Bee Label Transcription Tutorial

Thank you for helping us transcribe specimen labels from our Wisconsin natural history collections! Bee specimens have a variety of labels. These labels may contain information including species name and determination, specimen details (sex, Queen), collection event (collector, method, location, date), and numbers that relate to field notes or the museum catalogue. This guide will help you identify types of labels and their information.

1. **Barcode Label**

   This will have "MPM" and the human-readable ENTnumber, and a QR code.

2. **Locality Labels**

   These labels will have where the specimen was collected and frequently contain additional pieces of information, such as the collector ("Collected by" or "Coll."), and the date the specimen was collected (label convention is to write the month as a Roman numeral).

3. **Secondary Labels**

   These labels may duplicate information in the locality labels, and/or contain determination information such as:

   - Taxon
   - Author (this name will often be abbreviated)
   - Sex
   - Determined by/date ("Det." or "Det. By")
   - MPM catalogue number (generally 5 digits, with some exceptions)
   - MPM accession numbers (usually 4 digits)
   - Other numbers (field number, other institution numbers, etc)
   - Host plant
   - Habitat information

Barcode

Collector, Locality, Date

Taxon Author (abbreviated)

Taxon Sex Author (abbreviated)
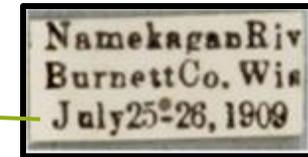
Catalogue Number

Scale
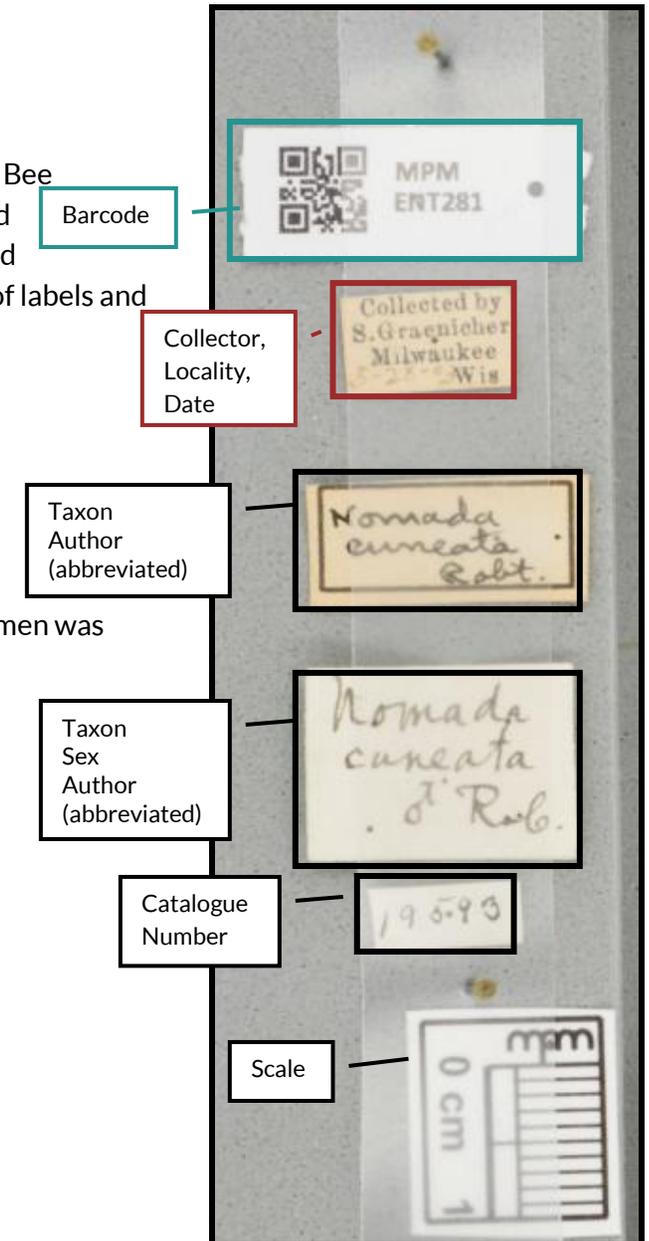
4. Collection Dates

Collection dates will be written in the month-day-year convention, but may include day ranges or Roman numerals. When a date includes a Roman numeral, that numeral is the month.

