

**Botanical and mycological collections (acronym TU)
of the Natural History Museum and Botanical Garden, University of Tartu
General guidelines for working with collections**

Botanical and mycological collections are open for use to all researchers and students. When working with the collections it is important to follow the general rules to ensure that the deposited materials are maintained in good conditions for further investigations.

- All visits to the collections are registered.
- The herbarium materials are usually brought out from the repositories by the curator and as a rule the curator puts the material back. In agreement with curator the user can do this alone.
- Only one packet (shelf) can be taken out from repositories at a time. It is forbidden to take out single sheets or envelopes. Please shut doors of the repository when the material has been taken out.
- The material can be digitized or photographed only in agreement with the collection curator. This event will be registered and databased by the curator.
- Duplication of the material can be made only in agreement with the curator, and it must be recorded on a label indicating the destination herbarium.
- Please add comments on the examined material on separate label which is not glued. All comments should be in clear script, signed and dated.
- Please inform curator about comments or identifications. Only curator can transmit all relevant changes to the database.
- If you have noticed any defect (insect damage, loose labels or copies, etc.) working with specimens, please inform the curator.
- Please switch off lights of any used tool and leave the table clean when you have finished the work (even if you will continue next day).
- It is not allowed to bring food, living plants and animals to the storage rooms.
- It is not allowed to eat or drink in storage rooms.
- It is forbidden to use any kind of open flame (for example lighter or candle) in storage rooms.

Contact:

Kai Vellak

Head of the botanical and mycological museum of the NHM UT

Phone +372 737 6229

E-mail: kai.vellak@ut.ee