

## Collection and Preparation of Specimens to be Deposited in the Mississippi State University Herbarium

The Mississippi State University Herbarium (MISSA) acquires specimens for the permanent collection from field work by faculty, staff, and students, gifts from individuals and institutions and exchanges with other institutions. We welcome the acquisition of plant specimens from all areas into the MISSA collection. We are especially interested in native and naturalized plants from Mississippi, the southeastern United States (Alabama, Arkansas, Florida, Georgia, Louisiana, Missouri & Tennessee). To maintain the integrity and usefulness of this collection, the following guidelines have been put into place regarding the collection and preparation of plant specimens.

Accessioning is the process of officially adding specimens to a collection. Every specimen in the collection has an accession number determined by herbarium staff. Label data from all accessions are made available through an online database housed at the University of Mississippi. All specimens accessioned into the herbarium are the property of Mississippi State University and may be loaned to other institutions for scientific study. MISSA has the right to de-accession or dispose of specimens which are not appropriate.

We do not maintain private collections. All specimens housed in the herbarium are considered the property of the herbarium, with the exception of material borrowed via inter-institutional loan agreement.

To be accepted into the permanent collection, specimens must:

- have scientific importance
- be of reasonable quality
- include adequate documentation (see below for instructions on preparing labels)
- have been collected in compliance with all laws and regulations of the country of origin, the State of Mississippi, and the federal government of the United States. MISSA may refuse specimens if the circumstances of their collection involved destruction of sites or when state or federal laws or international treaties (such as CITES) have been violated.

### Preservation and preparation of specimens

All specimens must be pressed and dried. Labels should be printed on acid-free cotton paper and must include the following information:

- Family name
- Species name as a binomial (in italics); include the variety or subspecies if appropriate
- State and county in which the plant was collected

- Exact collecting location (be as specific as possible) and habitat – GPS coordinates are desirable
- Collector's name and collection number
- Date collected

Specimens must be attached to standard form acid-free herbarium sheets along with a label. Please contact the herbarium staff for additional details on mounting specimens.

For more information, contact Dr. Lisa Wallace

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