



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 Monsanto Center (4500 Shaw Blvd.). The herbarium rules and procedures apply to both buildings.

Smoking: No smoking is allowed in the Lehmann Building nor in the Monsanto Building.
Food and Beverages: No food or beverages are 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, a herbarium assistant, or curator 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. COMPACTOR OPERATION

Lehmann Building

To open a compactor aisle, switch the larger button to OPEN. If the aisle does not open, check to see that all other buttons on your half of the compactor range are in the RESET position –ones that are not indicated with a red light--. Compactors A—G must be reset on the same side they were opened. When you finish, press “RESET” then the small “CL” or “Close” button. If you have any difficulty using a compactor please ask for assistance –some aisles have become eccentric over the years!

Monsanto Center

To open a compactor aisle, press the passive locks that are on each side of the open compactor aisle and then rotate the handle to the right or to the left to open an aisle. There is one open aisle for every eight compactor units.

4. 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.

5. ANNOTATIONS. Annotations are greatly appreciated.

MOUNTED SPECIMENS: Annotations should be written in permanent ink (never ball point 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 red 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 one of the herbarium assistants.

6. 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 normal mail or by e-mail), which should be addressed to James Solomon, Curator of the Herbarium (e-mail: jim.solomon@mobot.org), is received and the specimens processed, the loan will be shipped.

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

8. 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)