

Herbarium Label Transcription Tutorial for The New York Botanical Garden

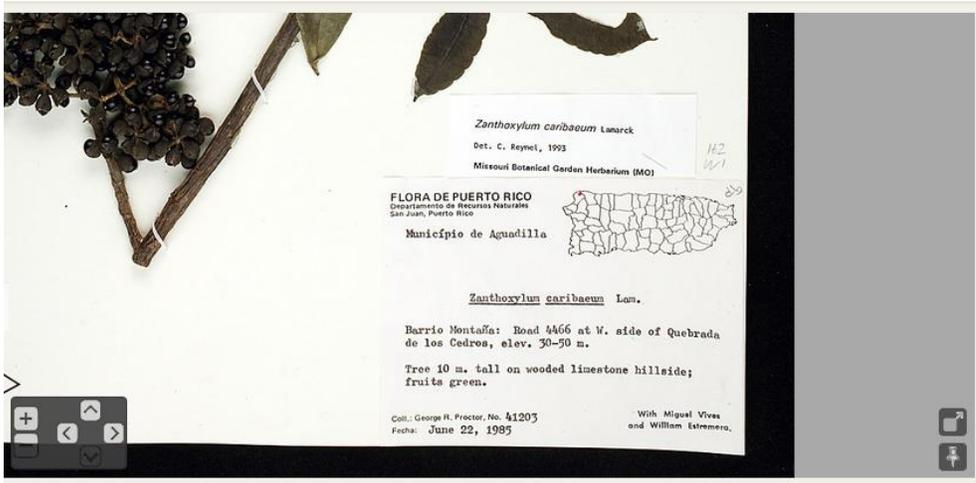


This is an image of a plant collected in Puerto Rico. We'd like you to help us read the label for us. For this expedition, you will be finding specific information on a herbarium sheet label and typing this information into forms in your browser.

Here are a few steps to make your transcription process simple.

First, use the image browser to zoom in to the label. Labels are typically, but not always, found in the lower right corner of the image.

Second, skip the box marked “1. Transcribe all Text.”



Specimen Information
Institution:
Project: Treasures of the New York Botanical Garden Herbarium: Plants of the Caribbean Part II
Catalogue No.:
Taxa:

1. Full Text (Optional) – Record exactly what appears in the labels so we have a searchable reference for them.

Next, click into the “Collector” box in “2. Collection Event.”

Begin to fill in the information provided in the label. Many of the fields will auto-complete once you begin typing. There are multiple choices for this collector. You can select the right person using your mouse or the ‘down’ arrow and ‘enter’

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2. Collection Event – This records information directly from the label about when, where and by whom the specimen was collected. Only fill in fields for which information appears in the labels. [Shrink](#)

Collector **Collector Number**

Country **Lower level administrative division (i.e. state, province, municipio)**

Date **Elevation** -

It is helpful to begin typing the *last* name of the collector or a distinctive name of the lower level administrative district.

In this case the district is simply Aquadilla.

2. **Collection Event** – This records information directly from the label about when, where and by whom the specimen was collected. Only fill in fields for which information appears in the labels [St](#)

Collector	<input type="text" value="George R. Proctor"/>	Collector Number	<input type="text" value="41203"/>
Country	<input type="text" value="Puerto Rico"/>	Lower level administrative division (i.e. state, province, municipio)	<input type="text" value="Agu"/>
Date	(from) <input type="text" value="Year"/> <input type="text" value="MM"/> <input type="text" value="DD"/>	Elevation	
	(to) <input type="text" value="Year"/> <input type="text" value="MM"/> <input type="text" value="DD"/>		

- Aguada
- Aquadilla**
- Aguas Buenas
- Caguas
- Inagua
- Mayaguana Island

In other instances the auto-complete function may be useful in choosing the correct locality. In this case we type “Andrew” first to locate all administrative divisions with the word “Andrew” in it.

