



Center of Excellence in Fungal Research,
Mae Fah Luang University
333 M.1, Thasud, Muang
Chiang Rai, Thailand, 57100

Herbarium of Mae Fah Luang University (MFLU) Regulations for Borrowers of Fungarium Specimens

Responsibility and security for loan

1. The safe-keeping, adherence to the conditions of the loan, and ultimate return of a loan is the responsibility of the Head of the Borrowing Institute.
2. Loans must be stored under protective conditions, and may not be removed from the Herbarium environment.
3. All specimens remain the responsibility of the borrower, and must not be transferred to another worker, or be removed from the institution specified on the loan form without prior permission.

Period of loan

1. The normal period of a loan is **12 months**, but an extension may be granted upon written request.
2. Partial returns of loans are acceptable and should be negotiated with the Collection Manager

Removal of material and destructive sampling

1. Permission must be received from the Collection Manager before any material from any MFLU specimen is removed for the purposes of DNA extraction.
2. Destructive sampling will only be permitted if there is a sufficient quantity of material to permit this without reducing the future value of the specimen. Only the minimum amount of material necessary for extraction may be removed.
3. All sequences produced must be accessioned into a publicly accessible database, and the location of these data advised to the Collection Manager.
4. No portion of a specimen is to be retained unless express permission has been given by the Collection Manager. This includes any extracted including DNA left over after sequencing, which should be returned with the specimens.

Annotation of specimens

1. Existing labels and annotations must not be altered, removed, obscured or defaced in any way. No annotations should be made on existing labels.

2. Determination or confirmation slips should be written using typescript, pencil or indelible ink on archive quality paper.
3. All annotations should include the researcher's signature, date and any relevant comments.
4. The slips should be placed inside the specimen packet or attached to the packet with a paper clip.

Photography

A copy of any SEM or light photographs should be sent to the MFLU Herbarium

Citing of specimens and acknowledgement

1. Fungarium specimens should be cited using the fungarium acronym and specimen accession number, e.g., MFLU 12345.
2. In GenBank, specimens should be cited using the format: /specimen voucher=" MFLU 12345".
3. Due acknowledgement of the loan must be given in any published paper arising from the use of MFLU material.
4. It would be appreciated if reprints or a pdf version of any paper be sent to the Collection Manager.

Contact Information

Institution

Name of the Researcher

Email

Phone

Project

If requesting destructive sampling, please mention the purpose

Sampling details (e.g. tissues to sample, quantity (mg), methods)

Signature

Date

For internal use : Loan no. #

__Allowed __Not allowed

__ Allowed in part, see details _____