Labeling Guidelines for Specimen Donations to the UC Davis Center for Plant Diversity Herbarium

We encourage researchers to make herbarium specimens during the course of their research projects to document the plants and habitats they are studying. If needed, we can provide researchers with a tour of the Center for Plant Diversity, loans of plant presses, and use of our plant drier and plant identification lab.

We are happy to accept donations of specimens, when they are identified and labeled. Collectors wishing to add their specimens to our herbarium need to be aware of the fact that we have limited financial resources to assist in labeling specimens. We have an excellent, user-friendly label-making program that all collectors can use to generate their labels. We provide training and supervision in the use of the program, acid-free paper for printing your labels, and use of our printer. Use of the program on weekends and after hours can be arranged. In general, collectors should identify and label their specimens within a year of collection, as it only gets harder to do this as time goes by. Unlabeled collections that are not in current use by the collector will be returned to the collector. Students who graduate have a three month grace period to label their collections or they will be asked to pick them up and store them elsewhere.

The following is a list of fields that we use in our database program that can be used as a guide for data collection. Note that not all fields have to be filled in. Mandatory fields are highlighted and preceeded by an asterisk. The list is followed by a sample data sheet that you can use for data collection.

Database Fields of the UC Davis Center for Plant Diversity Label-Making Program:

Family: for example "Solanaceae"

*Genus: for example "Solanum"

*Specific Epithet: for example "nigra"

*Specific Epithet authority: for example "L"

Subspecific rank: for example "variety"

Subspecific name: for example "minor"

Subspecies authority: for example "Peters"

(if you collected a hybrid, then you will need to have twice the columns - you will need two genus columns, two specific epithet columns, two author columns, etc.)

Determined By: for example "det. Jean Shepard" [this is not necessary if you determine all your own collections]

Collection number: for example "9999"

(if you use a prefix or suffix, then these are in separate columns as well: example prefix: 2006 coll number: 811 suffix: a)

*Collector's name: for example "Grady Webster"

Additional collectors" for example "Bob Hoff"

*Collection date: for example "22 Sep 2006" we always use this European date format and abbreviate the date with 3 letters no period

*Locality: for example "Russell property. Along hwy 99, 5 miles south of intersection with road 32A, west side of the road."

*Country: for example "United States"

*State: for example "California"

*County: for example "Sacramento County"

Ecology: for example "Rolling hills with annual grassland; herb, flowers purple."

*Datum: for example NAD83

*Decimal Degrees Latitude Longitude required the following 4 columns:

*Latitude decimal degrees
*Latitude direction (N or S)
*Longitude decimal degrees
*Longitude direction (E or W)

*Coordinates source please choose one: map estimate, google earth, terraine navigator pro, or GPS.

*Elevation: for example "50"
If you have an elevational range in which you collected, then please separate the range into two columns:
Elevation lower: 400
Elevation upper: 500

*Elevation units: for example "m." or "ft."

Project name or publication citation.

Data Sheet for Plant Collections

COLLECTOR:_____ **NUMBER:**_____

DATE:_____

IDENTIFICATION:
Family_____

Genus_____ Specific Epithet_____

Author_____

Subspecific category_____ Subspecific Epithet_____

Subspecific Author_____

LOCATION (IN U.S.A.): State_____
County_____Elevation_____ feet or meters (circle one)
Datum_____
Decimal degrees Latitude/Longitude: _____° N / S; _____° W / E

Exact Location in words, giving "road distance" (using your odometer) or "as the crow flies distance" (using a map) from a major landmark or road intersection. Be as specific as possible. Rather than using a term such as "near", use the terms "west of, south of", etc:
_____

_____

_____

HABITAT: Give information such as slope, aspect, soil type, plant community type, dominant plant species, associated species, moisture level, light level:
_____

_____

_____

_____

PLANT DESCRIPTION: Give information such as abundance, flower color, pollinator type, plant height, habit, life form (annual or perennial herb, shrub, etc)

_____

_____

_____