

Organizational Relationship of the Hollister Herbarium to Tennessee Tech

Governance authority and institutional support statement

Administrative unit	Department of Biology, College of Arts and Sciences
Policy owner	Director and Curator, Hollister Herbarium
Approval authority	Department of Biology and Tennessee Tech
Effective date	June 1, 2026
Review cycle	Every three years or sooner if requirements change

Institutional placement

The Hollister Herbarium, internationally recognized by the herbarium code HTTU, is a university natural history collection housed within the Department of Biology in the College of Arts and Sciences at Tennessee Technological University. HTTU is not a separate legal entity. It operates under Tennessee Tech authority, policies, financial controls, property requirements, safety systems, and administrative oversight.

Level	Relationship to HTTU
Tennessee Technological University	Owns or holds institutional responsibility for collection assets and records accepted on its behalf; provides controlling policy, legal, financial, safety, information-technology, facilities, and administrative systems.
College of Arts and Sciences	Provides college-level oversight, planning, resource advocacy, and approval routing.
Department of Biology	Serves as HTTU’s immediate administrative home; oversees personnel assignments, space, teaching integration, budgets, and departmental approval.
Hollister Herbarium	Carries out professional stewardship, documentation, research access, education, conservation service, outreach, and daily collection operations.
Director and Curator	Acts as the responsible collections professional for routine curatorial decisions within delegated authority and refers institutional commitments to the appropriate university official.

Authority and decision making

The Director and Curator manages ordinary accessions, documentation, collection care, visitor access, loans, data publication, and research requests within approved policies and available resources. Decisions that bind Tennessee Tech, transfer institutional property, create legal or financial obligations, involve hazardous work, require contracts, affect facilities, or exceed delegated authority must follow university approval channels.

Collection ownership and stewardship

- Specimens accepted into the permanent collection on behalf of Tennessee Tech are held for long-term education, research, conservation, and public benefit, subject to documented legal restrictions.
- Accession, loan, sampling, deaccession, and transfer records establish accountability and do not depend on the continued employment of one curator.
- The herbarium code HTTU identifies the collection and should remain associated with its specimens and records during staff changes, administrative reorganization, or relocation.
- A proposed permanent transfer, closure, major relocation, or disposal of substantial collection holdings requires university review and consultation with qualified natural history collection professionals.

Administrative relationships

Area	HTTU role	University coordination
Personnel and students	Train and supervise authorized collection workers and document roles.	Department and university employment, volunteer, student, accessibility, and safety requirements.
Budget and fundraising	Define collection needs, prepare justifications, and steward approved resources.	Department, college, business office, foundation, sponsored programs, purchasing, and donor requirements.
Facilities and security	Monitor collection risks and report needs.	Facilities, Environmental Health and Safety, University Police, risk management, and emergency authorities.
Information systems	Maintain specimen-data standards, quality control, and approved access.	University information technology, security, privacy, records, and web requirements.
Agreements and compliance	Supply scientific scope and collection terms.	Authorized university officials review and execute contracts, grants, permits, insurance, and material transfer terms.
Public communication	Provide accurate collection and program content.	Department, college, communications, accessibility, branding, and web-governance requirements as applicable.

Academic and public functions

HTTU supports the Department of Biology mission through hands-on student learning, faculty and student research, preservation of regional biodiversity evidence, and service to agencies, educators, scientists, and the public. Access is provided through supervised visits, teaching, loans, digital data, images, exhibitions, and alternative accessible programs consistent with collection preservation and university capacity.

Continuity and succession

- The Department of Biology should designate responsibility for the collection whenever the Director and Curator is absent or the position changes.
- Current passwords, emergency contacts, loan files, permit records, accession records, vendor information, and essential procedures should be maintained in secure university-controlled systems rather than only in personal files.
- An outgoing curator should provide a documented status of loans, accessions, grants, backlogs, pest issues, facility risks, sensitive records, and active commitments.
- The department should seek advice from qualified herbarium professionals before appointing interim stewardship or making major changes to collection space or disposition.

Review and public statement

This organizational statement should be reviewed whenever reporting lines, collection leadership, facilities, or university policy changes. A concise public version may state: “The Hollister Herbarium is a research, teaching, and public-service collection of the Department of Biology, College of Arts and Sciences, at Tennessee Technological University.”