PERU, Loreto
Mishana
40km.W.SW.of
Iquitos XI-2-74
P.A.Holzbauer Collr.
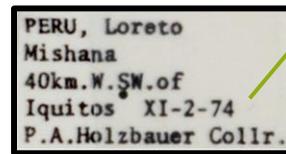
Date (November 2, 1974)

Date (with day range)

NamekaganRiv BurnettCo. Wis July25-26, 1909

Transcribing Label Data

The label information that needs to be transcribed is organized into three columns of fields on the transcription template.   If there is information that does not fit in any of the fields, it will go in the **1. Collection Notes** column in the form (more on this later).

When you start the expedition, there will be a photo of the bee specimen and its labels. You can use the +/- and arrow buttons in the bottom left of the image to magnify and navigate around the picture to get the labels an appropriate size for reading.

A DIGIVOL Expedition · My Profile

DIGIVOL · Milwaukee Public Museum- Bees Expedition 1 · MPM_ENT_333_1_cropped.jpg · Skip · Create Forum Topic · View Tutorial

Catalog Number ENT333

Institution: Milwaukee Public Museum **Project:** Milwaukee Public Museum- Bees Expedition 1 **Catalog Number:** ENT333 **Taxa:** Ceratina dupla

If you have a question about a particular field, select the ? button to see notes about that field.

You will begin in the center column, **2. Collection Location**.

Institution: Milwaukee Public Museum **Project:** Milwaukee Public Museum- Bees Expedition 1 **Catalog Number:** ENT333 **Taxa:** Ceratina dupla

1. Collection Notes ?

[Copy values from a previous task] ?

2. Collection Location

Collection Date (from) Year MM DD ?
(to) Year MM DD

Country United States
State Province WI ?
County Milwaukee Co. ?
Municipality

Precise Location

Verbatim Latitude
Verbatim Longitude

3. Miscellaneous

Catalog Number ENT333
Other Number ?
Identified By ?
Date Identified (from) Year MM DD ?
(to) Year MM DD
Collector(s) ?

4.Notes Record any comments here that may assist in validating this task   Shrink

Your Notes

[Submit for validation] [Save unfinished record] [Skip] [Create Forum Topic]

Given the variation in the label styles, information will not be available for all the fields. If there is no information for a field, leave it blank.

Collection Date (From)/ (To): Place the collection date from the label in the top field. If an end date is specified, add it to the lower field. The date will be formatted in month/day/year on the label. Enter the date as Year/MM/DD. If there is a Roman numeral in the date, enter the corresponding

number in the month field (Ex. III=3). If the year is abbreviated ('01), it should be assumed to be from the 1900s. If there is no day written on the label, leave the day field blank.

Number	Roman Numeral	Number	Roman Numeral
1	I	7	VII
2	II	8	VIII
3	III	9	IX
4	IV	10	X
5	V	11	XI
6	VI	12	XII

Country, State, County, Municipality: Any collection information you find on the label should be entered in these fields. In some cases, we will have already filled these fields—if it is incorrect, please note it in "Your Notes."

Precise Location: This field is for the location where a specimen was collected. **We are using GNIS as our reference for place names for this project (http://geonames.usgs.gov/domestic/index.html).**

Words like mile, station, east, west, etc are always spelled out. See the table of abbreviations at the end of this document for more information.

