

## DEPARTMENTAL INFORMATION

### Departmental Office

The Executive Officer is responsible for the management of the Departmental Office. All queries regarding the Department are initially dealt with by the Executive Officer.

### Chief Technician's Office

The Chief Technician is directly responsible for all the services provided by the technical staff. They are as follows:

1. Support for teaching classes and field courses.
2. Stores and purchase of consumables/equipment.

### Please note:

- (i) The day-to-day running of the stores is the responsibility of the Technicians. All orders sent to an outside firm or College Department must be on an official Department external order form and must be signed by the Chief Technician, Head of Department or Research Account Holder. No responsibility can be accepted for orders processed in any other manner.
- (ii) *Undergraduates working on their research projects are expected to wash the glassware they use and return it to where it is stored.*
- (iii) Any experimental material in laboratories or greenhouses must be removed at the conclusion of the practical work. Consult your supervisor or a technician regarding dispersal.
- (iv) The Departmental photocopier is available *only* for the copying of articles in Library journals and books which cannot be removed from the Department. The Departmental library is an extension of the College Library and therefore Copyright restrictions are identical. Cards may be purchased from technical staff at a cost of €15.00 for 200 copies.

### Instrumentation

#### New Users

All new and potential users of equipment and instruments in the building must declare their intention of using such apparatus on the first occasion to a technician or a member of staff who will then arrange appropriate familiarisation briefings about the particular apparatus.

This requirement does not apply to organised practical classes where alternative arrangements will ordinarily be made (i.e. by demonstrators supervising use of instrument, etc.).

#### Booking of Instruments and Apparatus

Booking calendars are supplied with some of the instruments in the building. *Irrespective of whether you actually require to advance book an instrument or not, you must sign on to show that you were a user of that particular instrument.*

#### Borrowing of Equipment

No equipment may be loaned by undergraduates.

## LIBRARY

The Botany Department Librarian is Dr. Michael Williams.

The Botany Department Library rules *must* be adhered to. They are as follows:

- (i) Books may be borrowed by:
  - (a) Members of academic staff.
  - (b) Research students in Botany.
  - (c) Sophister students attending Plant Sciences classes.

Other members of the College may read in the Library but may not borrow books without the written permission of the departmental librarian.
- (ii) Periodicals *may not* be borrowed from the library by *anyone*. Articles may be photocopied in the Department by arrangement with the relevant course lecturer or research supervisor.
- (iii) Books on loan from the College library may not be borrowed, except by members of the academic staff, who may borrow them on the same terms as from the College library.
- (iv) Books marked with a red seal and books on shelves K7, 8 & 9 *must not be borrowed by anyone*.
- (v) Books borrowed must be entered in the loan book in an orderly and legible form.
- (vi) No more than three books may be on loan to an under-graduate student at one time.
- (vii) Books borrowed must be returned within *three* weeks and may not be borrowed again by the same person until three days have elapsed since their return.
- (viii) Books and periodicals should be returned to their correct shelf.
- (ix) Books in the Herbarium Library may be borrowed only at the discretion of the Herbarium librarian (Prof. J. Parnell). Borrowings *must* be entered into the Herbarium library loan book.
- (x) Missing books or periodicals should be reported to the Librarian in writing.
- (xi) ***PERSISTENT OFFENDERS AGAINST THE RULES WILL BE EXCLUDED FROM THE LIBRARY.***

Please Note: The Library is used for morning coffee (11.00 - 11.20 a.m.), lunch (1 – 2p.m.) and afternoon tea (4.00 - 4.20 p.m.) by the Botany Department staff and research students. It is also used occasionally outside these times for meetings.

## **BOTANIC GARDENS**

### **Main Function of the Garden**

Support of botanical teaching and research with TCD by providing living plant material, controlled growth environments, glasshouses and other experimental facilities. The Garden also houses the Irish Rare and Threatened Plant Genebank.

### **Main Research of the Garden**

Conservation biology, taxonomy, physiological ecology, plant response to climate change.

The garden produces an Index Seminum for exchange with other gardens, arboreta and bona fide individuals every two years.

### **Facilities**

Four heated glasshouses, three unheated glasshouses, one poly-tunnel, walk-in controlled environment chambers, seed processing facility, deep-freeze seed genebank, low temperature growth facilities, experimental plots including open top chambers, growing beds including systematic garden and arboretum, potting shed and ancillary facilities. The diverse plant collection reflects teaching and research needs.

### **Director:**

Professor John Parnell

### **Curator/Administrator:**

Dr Stephen Waldren

### **Ground Staff:**

Mr Michael McCann  
Ms Elizabeth Bird

For further information, please see the Botanic Gardens web pages at:  
<http://www.tcd.ie/Botany/botanic-garden/>