US Herbarium Specimen Data Entry Tutorial

A typical herbarium specimen looks like this:

USNM Number
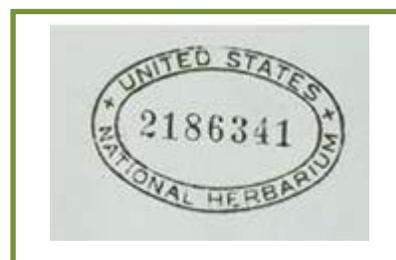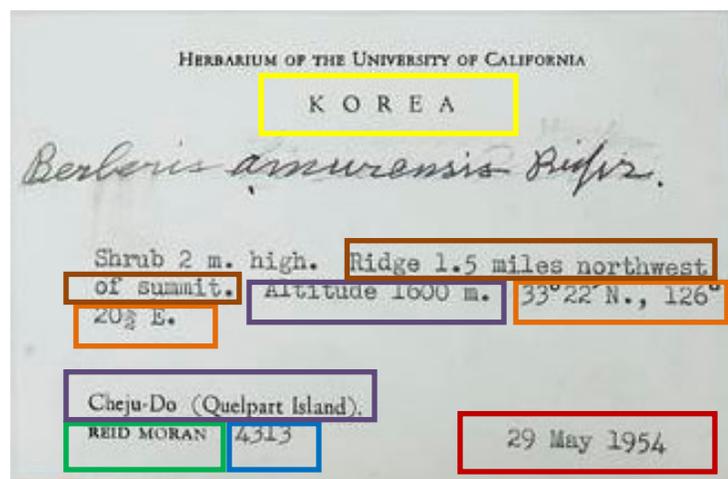
Specimen Label (found on lower right-hand side of specimen

Transcribe all text on the specimen label and USNM Number

Please leave the "Transcribe All Text" box blank.

Collection Event

Transcribe all label data into the fields of the relevant sections as outlined in the below example:

The US National Herbarium number is usually outside the label in an oval and/or surrounded by the words "United States National Herbarium". Please fill in the USNH number when available.

Cultivated refers to a collection that was grown by man, not in the wild. A specimen is often designated as "Cultivated" on the label, or may say "Cultivated at…" or "Grown in…"

Occasionally the label will state "Sheet # of #" (i.e. Sheet 1 of 2), denoting that the collection was too large to be held on one sheet and therefore was spread over multiple sheets.

Collector(s) should be in [lastname], [firstname] format. If collector name is missing, use "collector unknown".

Collector number should be noted as "**s.n.**" if no collector number appears on the label.

Collection date should be noted numerically, DD as day, MM as numeric month (i.e. 05 for May) and YYYY for the 4-digit year. If there is a range of dates for collection (i.e. "March 29 – April 2, 1954") please reflect this in the "from" and "to" dates.

2. Collection details				
Collector(s)	Moran, Reid			?
Collector number	4313			?
Collection Date	(from)	29	05	1954	?
	(to)	DD	MM	Year

3. Location details					
Verbatim Locality	Ridge 1.5 miles northwest of summit.				?
State/Province/Territory	Jeju Province				?
Country	Korea				
Elevation	1600	-	To	m	
Verbatim Latitude	D°M'S"	33	22	S	N
Verbatim Longitude	D°M'S"	126	20	30	E

Locality information on the specimen label is especially important to researchers, so please be sure to record it. For Country and State/Territory name, please record the *current* names for these. All other information can be entered under Verbatim Locality. For Country and State/Territory, it may be necessary to consult a reference for the correct name, as label data may not be current. State/Territory may also need to be inferred from the country and verbatim locality data. For reference resources and best practices, please refer

to **Finding and Recording Geographic Place Names** . Please note that the State/Province/Territory name is not required, but an effort to find this place name is appreciated.