Highways and county roads in Wisconsin can be either alpha or numeric, such as Hwy 12, Highway D, or Hwy AA. You will have to use context clues to determine whether letters are referring to ordinal directions or road names. For instance, "on E, 2.2 mi W of jct. of E& F" would be transcribed as "On Highway E, 2.2 miles west of junction of Highway E and Highway F" You should capitalize the first letter of the phrase and end with a period. As in the example above, you may correct "mile" to "miles" if it is more appropriate for the context.

Latitude/Longitude: If given on the label, place the latitude and longitude verbatim in these fields.

Now you will continue to column **3. Miscellaneous**. These fields can be left blank if this information is not available.

Catalogue Number: This number is usually 5or 6 digits and will either be handwritten or typed. It is frequently the only information on the label. In many cases, an ENT or IZ catalogue number will be automatically loaded in the number field (ENT barcodes are a default)—if you find a catalogue number label you may overwrite the ENT number with the number found on the label. If it is an IZ catalogue number, make sure the number on the label matches the number with the IZ prefix.

There are some specimens that note the Oshkosh Museum catalogue number—please place this number in the **Collection Notes**.

Other Number: In addition to a catalogue number label, you will see labels noting a field number—usually 1-4 digits, frequently the only information on the label. If you have more than one Other Number, add additional numbers to the Collection Notes prefaced by "Other number:"

Identified By: These names are also written as "Determined by" or "Det." on the labels. The field will suggest names when you begin typing the last name. Select the appropriate name. If you come across someone not on the list, the name should be entered "First Name (or initial) Middle Initial. Last Name" Ex: "S. Graenicher."

Date Identified: This only happens on a single day. Only enter data in the "From" fields (top row). Dates will be listed on the labels as month-day-year.

Collector(s): Frequently indicated by "Coll." after a name. Names should be entered "First Name Middle Initial. Last Name" Collectors will also include "Museum Expedition." There are multiple rows available in this field; enter one name per field.

Collection Notes (Column 1):

This field is for narrative or other label information about the specimen, including:

- How it was collected
- Host plant (what it was collected on)
- Sex
- Museum accession numbers ("Mus. Acc #")
- Oshkosh Museum catalogue numbers
- Other numbers/field numbers
- Township/Range/Section/Section Quarters

However, if there is any information included on a label that does not fit into any prior field, add it to this field. All information for Collection Notes should be transcribed verbatim. You do not need to repeat the taxon information from any of the labels in this field.