Lower level administrative division (i.e. state, province, municipio)	<input type="text" value="Andrew"/>
Elevation	

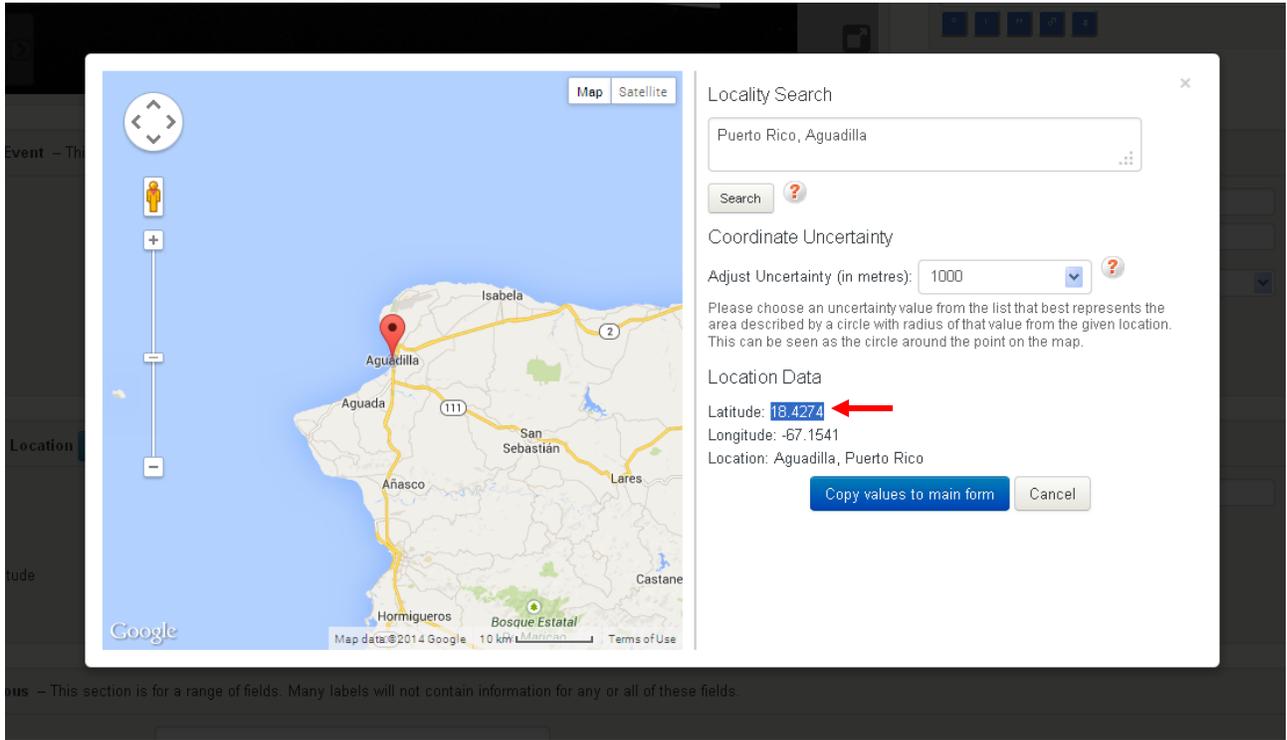
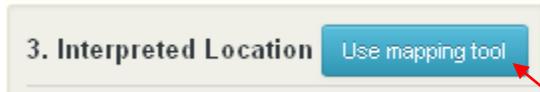
- Saint Andrew (Barbados)
- St. Andrew Parish**
- St. Andrew (Dominica)

After filling in the date and elevation, go ahead to “3. Interpreted Location.”

Fill in the specific locality from the label.

Locality	<input type="text" value="Barrio Montana. Road 4466 at W. side of Quebrada de los Cedros."/>
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Click the “use mapping tool” button.



Google will often already know what location you are searching.

Copy and paste the Latitude and Longitude Google provides.

