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Instructions for the use of the Scientific Botanical Collections, Osnabrueck

Access to the scientific collections can only be made after prior consultation with and agreement of the collections' Curator.

1 Herbarium OSBU, room 35 B13

The lending out of each specimen must be recorded in the book provided for this purpose. The book provided for the collection **1** is located in room 35/B13.

lendings must be indicated by placing paper strips in their place, clearly stating date of removal, species, OSBU-number and Name of the Borrower.

The withdrawal of leaf material for DNA analysis must be clearly documented on each exemplar. Pre-printed forms will be provided for this purpose. The curator will provide information concerning the modes of withdrawal. Leaf material can only be procured when in sufficient supply. In critical cases, this must first be clarified with the curator.

Specimens designated for the Herbarium OSBU must be documented as follows: location, preferably with coordinates; habitat; collector; date of collection.

The data are fed into the EDV-data bank by the Curator and each voucher given a consecutive serial number (OSBU-voucher number, an extra code is used for seed material).

2 Brassicaceae Seed Material Gene Bank (minus 20°C cold storage room)

The curator must first be consulted before a decision be made

Seeds of offspring and Herbarium vouchers are greatly acknowledged.

The withdrawal of each sample must be recorded in the book provided for this purpose. The book provided for the collection **2** is located in the anteroom of the "Loki-Schmidt-Genbank".

Following withdrawal of seed material from the seed collection, the remaining seeds must, without delay, be re-integrated into the collection.

Should the complete supply of a particular seed collection be required, the consent of the curator must be obtained *prior* to withdrawal.

Should a publication result from research with the material borrowed, the corresponding OSBU voucher numbers or seed gene bank numbers, the collector and determination should be cited. Before lending out of exemplars or withdrawal of material, it is essential that the mode of cooperation with other persons using the same taxon is clarified. In such a case, the curator will notify the withdrawer of these persons.

I have noted, and consent to comply with, the instructions stated above.

Osnabrueck the _____