



האוניברסיטה העברית בירושלים  
THE HEBREW UNIVERSITY OF JERUSALEM

## National Natural History Collections of the Hebrew University

### Sampling Policy and Procedures

The National Natural History Collections (NNHC) of the Hebrew University of Jerusalem, The Hebrew University of Jerusalem is a home to a unique and diverse collection of "natural history" specimens and objects from the Southern Levant. For over 100 years these specimens have been collected, curated and used by the researchers as a scientific and teaching resource. Therefore, research collaborations and studies of wildlife in Israel are welcomed and encouraged. To keep the collection in order and avoid any misunderstandings and errors, there are several rules and procedures to be followed when sampling specimens.

**All sampling requests are to be submitted in writing**, on institutional letterhead, to Prof. Kahila Bar-Gal. Requests should contain a summary of the research including:

1. Objectives of the project and its potential scientific value.
2. Sources of material and justification for the need of samples from the collection. Including a list of the samples and details required for the sampling procedure (see example table at end of this document).
3. Nature of material needed, including sampling site, number of samples per taxon and geographic locality.
4. Qualifications of the investigator(s) to perform the laboratory work

Once request is approved by an NNHC committee, the removal of samples from the collection will be executed by laboratory staff only. All efforts will be made to satisfy the particular requirements of the applicant, however, the ultimate decisions regarding size of the sample, from where it will be removed and cutting instruments will be made by laboratory staff.

Collection specimens will be considered "grants" and documented as such. In signing the form, the borrower agrees to the conditions set below:

- a. Notify Prof. Kahila Bar-Gal of the results obtained from the samples. If sequences are obtained and deposited in any national or international databases Prof. Kahila Bar-Gal should be informed on how the data may be accessed; ensure that any sequences are accompanied by the appropriate NNHC catalog number.
- b. Acknowledge the NNHC of the Hebrew University of Jerusalem in any publications that result from the use of its collection. Collection specimen's samples should be cited in the manuscript with the appropriate NNHC catalog number.

Sincerely,

**Gila Kahila Bar-Gal, PhD, C.W.F.S.**

Director of National Natural History Collections  
Head of Laboratory of Molecular Evolution  
The Hebrew University of Jerusalem



**The Hebrew University of Jerusalem**

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**Example for user agreement you will be asked to sign upon receipt of material(s):**

*The listed samples from the \_\_\_\_\_ collection part of the NNHC of the Hebrew University of Jerusalem, are "granted" to \_\_\_\_\_ for \_\_\_\_\_ by him/her or his/her staff at \_\_\_\_\_. Use of collection specimen's samples from the above collection by other researchers must be approved in advance by the Prof. Kahila Bar-Gal.*

Name: \_\_\_\_\_.

Institute: \_\_\_\_\_.

Date: \_\_\_\_\_.

**Example for table listing requested material(s):**

List of tissue samples:

#	Species	Catalog no.	Date	Location	Remarks
1					
2					
3					
4					
5					

Name: \_\_\_\_\_.

Institute: \_\_\_\_\_.

Date: \_\_\_\_\_.