

MELU Burnley Collection Data Entry Tutorial

This image is of one of the plant specimens in our Burnley Collection. For this expedition, we would like you to transcribe the information from the label to the fields on the form provided. We will then add this information to our electronic catalogue, which is then made available on the Australia's Virtual Herbarium and Atlas of Living Australia.

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

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.

Transcribe

~~CALCOPHANIACEAE
MELU D 111779 a
Senna artemisioides (Gaudich. ex DC.)
Randell
Databased: DigiVol Edition 4.1, 2015~~

~~THE UNIVERSITY OF MELBOURNE HERBARIUM (MELU)
= *Senna artemisioides* (Gaudich. ex DC.) Randell
Date 09 / 04 / 2015~~

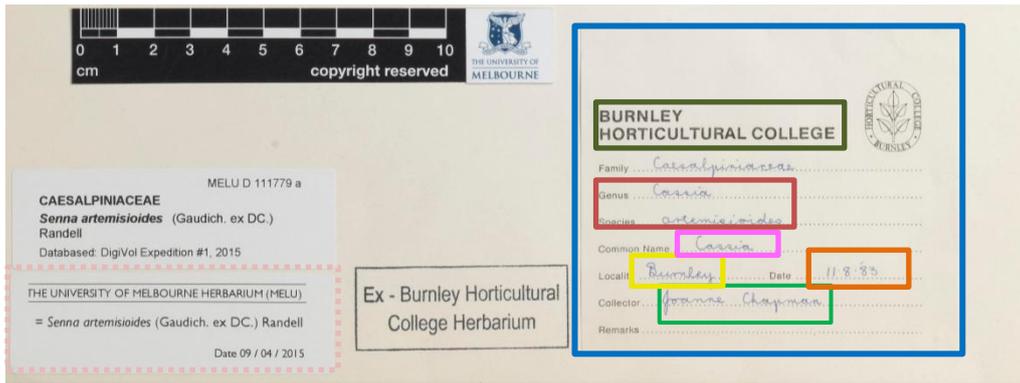
~~Ex - Burnley Horticultural
College Herbarium~~

BURNLEY
HORTICULTURAL COLLEGE

Family *Casaliptariaceae*
Genus *Cassia*
Species *artemisioides*
Common Name *Cassia*
Locality *Burnley* Date *11.8.83*
Collector *Jeanne Chapman*
Remarks

Do not transcribe

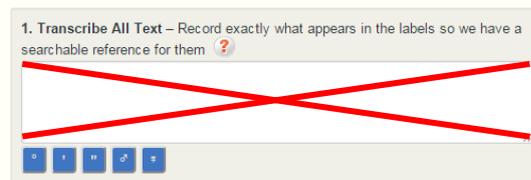
Transcribe all label data into the fields of the relevant sections as outlined in the below example:



Note if the field is not on the label then leave this field blank.

1. Transcribe all Text

Please leave this box blank.



2. Collection Event

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's number

Collection date (from) (to)

Collector(s) should be in [firstname] [lastname] format. If collector name is missing, select “unknown” from the list. Many collectors will only have a lastname and an initial, in that case the format should be [initial.] [lastname].

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. The date-to field is used when there is a range of dates, e.g. '17-30 Oct 1932'. If there is only one date, only fill in the date-from field; don't also fill in the date-to field.

Collector number should be noted as “s.n.” if no collector number appears on the label. “s.n.” is the abbreviation of the Latin words *sine numero*, meaning “no number”.

3. Interpreted Location

3. Interpreted Location [Use mapping tool](#) – Use the mapping tool before attempting to enter values manually [Shrink](#)

Latitude

Longitude

Verbatim Locality

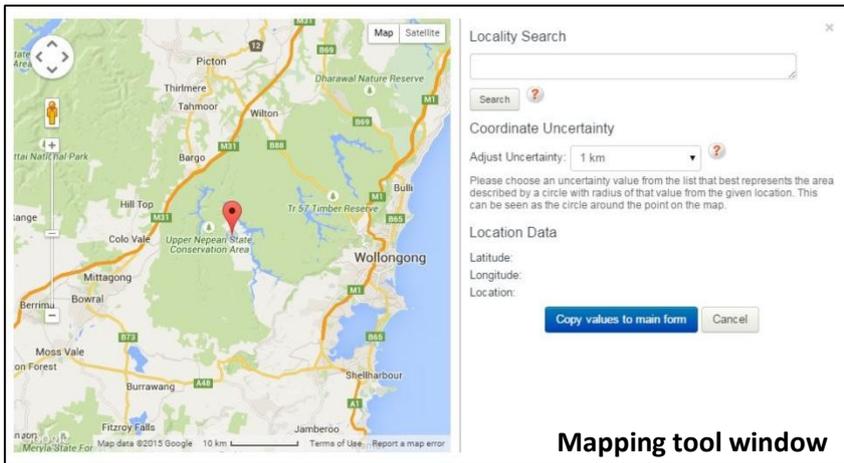
Coordinate uncertainty in metres

State

Georeferencing notes

Most localities on these specimens are not very detailed, often only listed a suburb they were collected in. Very few, if any, will note the latitude and longitude (geocode) of the locality. To add this important information we ask that you select the [use mapping tool button](#) to determine these (and other values).

