

## National Tropical Botanical Garden

3530 Papalina Road  
Kalaheo, Kauai, Hawaii 96765 USA  
Tel. 808-332-7324  
<http://www.ntbg.org/>

### GENERAL GUIDELINES FOR VISITING SCIENTISTS AND RESEARCHERS

- All visitors should obtain personal and car passes from the front desk at the Administration and wear or display them visibly at all times while on Garden property. Ask your contact person or Admin contact to inform Security about your presence, the times you expect to be in the Garden, and the make and color of your vehicle.
- Visitors staying in Garden housing should pay their fees in advance and obtain necessary keys from the Administration front desk.
- Please make advance arrangements with your staff contact if you are arriving outside of the Garden's normal working hours (8:00 am to 4:00 pm, Monday through Friday).
- A set of duplicate vouchers resulting from research should be deposited in the NTBG herbarium.

#### Please read and abide by the following guidelines:

- BRC and Herbarium guidelines
- Library guidelines
- Acacia Laboratory guidelines
- Nursery and Horticulture center guidelines

### 1. Botanical Research Center (BRC)

#### Contacts:

- Tiffany Knight, Director of Science and Conservation, [tknight@ntbg.org](mailto:tknight@ntbg.org)
- Katie Magoun, Executive Assistant, [kmagoun@ntbg.org](mailto:kmagoun@ntbg.org)
- NTBG Duty Manager: 808-651-0921

The Botanical Research Center is a clean, pest-free building. Please help us keep it that way by adhering to the following protocols:

- **NO DRY PLANT MATERIAL OR BOOKS** – Please do not bring any dried plant materials into this building. All incoming plant specimens, handicrafts, books from home, etc. will be freeze sterilized for two weeks before they are allowed into the building. If you require these items for your visit, please make the necessary arrangements well in advance.

- If you have fresh or dried **plant material** that you would like to have identified please leave it outside and contact a staff member. It can then be brought into the special Dirty Room for examination.
- **NO DIRTY SHOES** – If your shoes are wet, dirty, and/or muddy, please remove them before entering this building. Slippers are provided in the first-floor vestibule. Clean shoes are allowed, but if you decide to remove your shoes please use a pair of the available slippers, as socks alone may present a slipping hazard.
- **NO BAGS, BACKPACKS OR PURSES** –Lockers are provided in the vestibule for storage of backpacks, computer cases, etc.
- **NO FOOD** – Please do not bring food products of any type into this building.
- **NO TOBACCO PRODUCTS** – Please do not bring tobacco products of any kind into this building.
- **NO VOLATILE OR FLAMMABLE LIQUIDS** –These may present fire or health hazards.

## 2. National Tropical Botanical Garden Herbarium (PTBG) Specimen Use Policies

1. DO NOT flip the specimens over like pages in a book. Restack them face up and replace them in the same folder after examination. Please handle them carefully and re-file the specimens promptly after examination.
2. Herbarium sheets must not be folded, bent, or laid face downwards. Type specimens and other important specimens should remain in their covers except during actual examination.
3. Scientific users should annotate specimens as fully as possible. Annotations should be typewritten or printed with indelible ink, **never** with a pencil, ballpoint or felt tip pen. The annotations should show the name and institution of the determiner, date of determination, and should include the status of type specimens with reference to the basionym and author. If the researcher agrees with the original determination or cannot make a determination, the specimens should be so annotated. Previous annotations should not be altered or obscured, and original labels or notes must not be marked, covered, or removed. No marks of any kind should be made on the herbarium sheets.
4. Do not re-file any specimens that have been annotated. They will be filed by staff after names have been updated in the herbarium specimen database.
5. Judicious dissection of specimens except types is normally permitted. Whenever possible, all materials studied should be returned to the herbarium specimens. The removal of important elements such as flowers, fruits, leaves, wood, or pollen **is not permitted without prior written permission**. A representative selection of all dissected material, including micro-preparations, should be permanently mounted, labeled, and returned to the herbarium. A label recording the date of removal of material, the name of

the person obtaining the sample, and the place of deposition of the prepared slides should be affixed to the sheet from which the material has been removed. Duplicate glass slides of pollen grains and copies of photographic prints resulting from studies based on PTBG specimens are appreciated.

6. Dissection or removal of material from type specimens is **not** permitted.
7. All specimens should be cited with the international herbarium acronym “PTBG” in any published specimen listings.
8. Reprints or pdfs of all studies or publications based on PTBG specimens should be sent to the Curator.

