



Missouri Botanical Garden

See the World

Herbarium Rules and Procedures

The Herbarium at MO is divided between two buildings. The Bryophytes, Pteridophytes, Gymnosperms, Monocots and Dicots through the Fabaceae (family 128) are located in the Lehmann Building, at the south end of the Garden grounds, while Dicot families from Pandaceae (family 128A) through Asteraceae (family 280) are in the Bayer Center (4500 Shaw Blvd.). The herbarium rules and procedures apply to both buildings.

No smoking is allowed in the Lehmann Building nor in the Bayer Building. Food and beverages are not allowed in the compactor ranges.

1. **INCOMING PLANTS.** Specimens may not be brought into the herbarium until they have been treated to kill insects. See the collections manager, Lauren Peters (lauren.peters@mobot.org) to arrange to have material treated.

2. **FILING SYSTEM.** Families are arranged according to the system of Engler and Prantl with some adjustments following Cronquist. An Index to the families can be found on each compactor range along with the family number. Within a family, specimens are arranged alphabetically by genus and then geographically in the following order: North America, Central America (including Mexico), Panama, West Indies, South America, Europe, Asia, Africa (in part), southern Africa, Madagascar, and Oceania. North American specimens are not arranged by state (except Missouri). Species are in alphabetical order within each geographic areas. Types are in red closed-bordered folders and are filed according to the currently accepted name. Some types are in the process of being cataloged. Please ask for assistance if you have any difficulty locating material.

3. **REFILING.** Do not refile any sheets you have annotated. Please bring unannotated types and misfiled plants to the attention of any staff member. Please refile any other specimens when you are finished.

4. **ANNOTATIONS.** Annotations are greatly appreciated.

MOUNTED SPECIMENS: Annotations should be written in permanent ink (never ballpoint pen) or printed on annotation labels, should indicate the name of the investigator, the date of annotation, and the institution of the investigator, and should be glued to the specimens. Pens, chits, glue and labels can be found in any of the brown (Bayer) or red (Lehmann) trays located throughout the buildings. Please consult a staff member for printing larger quantities of annotation slips.

UNMOUNTED SPECIMENS and other material not in the general collection: (a) please fill out a chit for each specimen determined indicating collector and number, your identification, your name and institutional acronym, date of your determination (the remaining information on the chit will be filled in by our staff); (b) place the chit in the newspaper; (c) please do not mix the content of folders. Gifts will be sent to you whenever possible. If you wish a loan to be sent, contact Lauren Peters (lauren.peters@mobot.org).

5. SELECTING LOANS. You are encouraged to select specimens that you wish to receive on loan, but a letter of request must be received from the curator of your herbarium before the material can be sent to you. Please fill out a Loan Request Form and leave it with the specimens. Once the request letter (sent via e-mail), which should be addressed to Jordan Teisher, Curator and Director of the Herbarium (e-mail: jteisher@mobot.org), is received and the specimens processed, the loan will be shipped.

6. REMOVING MATERIAL FROM SPECIMENS. If you wish to remove material from mounted collections, you must first receive approval from Jordan Teisher, Curator and Director of the Herbarium and then follow the instructions given in the attached sheet.

7. PHOTOCOPYING SPECIMENS. Specimens may be photocopied. Each specimen must be put inside a plastic cover available next to the photocopier before you make the photocopy. If you do not find them, ask one of the curators, collections manager, or herbarium assistants for these covers.

Please contact one of the herbarium assistants if you wish to see unmounted material from one of the following areas or floristic projects:

Missouri
Mesoamerica
Nicaragua
Costa Rica
Venezuelan Guayana
Bolivia
Colombia
Peru
Ecuador
Paraguay
Africa
Madagascar
Asia
Non-project (everything else)