

Section 1 Collector Information

The screenshot shows the 'Collector Info' section of a data entry form. It contains several input fields: 'Catalog Number', 'Other Numbers', 'Collector', 'Number', and 'Date'. To the right of these fields are buttons for 'Dupes?' and 'Auto search'. Below these are 'Associated Collectors' and 'Verbatim Date' fields. A date format guide shows 'YYYY-MM-DD' and 'Day of Year'. At the bottom, there is a grey box with the text 'Not used in OpenHerbarium' and a 'Number' label.

Fig. 1.1 Collector Information section, expanded

The figure above shows the expanded version of the first section of the Basic Data Entry form. This is what is seen after clicking the +pencil sign.

Catalog Number (used only for specimens deposited in a herbarium): This is a unique number or alphanumeric code (such as HARG00004) that identifies a particular specimen within a collection. If the collection uses barcodes to identify its specimens, simply scan the barcode into this field. In the past, herbaria have used what they called accession numbers in this sense but that is a term that many collections use differently so the new standard is to call the unique identifier for a specimen within a collection its catalog number. Using preprinted barcodes has three major advantages: 1) it guarantees that each specimen has a unique catalog number; 2) barcodes are machine readable which makes loan preparation and image uploading easier; and 3) using a barcode scanner eliminates data entry errors.

Other Numbers: This field refers to other catalog numbers associated with the same specimen. Some examples include old accession numbers; separates part of a specimen, such as a fruit or cone, that has been stored separately; or 3) the catalog number of a different but associated specimen such as a pollinator, host organism, of herbivore found on the specimen. It seems likely that, in the near future, a separate field will be defined for the catalog number of such related species and that it will be associated with another field for recording the nature of the association. For now, inquire how it is used in the collection where you are working.

Collector: This is the name of the lead collector, the person whose field book is being used. Please, be consistent in how you enter your name. Think of it as forming part of your professional record. A development that I am promoting is enabling use of an ORCID in this field. This will make it easier to include one's collecting activities as part of one's professional accomplishments.

Number: This is the number in the collector's field notes. It may be an alphanumeric value rather than a number but it should be a unique number for that collector. Some collectors start at 1 and end wherever they happen to be when they stop collecting; others use different series for different years or different expeditions. If different numbers are used for different years or expeditions, the "number" must include some way of determining which year or which expedition was involved and the field notes should also use this form of the "number". It is an important field. ALWAYS GIVE YOUR SPECIMENS COLLECTION NUMBERS>

Date: This is the date on which the specimen was collected. It needs to be in the format "2015-06-05" [year-month-day] or "5 June 2015". If you have the month but not the year, enter it as "2015-06-00" where "00"

means the exact day of the month is not known. Similarly, 2015-00-00, would mean that the label only states the year in which the specimen was collected.

If the date format on the label is not as above, you need to interpret it. If there is no difficulty in interpreting it, go ahead and enter the interpreted value in the date field. If you are not sure how to interpret it, for example if there is no way to determine whether 5/2/1900 refers to May 2 or February 5, just enter the year as 1900-00-00 and put "5/2/1900" in the "verbatim date" field (see below).

Dupes and Auto search: If you click "dupes" or if autosearch is checked, the program will look to see if there is a specimen that looks as if it might be a duplicate of the specimen you are entering. Potential duplicates are specimens collected by someone with the same last name and with a collection number and collection date the same or very close to the information being entered. If it finds duplicates, you will be presented with a view of their records so that, if one really is a duplicate of the specimen you are working on, you can import all the locality and habitat information with a single click. Comments are not copied over, nor are annotations. The feature is very useful when collectors have distinctive last names; it is less useful if they have a common last name. It can only work online.

Associated Collectors: The names of people you were collecting with. If there was more than one person, separate their names with a comma ",". Do not insert a comma in names that involve a suffix such as G.L. Stebbins Jr. The "Jr." means his father had the same name. Do not use "and" or "&" in this field. *Ask people to write their formal names in your field notebook when you start collecting to make sure you spell them correctly.*

If there were more than two other collectors, consider summarizing who they were, for example, "other workshop participants", or "et al." or "and others". ["et al." is Latin for "et alius", "et alia", "et alii", or "et aliae". The first two mean "and one other person", "et alius" meaning a male, "et alia" meaning a female. The other two mean "and two or more others"; "et alii" means that one of the other people was male; "et aliae" means that none of the other people were male. Gender bias has a long history].

Verbatim date: This field is used if the information about date is given in some non-standard form, for example, "summer, 2008", "late spring 2002" or is unclear 3/2/1908 which would mean Mar 2, 1908 in some countries but Feb 3, 1908 in others.

Exsiccatae Title and Number: This is probably not of value in Pakistan. In the bad old days, botanists used to prepare many sets of the specimens which they then gave (or sold) to other herbaria. Each set has a title and each specimen within the set a number. Herbaria with specimens from such sets can use these fields to import the information for the specimens.

The following refers to fields revealed if the pencil is clicked.



The image shows a form with two main sections. The first section is labeled "YYYY-MM-DD: ?" and contains three input boxes with the values "2016", "02", and "05". The second section is labeled "Day of Year: ?" and contains two input boxes with the values "36" and "38". The boxes for "2016", "02", and "05" are highlighted in red, while the boxes for "36" and "38" are highlighted in green.

Fig. 3.2. The YYYY-MM-DD line for Feb. 5-8, 2016. The fields in red will be completed automatically; the field in green needs to be calculated and entered by hand.

YYYY-MM-DD line: This line is used for specimens for which the only date information given covers several days, for example, "Feb 5-8, 2016". Enter the first date (Feb. 5, 2016 as 2016-02-05) in the normal date location on the top line. This will automatically populate the first four fields (see red in Fig. 3). The fourth box shows how many days that first date is from the start of the year. The fifth box, which has to be entered by the data entry person, is the number of days from the start of the year to the last date mentioned, Feb. 8 in the example used. This would make the last line as shown in Fig. 3 because Feb 5 = 36 so Feb 8 = 39.