State, Latitude, Longitude and Coordinate Uncertainty in Metres will be automatically filled when you use the mapping tool.



You can zoom in and out of the map to see the locality and uncertainty at different scales.

Type the locality from the label into the “Locality Search box” to search for the location data (i.e. State, Latitude, Longitude and Coordinate Uncertainty in Metres)

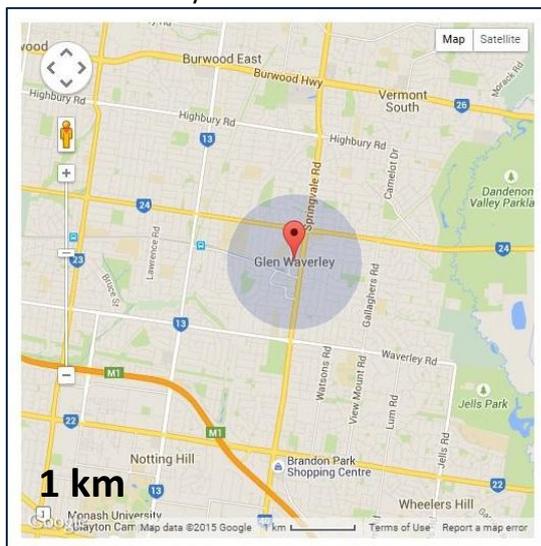
If your initial search does not find the locality, try simplifying the locality description or adding the state or country after the locality name. For example, if you only type ‘Burnley’ in the search box it takes you to England but if you add ‘Victoria’ to the search (e.g. ‘Burnley, Victoria’) you will find the appropriate locality.

Note: localities of ‘Burnley’ from labels in this expedition are most like to be from Victoria, Australia, as these specimens were collected by staff/ students of the Burnley campus, Melbourne.

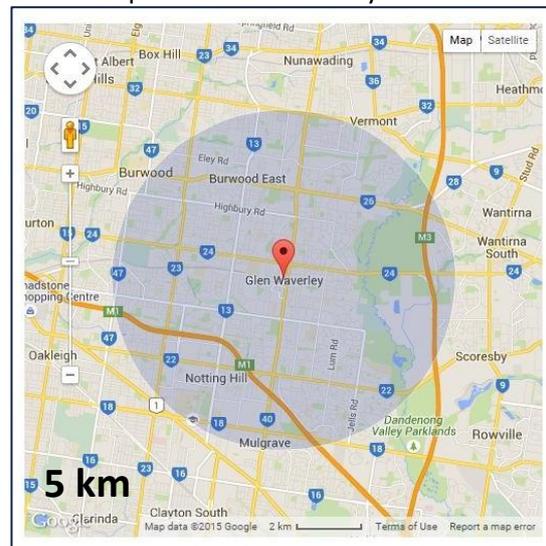
Once you are happy with the locality displayed on the map, adjust the **coordinate uncertainty** from the drop down list (displayed as a grey circle around the locality point on the map). Select the uncertainty that best represents the area described (e.g. the suburb/town). If you are unsure it is better to be more conservative, particularly as many of the localities of this collection are not very detailed.

For example: “Glen Waverley, Victoria”

1 km uncertainty does not cover the suburb



better to put 5 km uncertainty on this locality



If you cannot find an appropriate locality on the map “Cancel” out of the mapping tool window and leave these fields () blank and type ‘Locality not found with mapping tool’ in the **Georeferencing notes** field.

Verbatim locality Fill in the specific locality from the label

Georeferencing notes Add any notes about how the locality information has been interpreted, why a particular geocode was assigned, or any extra information about why a geocode was not assigned. For example:

- ‘Locality not found with mapping tool’
- ‘Presumed to be in Victoria’
- ‘Not geocoded as there are several Mount Mitchells in New South Wales.’

4. Miscellaneous

4. Miscellaneous – This section is for a range of fields. Many labels will not contain information for any or all of these fields. Shrink

Plant description

Reproductive condition of specimen ?

Common name

Label name

Sheet of (if noted) ?

Habitat

Cultivated ?

Plant description should include any information about the habit of the specimen, as well as information such as flower colour, the shape and size of leaves, etc. provided on the label.

Reproductive condition of specimen Select the option that best describes the specimen. Zoom in on the specimen to identify if the reproductive features are flowers, buds or fruits. If you can see the specimen is fertile but unable to determine if they are buds/flowers/fruits then select 'Fertile but feature unknown'.

Habitat include a general description of the habitat, the natural environment, that the plant was growing in.

