

VISITOR GUIDELINES FOR NMC

JUNE 2004

Visiting NMC – You are welcome to visit the herbarium Monday through Friday from 8 am to 5 pm. Since we are not always working in the collection, it is best to make an appointment with one of the curators to ensure easy access. Unrestricted access may be obtained after a minimal orientation.

Parking – Parking on campus is generally restricted to permit holders. A free temporary visitor's permit can be obtained from the Police Department. The police station is located on the western edge of campus on East College Ave. Alternatively, there is a "no permit" required parking lot within easy walking distance of the herbarium (a 5 minute walk). To get to the free lot from the Biology Annex, proceed south on Williams to the Corner of Wells. The lot is on the SE corner of the intersection of Williams and Wells.

Guidelines for using the collection: Please ensure that you are familiar with herbarium protocol before using the collection without supervision. Following a minimal orientation, a key may be personally loaned to you.

Specimen care: Please handle all specimens with care and do not turn them upside-down or on their sides. If you notice loose material on the sheet please place it in an envelope attached to the sheet.

Re-filing specimens: To minimize possible insect or rodent damage, we request that you re-file all material. If you run out of time to re-file the material, place it in the cabinet labeled "to be filed", which is adjacent to the west entrance

Annotation: Please annotate with annotation labels or write directly on the sheet, noting your name and date, but do not re-file specimens. Instead, any material that you annotate should be placed in the cabinet labeled "specimens to be changed in database" near the west entrance to the herbarium. We will update our data-base.




Loans: **Specimens may not be taken outside the herbarium without prior permission** from Donovan Bailey or Richard Spellenberg. If you think you would like to pull a loan during your visit please make prior arrangements with either of us to ensure that this will be possible.

Microscopes and Literature: You are welcome to use the microscopes and the available literature, but take very good care of each and ensure that they are returned to the proper locations/states before you leave. For microscopes, please only clean optics if it is necessary and then

with appropriate lens cleaning materials. Be sure to replace the microscope covers before leaving.

If you have any questions feel free to contact Donovan Bailey (6-7012; 310/309 Foster Hall, dbailey@nmsu.edu), Rich Spellenberg (6-3732; 102 Biology Annex, rspellen@nmsu.edu) or Mike Sweeney (103 Biology Annex, msweeney@nmsu.edu).

Thank you and we hope your work is productive and that you enjoy the collection!

-  Herbarium (Bio Annex)
-  Police Station
-  Free Parking

