

University of Hawai'i Insect Museum (UHIM) Tutorial for crowdsourcing label data at the Biodiversity Volunteer Portal (BVP)

Aloha! Thank you for your assistance in digitizing our insect collection. This is one step in a process that will allow our specimens (and the associated data) to be linked with collections worldwide via the web. In turn, these data will allow us to better understand how biodiversity changes over time, and to protect that biodiversity. Here is a brief tutorial that you may find useful, but for any question that may not be covered here, use the expedition forum tool that is built in to the BVP.

The specimens you work on represent over a century of collecting in and around Hawai'i by many different people. Each person and time period had some slight variation in what information they recorded on labels. For example, in the past decade it has become commonplace to include GPS coordinates, where this was not possible previously. Further, some collectors report GPS in degree minute second (DMS) format, others in decimal degrees (DD), and so on. As you practice you should become more familiar with how the labels work.

Browsing the Image: You can use the image browser to zoom in on the label and move the field of view around.

Catalog Number: This is the unique ID number on each specimen that starts with "UHIM" and usually is on a green label. This is a globally unique ID we are adding to each specimen we image that allow the data to be linked back to our collection even when the data are used by researchers around the world. Every museum in the world has such identifiers, so to avoid redundancy the "UHIM" part is important to include!

Scientific Name: Some specimens have a card with the scientific name of the species (genus and species) as well as the author and year (this refers to the family name of person who first described the species and the year of the publication). Also on this card you may see an abbreviation in a color strip, "ADV", "PUR" or "END". This refers to the status of the species in Hawai'i, whether it is adventive (introduced but possibly no breeding populations established), purposely introduced (usually as a biocontrol agent), or endemic. This information can be added to the "notes" section. You may also see other Taxonomic names, most commonly the Order or Family. Add these verbatim to the "Scientific Name" box, preferably before the Genus and Species name.

Locality: Most geographic place names in Hawai'i are in the Hawaiian language, which can be tricky for those not familiar with it. There tend to be lots of vowels and apostrophes. In the past local collectors were not very good about including detailed locality info, so you may see specimens that just have the name of a mountain or neighborhood without any additional context. You may simply add in what you see, but you can also add additional context using

maps (State, County, Island, municipality). The BVP has a built in mapping tool that allows you to place a marker on a map. Don't worry, we'll check your work for errors so do your best and it will likely help us.

Many of our specimens come from Islands, either in Hawaii or elsewhere in the Pacific. There is not always a correspondence between Island name and a political entity. For example, The Island of Hawaii ("Big Island") is the same as the County of Hawaii. But the Island of Oahu is in Honolulu County (as are most but not all of the Northwest Hawaiian Islands). It's confusing to those not familiar, and that's why we record both island name and other geopolitical identities.

Other notes: If you see anything that doesn't clearly fit in one of the established categories, simply type it in the "Other Notes" box. We will take a look and try and figure out where it goes.

