

## **Synopsis of the University of Georgia Herbarium Policies [GA]**

The Herbarium of the University of Georgia [GA] is a unit within the Department of Plant Biology (Franklin College of Arts and Sciences) and is affiliated with the Georgia Museum of Natural History. All provide support for the daily operation of the herbarium. The staff of the herbarium are [Dr. Tanisha M. Williams](#) (Director) and [Mr. Steven Hughes](#) (Collections Manager / Curator). The policies detailed below are designed to promote a cooperative and productive work environment. They are not intended to supersede any University policy or state or federal law.

- **Hours.** The herbarium is open (appointments are highly encouraged) from 8:00 AM to 4:00 PM, Monday through Friday, except for holidays and when staff commitments do not permit these hours.
- **Office and workspace** is assigned at the discretion of the Curator.
- **Visitors** must enter and leave through the front door of the herbarium (Rm. 2501) and sign the guest book (clipboard) near the door each day. Visitors needing to use the collection must first consult with the herbarium staff for permission and instructions.
- [Collections use policies](#) are posted near the guest book and also are available from the Curator
- **After-hours access.** Unless special arrangements have been made with the Curator, only researchers with a key may be in the herbarium after hours. Before leaving the facility, after-hours users have the responsibility to switch off all lights and lock all doors.
- **Smoking** is not allowed in the herbarium.
- **Pets** are not allowed in the herbarium.
- **Food and beverages** are not allowed in the vicinity of the library, library books, computer equipment, plant specimens, and herbarium cabinets.
- **Library.** The herbarium library materials may not be taken out of the library without permission of the Curator. Persons with office space in the herbarium may use the library materials at their desk for a short period of time.
- **Specimen storage and fumigation.** All incoming plant material, whether shipped, hand-carried by visitors, or just removed from a plant press, must be boxed and frozen. Check with the herbarium staff for current procedures. All plant material must be stored in a herbarium cabinet. No personal collections may be stored in these cabinets.
- **Collecting equipment.** Collecting tools, plant presses, and plant drier are always available to students and faculty in the Department of Plant Biology. Consult the herbarium staff to sign out equipment, using the appropriate form. Directions for drier use are posted above the drier.
- **Vouchers.** Students, faculty, and other researchers associated with the Department of Plant Biology are required to deposit a set of their voucher specimens in the GA herbarium. See "[Floristic Study Agreement](#)" and <https://www.floridamuseum.ufl.edu/herbarium/methods/vouchers/> for details on specimen and label preparation.
- **Loans:**
  - The policies regarding loans *from* the University of Georgia Herbarium are detailed in "<https://pbio.franklin.uga.edu/loan-policies>GA Herbarium Loan Policies." Herbarium sheets may not be removed from the herbarium without proper authorization.
  - All loans *to* the University of Georgia Herbarium must be handled in accordance with the policies detailed in "[Loan & Voucher Guidelines and Agreement](#)". Loans from other institutions can only be requested through the Curator.
- **Plant identification Service.** The herbarium staff provides identification services for UGA faculty, extension service personnel, and staff/researchers associated with other governmental agencies. The staff will not furnish identifications for students with collections made for courses but will give guidance on helpful references in the library.
  - **Policy.** Please see the herbarium staff and "Protocols" for plant identification protocol and submission forms.
  - **Charges for non-departmental projects.** Projects/individuals of UGA requiring identification of many specimens by herbarium staff should allocate funds for this purpose in grant proposals or other budgets at the rate of \$50.00 per hour (1 hour minimum). Researchers must furnish an account number for billing with submission of the specimen(s).
  - **Charges for private firms/consultants.** For identification or research services by the herbarium staff: \$100.00 per hour. Use of the collections by their own staff or by independent consultants: \$50.00 per hour. A letter of authorization from the company is required.
- **Computers and Software.** Every computer in the herbarium must have a software inventory documenting all installed software. Software copyright laws will be vigorously enforced in accordance with University mandates.
- **"Right-to-know law".** All storage and use of chemicals in the herbarium will be "[Right-to-know](#)" compliant.