**

**E-mail:**