*Regarding Township/Range/Section/Section Quarters:*

These numbers are listed in order, and may not always include the section quarter.
Townships and ranges usually have a number and a letter (N, S, E, or W); some labels have no ordinal direction for township and range. Section is usually just a number, and Section quarters can contain letters and numbers. The fields are free text, and the numbers and letters should be entered with no spaces between parts. (Example: T24N R6E 24 1/4NW or T03N R8E 13)
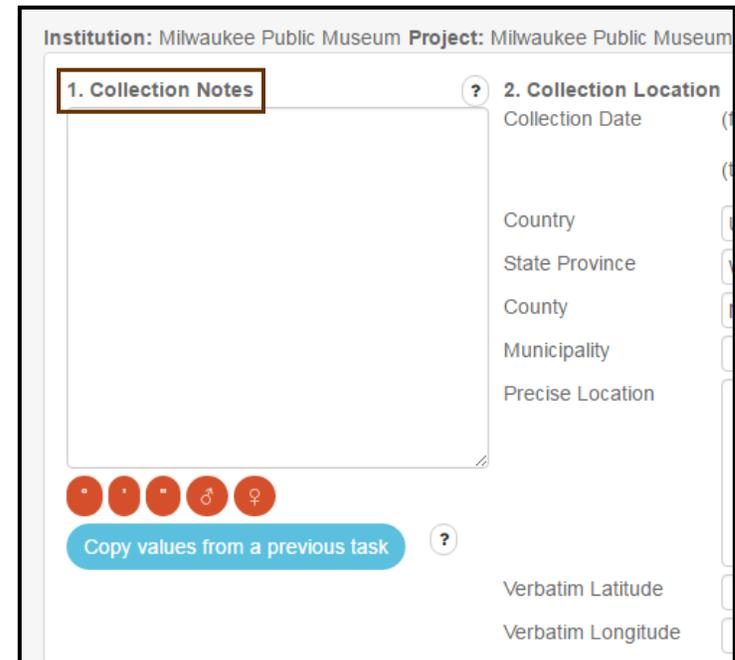
In the final section, **4. Notes**, you may enter any information that will assist with validating your task. You should also note here if there is illegible handwriting, conflicting information, etc. If there is no additional information, you may leave this field blank.
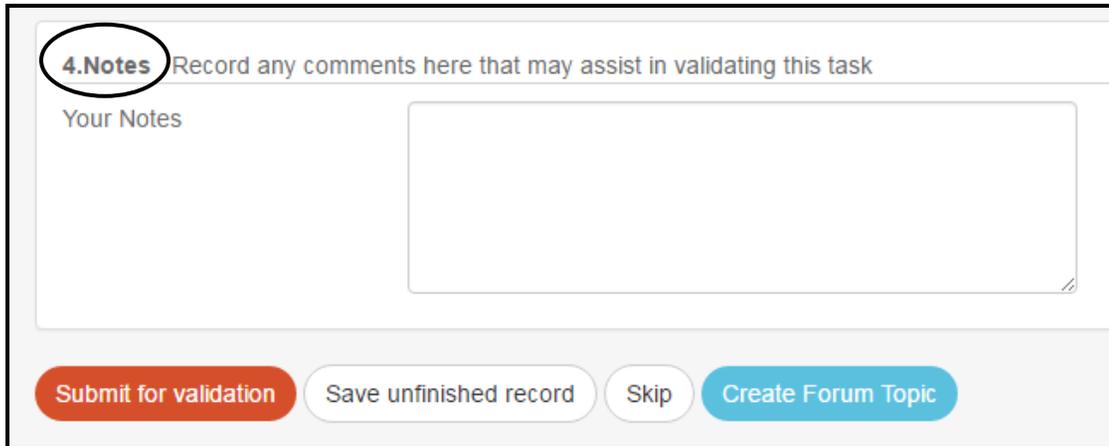
Once you have completed your transcriptions, click the **Submit for validation** button. You will then move on to the next set of labels to transcribe. If you need to stop transcribing before you've finished a label, click the **Save unfinished record** button to save your work. You may return to it at a later time. **Skip** will allow you to move on to another label. Use **Create Forum Topic** to ask any questions you may have about a label or type of information.

Now that you're acquainted with labels and the information we are looking for, here are three examples:

1.

Compare catalogue numbers to what has been added automatically. These numbers match.

"13-19" is the day range.
"VII" is the month (7).

2. Collection Location

| Collection Date | (from) | 1910 | 07 | 13 |
| | (to) | 1910 | 07 | 19 |

Country — United States
State Province — WI
County — Pierce Co.
Municipality — Prescott
Precise Location

Verbatim Latitude
Verbatim Longitude

Many of these specimens will have Country, State, & County prefilled. Since WI and Pierce Co. are correct, it was only necessary to add "Prescott" in the Municipality field.

MPM
ENT29

Cat. #39306
WI: Pierce Co.: Prescott
13-19/VII/1910
Coll.Museum Expedition
Mus. Acc # 2201

39306

1. Collection Notes (?)

Mus. Acc # 2201

3. Miscellaneous

Catalog Number — IZ39306

Other Number

Identified By

| Date Identified | (from) | Year | MM | DD |
| | (to) | Year | MM | DD |

Collector(s) — Museum Expedition

2.

There is no other catalogue number for this specimen, so the default (the barcode number) is correct.