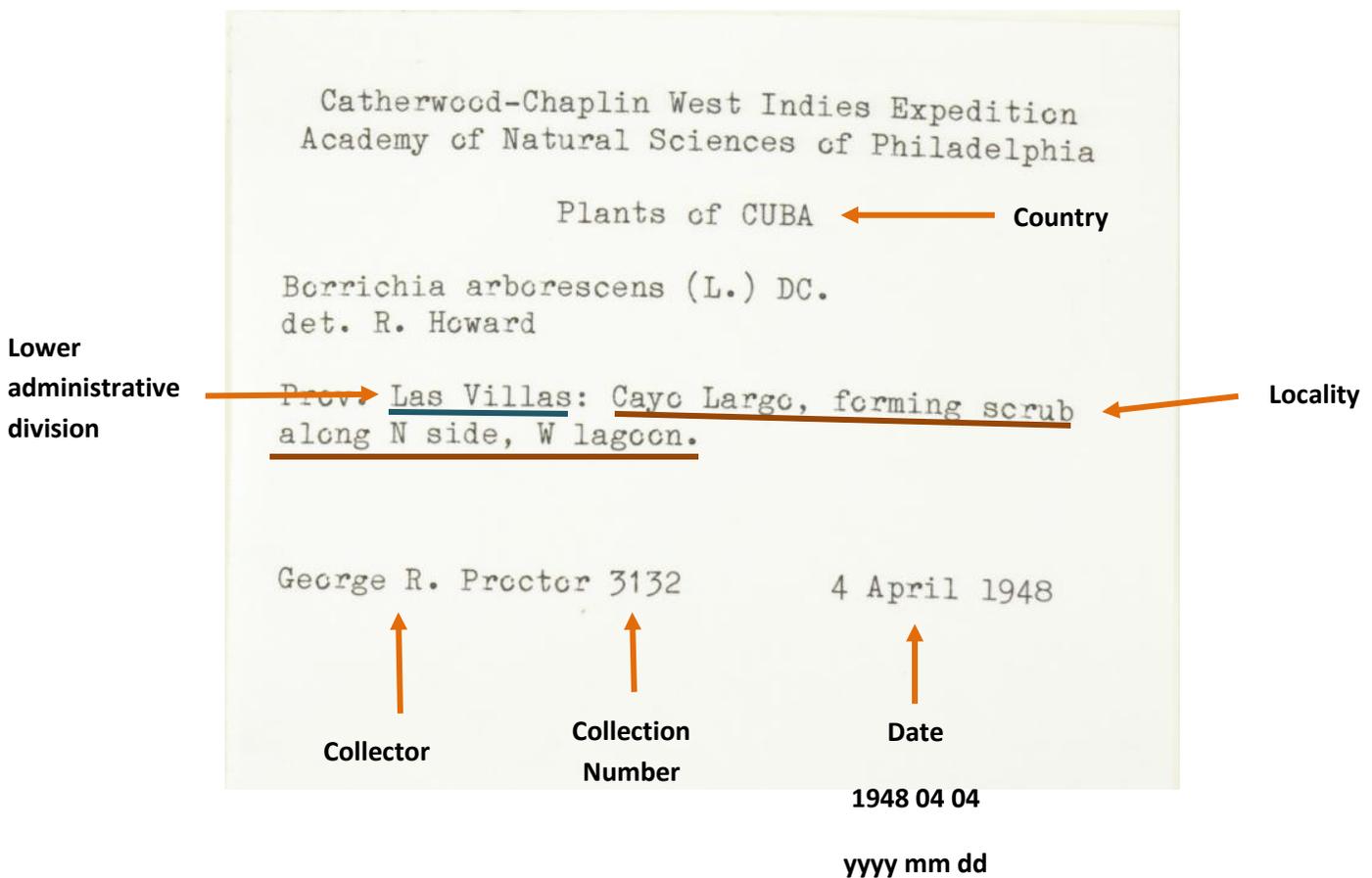


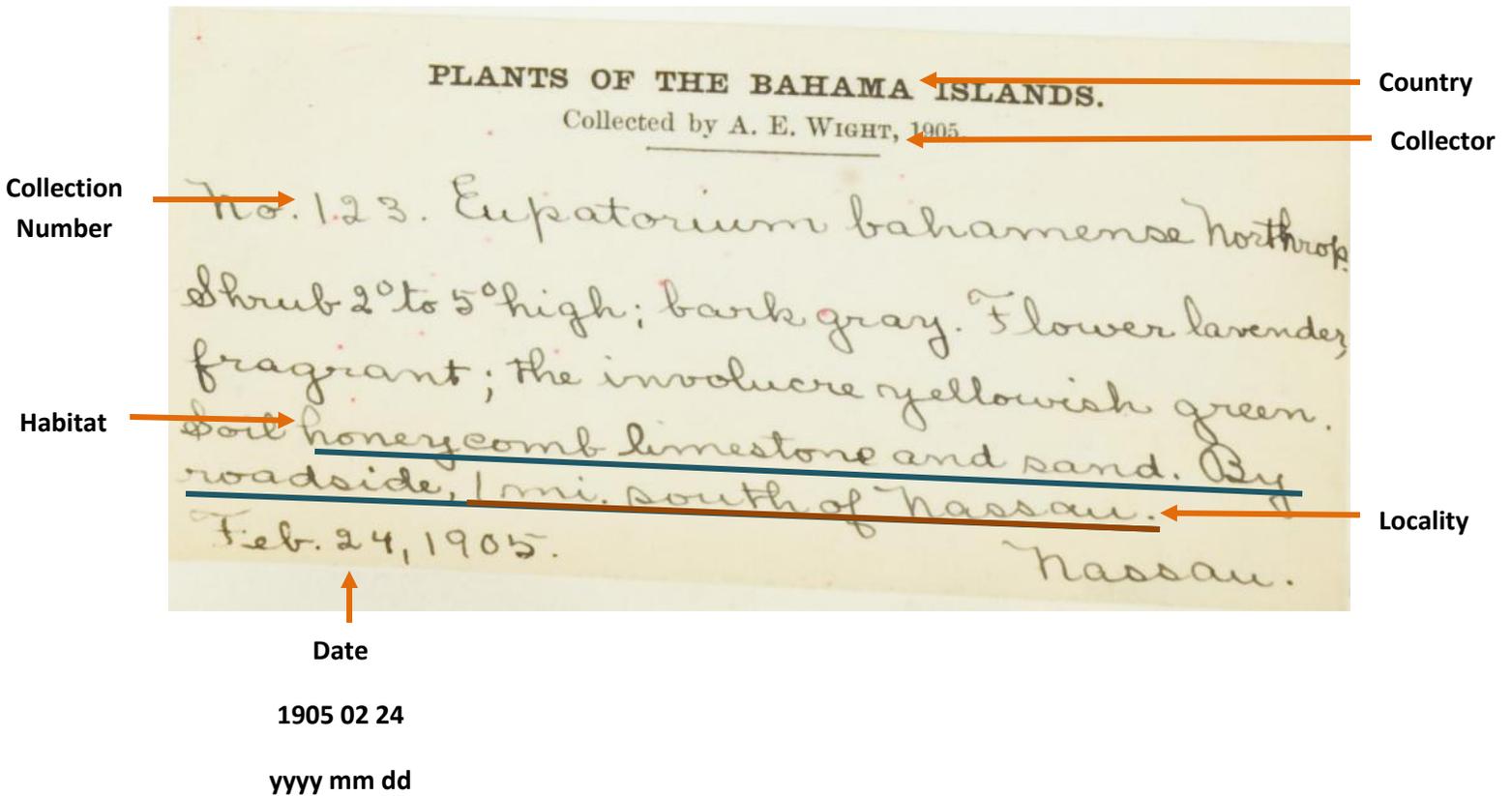
Remember to switch to Decimal format first!

When you have finished recording the necessary text, click on the “Submit for Validation” button. You will then have the opportunity to transcribe another plant specimen label.

If you feel that the label is too difficult to read, or for any reason you would like to move to another label, click on the “Skip” button.

Here are some sample labels.





Each collector will label specimens he or she collects in a unique way.

Familiarize yourself with the different labeling styles and **Meet the Collectors** in the next the next tutorial!