### 3. Loy McCandless Marks Botanical Library User Policies

**Users of the library’s collections must adhere to the following policies.**

- The library is located in the Botanical Research Center (BRC). All library users should enter and leave via the main entrance on the second floor of the BRC.
- The library is usually open from 8:00 am to 4:00 pm, Monday through Friday, during normal office hours. It is closed on weekends and Garden holidays. Questions can be directed to 808-826-6608 (Science Department).
- **ONLY THE LIBRARIAN RESHELVES BOOKS.** When you finish looking at a book/using it, please place it on the shelf marked **RESHELVE** which is directly across from the Administrator’s desk.
- Although our library is open to the public, it is not a public lending library. Access and use of the general collections in the Library are restricted to the following users:

**Visiting Scientists** may remove books from the Library shelves [but must be kept in the BRC] for the term of their visit. Please fill out a place card and place in the spot on the shelf the book was removed from. Borrowed books should be kept in Visiting Scientist’s BRC workspace so the Administrator may retrieve the book if needed by other users.

**Volunteers, General Visitors, and Students** may use the collections in the reading areas within the BRC only. Please leave a long, orange shelf marker in the space where every book is removed. Please return all books to the RESHELVE area of Library.

**Books that have been taken outside the BRC** library must be returned to the Return Box in the Dirty Room. Contact the Department Administrator to ensure the books are checked back into the library and prepared for freeze sterilization prior to reshelving in the collection.

- There will be no access to and use of the **rare book collections** in the Rare Book Room without the permission of the NTBG Director and CEO or the COO/CFO. Visitors must be accompanied by an NTBG staff member at all times.

A **computerized searchable database** (LibraryWorld™) for the entire collection (~12,000 book and journal titles) is available to assist the user in finding resource materials. This catalog is on the NTBG website at: <http://www.ntbg.org/library/> A computer is usually available for library users.

- To access LibraryWorld:
  1. Click on the icon on the computer's desktop, or go to the NTBG website under "Collections and Resources".
  2. Search for desired titles, by keyword, author, call numbers, subject, etc.

A listing of the Library of Congress classification schedule (i.e., DU1, QK 452, SB310) is available in the library to help you in locating books in the stacks.

- New journals, newsletters and other serials are checked in on a weekly basis and will be available on the reading racks along the South window bay.
- Again, when finished consulting books and periodicals, please place them on the **RESHELVE** area directly across from the Administrator's desk.

If you have any questions please call the **Science and Conservation Executive Assistant at ext. 238 or 808-826-6608.**

#### **4. Guidelines for Users of the Acacia Laboratory**

1. Use of the Acacia laboratory by non-staff visitors and visiting groups of students is decided on a case-by-case basis. Please submit requests to the Director of Science and Conservation at least one week in advance stating the purpose of request and any special needs. The lab is usually available during normal office hours, from 8:00 am to 4:00 pm, Monday through Friday. It is closed on weekends and Garden holidays, unless other arrangements are made with your staff contact. When working in the lab, **always inform staff** who work in the building to avoid accidentally setting off the security alarm system when you exit and for safety reasons.
2. Keep the laboratory clean. Be sure to clean work areas, countertop and glassware after use. Return reagents, glassware, and all supplies to their proper storage areas.
3. You must provide MSDS (Material Safety Data Sheets) for all new reagents brought into the lab. Place MSDS in folder in alphabetical order with other sheets (folder is stored in cabinet near fume hood).

4. Properly dispose of all chemical wastes and unused reagents following directions on the MSDS. Use a solvent waste disposal can for non-reactive, solvent reagents.
5. Use fume hood when dispensing, mixing, and utilizing reagents.
6. All volatile and hazardous reagents must be stored in a locked cabinet below the fume hood.
7. Follow proper safety protocols when using reagents. Always wear safety goggles/glasses, gloves, smock, etc.
8. Report any damaged or broken equipment or depleted supplies to the Director of Science and Conservation.

**5. NURSERY SPACE REQUEST PROTOCOL**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Institutional affiliation and address:

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Please summarize your project (Be sure to include specific starting/ending dates and duration):

Plant material to be grown:

Please estimate how much space will be needed and where (greenhouse, shady nursery, sunny nursery):

What is the plan for disposition of the plant material at the end of this project?

Please attach a detailed list of the necessary horticultural supplies as well staff time needed. Include a budget and the payment source.

**Please submit a copy of this form to the Department of Science and Conservation and also to Living Collections and Horticulture Department:**

Contact: Seana Walsh [swalsh@ntbg.org](mailto:swalsh@ntbg.org) and Tobias Koehler [tkoehler@ntbg.org](mailto:tkoehler@ntbg.org)