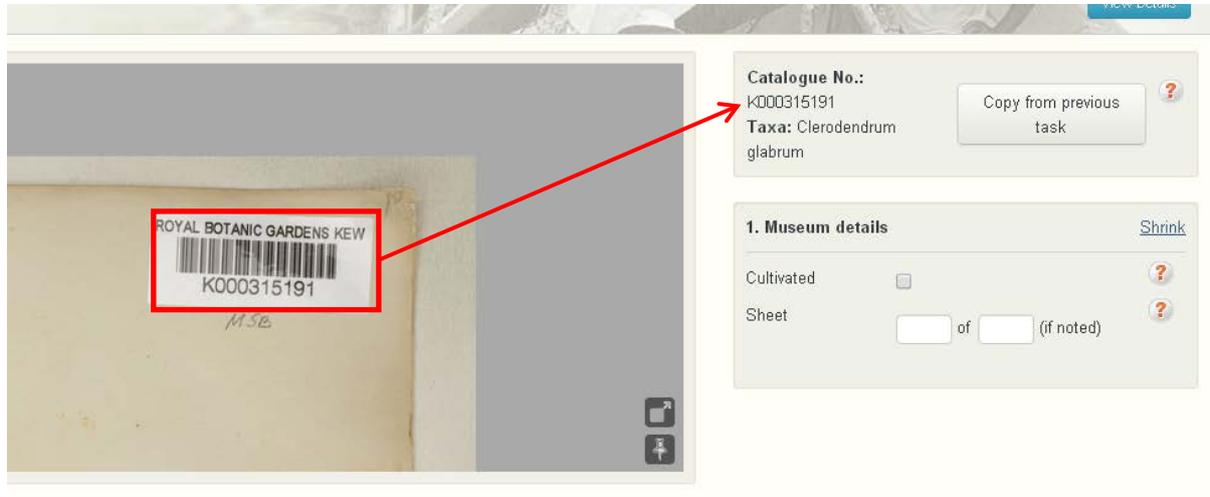


Royal Botanic Gardens Kew – Herbarium Specimen Label Tutorial

Catalogue No.



Check that the Catalogue No. in the image matches that in the task.

1. Museum details

| | | |
|--------------------------|---|------------------------|
| 1. Museum details | | Shrink |
| Cultivated | <input checked="" type="checkbox"/> | ? |
| Sheet | <input type="text" value="1"/> of <input type="text" value="2"/> (if noted) | ? |

Cultivated

Cultivated refers to a collection that was grown by man, not found in the wild. A specimen is often designated as “Cultivated” on the label, or may say “Cultivated at...” or “Grown in...” Check the box if the specimen was cultivated.

Sheet

Occasionally the label will state “Sheet # of #” (e.g. Sheet 1 of 2), denoting that the collection was too large to be held on one sheet and therefore was spread over multiple sheets. Fill in the numbers as written on the sheet.

3. Location details

The image shows a herbarium specimen label from the Instituto de Investigação Científica de Angola, Ex-Herbário (LUA1). The label contains the following information:

- Species: *Jasminum fluminense* Vell.
- Description: Trepadeira com vários metros; flores brancas.
- Location: ANGOLA: Huíla, Chibia, ao Km 4,1 da estrada para o Jau.
- Collector: COL. A. Menezes, nº 3254
- Date: 16 / 3 / 1970

The data entry form below the label is divided into three sections:

- 1. Museum details:** Includes fields for 'Cultivated' (checkbox) and 'Sheet' (number of sheets, with a note '(if noted)').
- 2. Collection details:** Includes fields for 'Collector(s)', 'Collector number', and 'Collection Date' (with sub-fields for DD, MM, and Year).
- 3. Location details:** Includes fields for 'Verbatim Locality', 'State/Province/Territory', 'Country', 'Elevation', 'Verbatim Latitude', 'Verbatim Longitude', 'Habitat', and 'Plant Description'.

A good online resource to use for finding geographic names is <http://www.geonames.org/>

Verbatim Locality, State/Province/Territory and Country

For the above example search Geonames for Huíla where Country = Angola. We find that Huíla is a “first-order administrative division” (like state or province) for Angola. Therefore we can put this in the field “State/Territory”. The rest of the locality information (Chibia, ao Km 4, 1 da estrada para o Jau) can be put in the Verbatim Locality field.

[Please note that the “State/Territory” field is optional; please make an effort to fill it in if not too difficult, but do not spend too much time researching this.]

Another example is:

The image shows a specimen label and its corresponding data entry form. The label is a piece of paper with handwritten text in Portuguese. The text on the label is: "9720 - insola, Huila, entre Tchivinguiro e a Banja. Arvore de 5m de altura. Flores brancas, numerosas. Sobre uma termita, em bosque denso. Pouco abundante no local. Data: 20/12/1961. Col.. G. Barbosa.-". The text is typed into a form with various fields for data entry. The form is divided into sections: "1. Museum details", "2. Collection details", and "3. Location details". The "1. Museum details" section includes fields for "Catalogue No." (K001006341) and "Taxa" (Chionanthus battiscombei). The "2. Collection details" section includes fields for "Collector(s)", "Collector number", and "Collection Date" (with sub-fields for DD, MM, and Year). The "3. Location details" section includes fields for "Verbatim Locality" (entre Tchivinguiro e a Banja), "State/Province/Territory" (Huila), "Country" (Angola), "Elevation", "Verbatim Latitude", "Verbatim Longitude", "Habitat", and "Plant Description".

Verbatim Latitude and Longitude

On rare and fortunate occasions, the latitude and longitude of a collection will be provided on the specimen label. Most of the time, we need to find the geographic coordinates through our online sources. Geonames will give the coordinates in the record output. You can also find geographic coordinates using Google maps (<http://maps.google.com>), although it takes a few clicks. When you find your point on a Google map, right click on the tear drop point. Click on "What's Here" and a green arrow will appear. Click the green arrow and the coordinates will appear. Note: enter geographic locations only for locations that you feel fairly certain are correct and somewhat precise. You would not want to put coordinates for a country or second level geographic division, or for a location for which you are uncertain.

Habitat

The description of the area in which the specimen was found as written on the label, for example, sandy ocean beach.

Plant Description

The description or general appearance of the plant as written on the label, for example, small creeper to 2 metres; white flowers.

4. Notes

The notes section is to record any comments that may assist the person who will be validating the transcription of the labels. This notes section is for anything related to the labels.