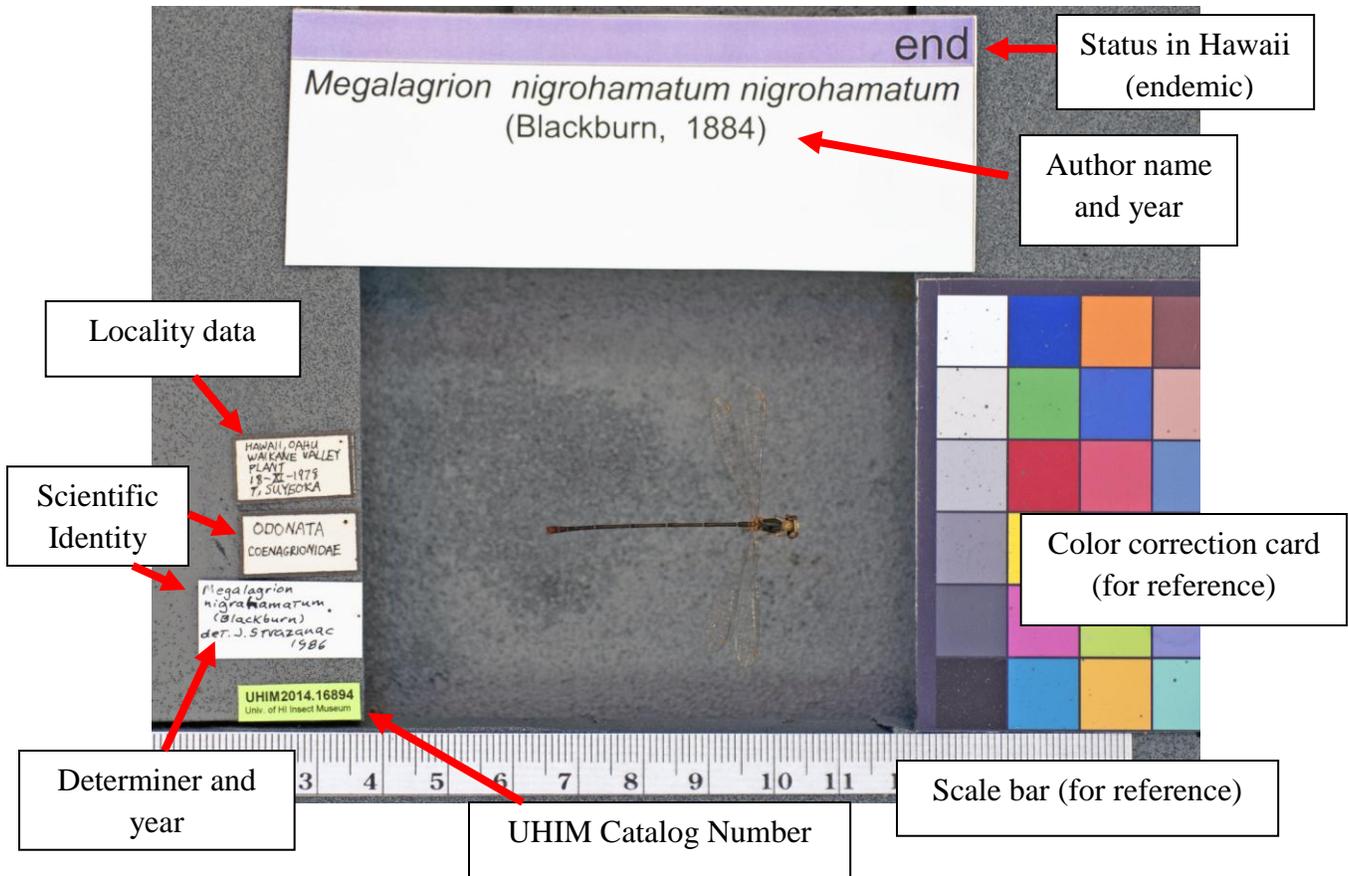
Your Notes: If, during the process of transcribing a label, you notice anything that you think might help us, make a note in this box. It may involve things like "locality is illegible" or "date is ambiguous".

Finishing a task: When you finish a label, click on "Submit for validation". This will then bring up another label for you to work on if you have time. It will also alert us to the submission so we can quickly review your work.

If a label is too difficult to read, simply click on the "skip" button to move on to another one.

Mahalo for your help!

Sample Label:



HAWAII, OAHU
WAIKANE VALLEY
PLANT
18-XI-1979
T. SUYBOKA

ODONATA
COENAGRIONIDAE

*Megalagrion
nigrifolium*
(Blackburn)
det. J. STRAZANAC
1986

UHIM2014.16894
Univ. of HI Insect Museum

Locality

Collection Date

Collector

Scientific name (Order)

Scientific name (Family)

Scientific name (Genus & species)

Author

Determiner and year

UHIM Catalog Number