Cultivated refers to a collection that was grown by man, not in the wild. Only complete this field if the label clearly indicates the specimen was 'Cultivated' or based on the description (e.g. 'Grown in garden bed at Bob's house') is 'Presumed to be cultivated'

Common name only complete if noted on label by the collector.

Label name specimens in this expedition were collected over a long period of time and the name of the Burnley collection changed during this period. Please type the name that appears on the label, for example:

- 'Burnley Horticultural College'
- 'Department of Agriculture, Victoria'
- 'School of Horticulture, Burnley, Herbarium'

If the label does not have a name on it (as in the second example below) please type 'Label unnamed'

Sheet '# of #' (e.g. Sheet 1 of 2) will sometimes appear on the specimen if there are several sheets because the collection was too large to be held on one sheet (See second example below).

5. Identification

5. Identification – If a label contains information on the name of the organism then record the name and associated information in this section. Shrink

Previous ID - Taxon name

Previous ID - Determined/Identified by

Previous ID - Date Identified

(from) Year MM DD

(to) Year MM DD

Specimens may contain more than one identification/name. The currently accepted name is shown in the "Specimen Information" box in the top right corner of the template. If the name on the label differs from this and the specimen has an "[= [taxon name]]" label on it, then you will need to complete this "Identification" section.

Previous ID – Taxon name is the genus and species name on the label if different to the currently accepted name. The genus name should always start with a capital letter and the species name with a lower case. Please transcribe exactly as on the label, even if the spelling appears to be incorrect.

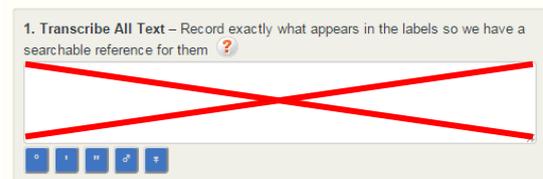
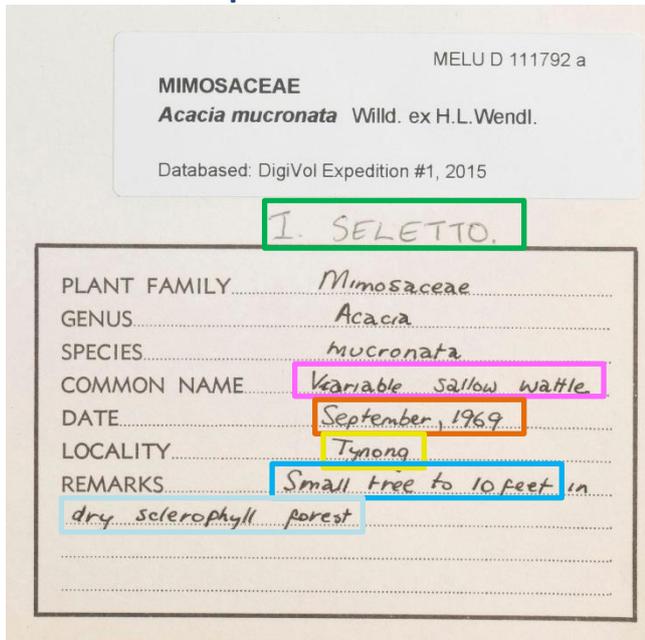
Previous ID – Determined/Identified by is the person who determined the specimen to be the previous identification. If this is not noted for specimens, which is common in this expedition, leave this field blank.

Previous ID – Date Identified is the date the specimen was determined to be the previous identification. If this is not noted for specimens, which is common in this expedition, leave this field blank.

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.

Another example label from the MELU Burnley Collection Expedition



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

Collector: Collector's number:

Collection date (from):

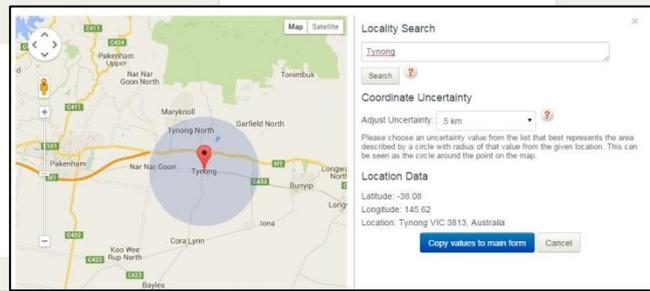
(to):

3. Interpreted Location – Use the mapping tool before attempting to enter values manually

Latitude: Coordinate uncertainty in metres:

Longitude: State:

Verbatim Locality: Georeferencing notes:



4. Miscellaneous – This section is for a range of fields. Many labels will not contain information for any or all of these fields.

Plant description: Habitat:

Reproductive condition of specimen:

Cultivated:

Common name: Label name:

Sheet: of (if noted)

5. Identification – If a label contains information on the name of the organism then record the name and associated information in this section

Previous ID - Taxon name:

Previous ID - Determined/identified by:

Previous ID - Date Identified (from):

(to):