

LOANS TO FLAS: DIRECTIONS FOR RETURN PACKING

- **All borrowed specimens must* be annotated prior to their return.** *Good reason must be given if the sheets are not annotated. If the study is not taxonomic the annotations may state the name of the project the specimens were utilized in (see annotation instructions).
- **Return shipment will be coordinated with the Collection Manager.** Please schedule sufficient time for specimen sorting, counting, preparation of shipping invoices and packing. These tasks can take a significant amount of time. All loans should tally before return shipments begin. The Collection Manager will provide detailed procedures for loan packaging and will prepare the appropriate shipping invoices.
- **Partial loan returns are generally discouraged** but may be desirable in some cases. If partial returns is done the remainder should be tallied to make sure the balance retained is correct.
- **Handle the specimens with great care. Do not turn sheets upside down.**
- **Sort the specimens** according to their parent institution and loan number. Multiple loans from the same institution must be divided according to their loan number.
- **Separate type specimens** from the main material of each institution, they should be packed as a separate clearly marked bundle with each loan return.
- **Count the specimens** and verify their accession seal. Double check your counts and match up all inventoried specimens with the inventory provided on the loan paperwork. The inventory may just be a count. The count may be broken down by genus or species. In some cases each individual specimen/collection number will have to be checked off. Make a list of anything you may find confusing! If there is an itemized inventory the sheets need to be organized according to the inventory. If the sheets are numbered, they need to be put in numerical order. **Label each stack** with the institution's acronym, loan number and the number of sheets in the stack.
- **Repair specimens** enough so that pieces that would fall off are secured.
 - Loose parts should be secured with strips and glue.
 - Specimens mounted on non-archival papers and falling off the sheets should be remounted.
- **Retrieve the loan boxes and original packing material.**
- **Erase any marks pencilled on the sheets by FLAS researchers.** Be careful not to erase to other markings. The marks to be erased are usually at the bottom center or left and denote the institutional acronym and/or loan number. Caution, some institutions mark their specimens with the loan number or a stamp, loan number and sheet. Do not erase this. For example, MO, E, K.
- **Cover each specimen** with the original sheet covers provided or, if none is available, with the folded unprinted newsprint.
- **Bundle the specimens** by one of the methods described below. Cushion bulky specimens with bubble wrap, newspaper or other padding.
- **Bundling:**
 - Secure the specimens between two genus covers. Tape the covers shut with masking tape. Mark the number of specimens in the bundle on the outside of the genus covers. Place one to three of these bundles between cardboards and tie together with ribbon string using the herbarium slipknot.
 - Stack specimens between 2 cardboards. Wrap cardboards in brown wrapping paper. Mark the number of specimens in the bundle on the outside of the wrapping paper.
- **Place an addressee and/or return to address label on each bundle** and a full shipping label on the top bundle. Place the loan acknowledgment paperwork on the top bundle of

each loan in the box. The loan paperwork copy (orange) for the receiving institution should be mailed separately in an envelope.

- **Place the specimen bundles in sturdy shipping boxes.** The typical boxes we use are 12 1/4" X 18" and come in 2", 5", 8" and 12" depths. There are also some heavy duty 12" boxes which are better for shipping specimens overseas. Consider weight restrictions for shipping to foreign countries before boxing.
- **Seal the boxes securely with packing tape and filament tape.**
- **Place shipping label on bottom center of top of box.** The shipping label must have a return address and should indicate the mailing method. This information needs to be added to the package. Stamp the package with:
 - Fragile
 - The shipping label should state the shipping method. Library Rate is generally used for US shipments and Air Parcel Post is the standard for foreign shipments. Certain shipments are sent via registered mail. E.g., types shipped to US must be sent via registered mail.
 - Appropriate customs forms must be filled out for foreign shipments.

*** FOREIGN SHIPMENTS check on mailing method before packing.

- **Number boxes in space provided on the shipping label.**
- It is the responsibility of the investigator to provide suitable, conscientious labor or funds for staff to sort, package and return the loans. The herbarium will cooperate as fully as possible.
- Return postage is the responsibility of the researcher and his/her department. The herbarium may be able to assist depending on the how funds are provided for the herbarium's postage. For security reasons, all foreign loans are shipped via air parcel post. Also, some institutions require type specimens and, sometimes, all specimens, to be shipped via registered mail. Foreign return shipments may cost over \$100 per box of 60 to 100 specimens.
- If these obligations are not met, the herbarium may use all means possible to obtain compliance. This may include placing a hold on graduation or student records with the University Registrar and seeking monetary compensation.
 - Loose parts should be secured with strips and glue.
 - Specimens mounted on non-archival papers and falling off the sheets should be remounted.
- The FLAS Collection Manager will prepare a loan invoice. Count the specimens carefully. The count should tally with the loan invoice.