

Bailey Herbarium Visitor's Guide & Policy Manual



Stephen G. Saupe

College of St. Benedict | St. John's University

Biology Department

Collegeville, MN 56321

1. **Visitors.** The herbarium welcomes visitors to study our collections, enjoy our displays or simply relax in a botanical setting. However, anyone wishing to consult the permanent or teaching collections must obtain permission from the herbarium staff before beginning work. New visitors are requested to sign the guest book.
2. **Access.** When classes are in session, the herbarium is typically open during business hours. Arrangements can be made with the herbarium staff for access at other times.
3. **Orientation.** First-time visitors planning to study the collections will be given an orientation that will include: (a) the location of our various collections; (b) nature of specimen arrangement; (c) location of available references; (d) location of work areas, equipment and temporary storage spaces; and (e) safety procedures and locations of safety equipment and fire exits.
4. **Tobacco Products.** Smoking and the use of tobacco products is not permitted in the herbarium.
5. **Equipment Available.** Dissecting microscopes, dissecting tools (probes, razor blades), plant presses, dryers, temporary storage space, annotation and specimen labels, and fragment packets are available for use. Consult with herbarium staff for details.
6. **Handling Specimens.** Specimens must be handled carefully. They are expected to last indefinitely and should be treated in a manner that will insure their preservation. When handling specimens:
 - Always pick up the specimen with two hands, one hand holding an edge and the other under the specimen to provide support.
 - Place the specimen on a table or work surface for study.
 - Do not lift a stack of specimens and set it aside to get to a specimen in the middle of a stack. Then, return the stacks in the same order as they were in the cabinet.
 - Do not turn the specimens in a folder like pages in a book. Do not hold a specimen with one hand while trying to examine parts.
 - When transporting specimens, place them on a sheet of cardboard or another solid surface.
 - Never place books or other materials on top of specimens.
 - Do not squeeze a folder.
 - Do not slide specimens into or out of folders.
 - Handle specimens one at a time.
 - Place specimens face-up in a pile.
 - Do not turn a specimen upside down, or otherwise bend, twist, or fold it.
 - Do not carry specimens/folders on edge; always hold specimens flat (horizontal) with the specimen side up.

- 7. Material Removed for Study.** Any loose pieces of plant material contained in a fragment packet accompanying a specimen may be used judiciously, taking care to conserve as much of this material as possible. *However, no material is to be removed from intact mounted specimens without permission from the herbarium staff.*

Excess plant material remaining after dissections should be placed into the fragment packet accompanying the specimen. If a packet is not already attached to the specimen, one will be provided. Herbarium staff will attach it to the sheet. Specimens used in biochemical, anatomical or other studies should be cited by the Bailey Herbarium accession number. Also, the specimen should be annotated with a label indicating the project in which they were used.

- 8. Damaged Specimens** - Please bring any damaged specimens to the herbarium staff for repair.
- 9. Specimen Arrangement.** Plants in the Bailey Herbarium are arranged phylogenetically, by family, in the following order - algae, fern allies, ferns, gymnosperms, monocots, "dicots." The angiosperms are filed according to Cronquist's (1993) most recent revision. The families of fern allies through the "dicots" are numbered sequentially from 1 to 440. Algal families are numbered separately. Alphabetic and numeric listings of all families represented in the herbarium are posted.

Within a family, genera are arranged alphabetically. Within a genus, species are arranged alphabetically.

Specimens are sorted and color-coded to indicate the origin of the collection. Specimens from Minnesota, indicated by yellow dots, are filed first followed by out-of-state plants (orange dots) and finally Chandonnet collections (red dots).

- 10. Locating Specimens.** Determine the family to which the specimen belongs (*i.e.*, Mabberly's *Plant Book*). Consult the alphabetical listing of families posted in various locations in the herbarium to find the number for the family. Find the family in the appropriately numbered case.
- 11. Returning Specimens to the Collection.** If you remove a specimen from the collection to study, it should be re-returned to its proper location or left in the bins for the herbarium staff to re-file. If you choose to re-file a specimen, please take care to avoid misfiling it; a misfiled specimen doesn't exist. When in doubt, leave it for the herbarium staff.
- 12. Bringing Plant Specimens into the Herbarium.** Specimens may not be brought into the herbarium until they have been treated for pests. Contact the herbarium staff if this will be necessary.
- 13. Loans.** Specimens are willingly loaned to any recognized institution. A loan request form will be completed and then the specimens shipped. The borrowed specimens should be stored in pest-proof cases and be returned in a timely fashion. Loans may be recalled at our discretion and should not be transferred to another herbarium without our permission. We expect specimens used in taxonomic studies will be annotated.
- 14. Annotating Specimens.** Annotations should be typed or written in permanent ink on special annotation labels. Each label should include taxon (*including author citation*), name of the annotator and the date of annotation. Please do not write directly on the specimen. Annotation labels will be

provided by the herbarium staff. Completed annotation labels can be glued directly on the sheets or tucked under a part of the specimen and left for gluing by the herbarium staff.

- 15. Trades.** Specimens will be gladly traded with any interested party. We have an especially rich collection of the spring Minnesota flora for trade.
- 16. Tours.** School groups, classes, garden clubs, or other interested groups are welcome to tour the Herbarium. Contact the curator for details. There is no fee.
- 17. Special Programs.** The herbarium offers field trips, short courses, workshops and other activities. Availability, cost, etc. vary depending upon the nature of the activity. These activities are usually publicized via campus media and through herbarium publications.
- 18. Plant Identification Service.** Staff are willing, time permitting, to identify plants for interested parties.