Another Collection Event example

PLANTS OF NEW MEXICO

Berberis Fendleri A. Gray
Cam 1846

Guadalupe Canyon, Manzano Forest, San Mateo Mts., Sandoval County

No. 18726   W. W. EGGLESTON, Collector

2,100 meters
July 20, 1923

417185   UNITED STATES NATIONAL HERBARIUM
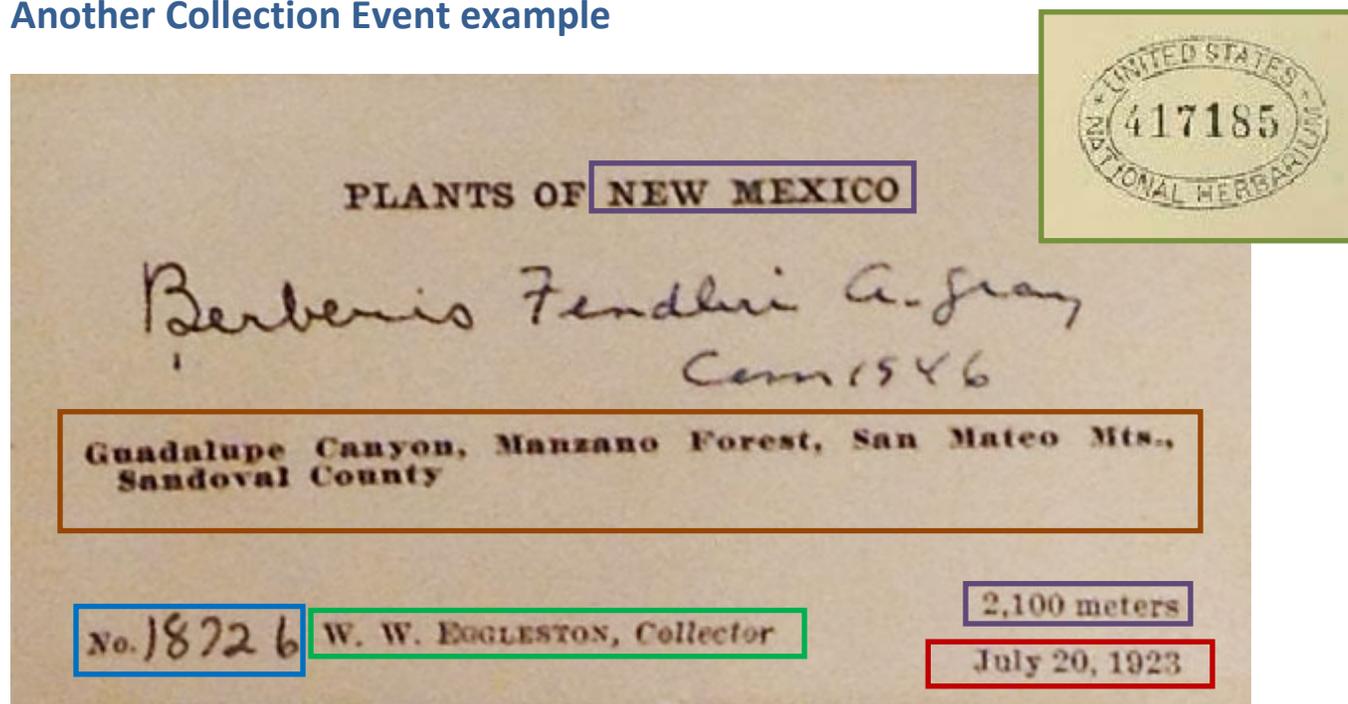
1. Museum details   Shrink

USNH Number   41718   ?

Cultivated   ☐   ?

Sheet   ____ of ____ (if noted)   ?

2. Collection details

Collector(s)

Eggleston, W.W.

Collector number

18726

Collection Date (from) 20 07 1923

(to) DD MM Year

3. Location details

Verbatim Locality

Guadalupe Canyon, Manzano Forest, San Mateo Mts., Sandoval County

State/Province/Territory

New Mexico

Country

United States ▼

Elevation

2100 — To m ▼

Verbatim Latitude

D°M'S" ▼ D M S ▼

Verbatim Longitude

D°M'S" ▼ D M S ▼

In this case, the Country must be inferred from the State/Territory.

Verbaitm latitude and longitude can be entered in decimal format, or as degrees minutes seconds (D˚M'S"). If latitude and longitude are not provided, leave fields blank.