

Registering in OpenHerbarium

Explanation of terms

Institution code: *The name, code, or acronym of the institution that owns the specimens. This is almost always the herbarium code recognized by Index herbariorum but sometimes it is different. For example, a museum or university may have several collections of which the herbarium is just one. Sometimes the different collections will already have different codes (check <http://grbio.org/> to see if it is registered in the global registry). If not, it is advisable to discuss with those in charge of other collections how they would wish to register. It might be decided that all collections in one institution should have the same institution code but different collection codes. **If you have questions, ask.***

Collection code: *This is used to identify a particular collection within an institution. For example, a herbarium may wish to differentiate its fungal and bryophyte collections. It can do this by using, for example, "F" or "B" in the collection code. If an institution wishes to use separate versions of its Index Herbariorum code for different parts of its collection, this is also possible.*

Collection name: *Some collections have names. If yours does not, use something like "Herbarium of the University of the World", "World University Herbarium", or Herbarium of the Global Museum.*

Description: *A description of your herbarium. it must not be more than 2000 characters long (including spaces). There are no specifications as to what to include. Many state when the herbarium was started, its geographic and taxonomic scope, major projects with which it is involved, significant collectors, and its approximate size. The description can be changed by the contact person.*

Homepage: *If the herbarium has a home page, that is the url that goes in here. Alternatively, it can be that of the department or institution to which the herbarium belongs.*

Contact: *The name of the person charged with overseeing data entry, responding to comments about records etc. It is usually the person in charge of a herbarium but, in larger herbaria, it might be a staff person. It can also be an interested retired person willing to assist in this manner. It should not be a student.*

Email: *Of the contact person.*

Latitude: *Of the herbarium, preferably in decimal degrees.*

Longitude: *Of the herbarium, preferably in decimal degrees.*

Allow public edits: *By default, this is left blank. If checked, it would mean any one, whether or not registered in OpenHerbarium, could edit the herbarium's records.*

License: *This is set at CC0. For information what this means see <https://creativecommons.org/about/cc0>. Basically, it says that people can use any and all resources contributed by the herbarium without even providing attribution. Given the amount of work involved in making records available, many object to this but, if you have written a paper that uses data from many different sources you will appreciate how burdensome it is to check the copyright restrictions of each data provider and then*

ensure that you have honored them. For that reason, herbaria contributing to OpenHerbarium are required to agree to CC0. We should, however, strongly encourage people to acknowledge their use of records from different herbaria when writing papers or giving presentations. We can do this as authors and as reviewers. Image contributors may specify CC4.0 which allows others to use their images, with or without modification, at no cost, so long as they acknowledge the source and allow others to use their version of the image in the same way, that is, with attribution and

Rights holder: *By default, it will be set to the name of the institution that owns the specimens, often a university or museum. Because records in OpenHerbarium are to be CC0, it is not particularly important.*

Access rights: *By default this will be blank because herbarium records are to be CC0.*

Source record url: *This field is only applicable to herbaria that are making their specimens available through their own web site. If your herbarium is in that category, put "Contact Me" here.*

Collection type: *By default, this is "Preserved specimens" for herbaria.*

Management: *There are two alternatives here: "Live" for herbaria that will be contributing directly to the network via a browser and "Snapshot" for herbaria that will be contributing via periodic uploads from an inhouse database. The synchronization program, when available, will use "Snapshot".*

Address

The information below is for contact other than by email. It is used, for example, when sending flyers or loaning specimens.

Herbarium name: *By default, will use value above*

Institution name: *The name of the institution to which the herbarium belongs.*

Institution name2: *can be left blank*

Address 1: *Usually the street name and number; should be a building, not a post office box.*

Address 2: *Could be a post office box number; can be blank.*

Postal code: *If the country uses them.*

Country:

Phone: *A general herbarium number or that of the contact person. Please include the country code.*

Contact: *Name of the contact person, if different from the contact person for the herbarium.*

Email: *A general herbarium email, if there is one, or that of the contact person.*