2. Collection Location

Collection Date	(from)	1952	05	29
	(to)	Year	MM	DD

Country	United States
State Province	WI
County	Waushara Co.
Municipality	Pine River
Precise Location	
Verbatim Latitude	
Verbatim Longitude	

3. Miscellaneous

Catalog Number	ENT293			
Other Number				
Identified By				
Date Identified	(from)	Year	MM	DD
	(to)	Year	MM	DD
Collector(s)	R. N. Buckstaff			

1. Collection Notes (?)

on apple blossoms
donated by Oshkosh Museum in 1989.
Oshkosh catalog # 4925

The Oshkosh catalogue number is not an MPM catalogue or field number; it should go in Collection Notes. Type notes verbatim. You may place separate pieces of information (such as host plant or donation notes) on separate lines.

State and County are accurate; add "Pine River" to the Municipality field.

3.

2. Collection Location

Collection Date	(from)	1901	08	12
	(to)	Year	MM	DD

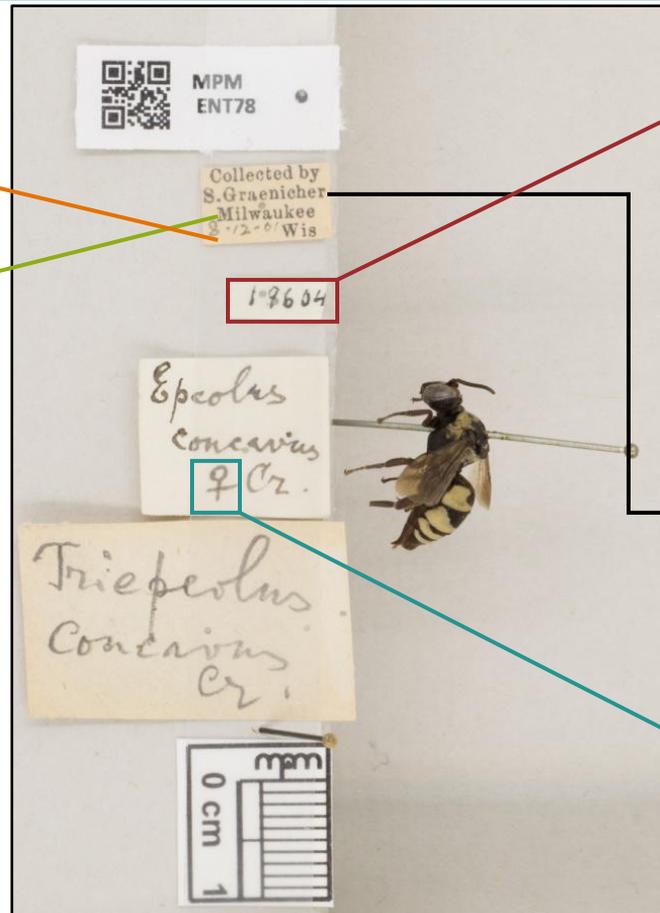|	
Country	United States
State Province	WI
County	Milwaukee Co.
Municipality	Milwaukee
Precise Location	
Verbatim Latitude	
Verbatim Longitude	

"Milwaukee, WI" is in Milwaukee Co., Wisconsin, so you will only need to add "Milwaukee" to the Municipality field.

MPM
ENT78

Collected by
S.Graenicher
Milwaukee
8-12-01 Wis

1·3604

Epeolus
concavus
♀ Cr.

Triepeolus
concavus
Cr.

0 cm   1

This specimen had "ENT78" pre-filled in the catalogue field; since it has a catalogue number label (5 or 6 digits), you may correct the entry.

3. Miscellaneous

Catalog Number	19604
Other Number	
Identified By	

Date Identified	(from)	Year	MM	DD
	(to)	Year	MM	DD

Collector(s)	S. Graenicher

1. Collection Notes (?)

♀

Your help transcribing labels is greatly appreciated! Thank you very much for your time!