**Index Herbariorum Registration Form EXAMPLE**

Use the form below to register your institution. Type entries in the white boxes. See: IH Registration Form (2017) Example.doc for example of entries. When complete, send as an email attachment to bthiers@nybg.org.

\* Required fields

**Sender Information**

**Sender Name: \***

Enter your full name

|  |
| --- |
| Barbara M. Thiers |

**Sender Email: \***

Enter your email

|  |
| --- |
| bthiers@nybg.org |

**Contact**

**Email:**

Enter the email address for the herbarium if it differs from correspondent's email

|  |
| --- |
|  |

**Business Number:**

Use comma to separate multiple business numbers. Ex: [1] 718 452 6547, [1] 718 841 3258 ext. 123

|  |
| --- |
| [1] 718 817 8626 |

**Fax:**

|  |
| --- |
|  |

**Website:**

Enter the URL for the herbarium’s website

|  |
| --- |
| http://www.nybg.org/ |

**Address**

Do not abbreviate any words.

**Herbarium Name:**

If the herbarium does not have a formal name enter "Herbarium"

|  |
| --- |
| William and Lynda Steere Herbarium |

**Department:**

|  |
| --- |
|  |

**Division/Unit:**

|  |
| --- |
|  |

**Organization Name: \***

|  |
| --- |
| The New York Botanical Garden |

**Mailing**

Enter the address where correspondence and parcels should be received.

**Street:**

|  |
| --- |
| 2900 Southern Blvd. |

**City/Town:**

|  |
| --- |
| Bronx |

**State/Province:**

|  |
| --- |
| New York |

**Postcode:**

|  |
| --- |
| 10458-5126 |

**Country:**

|  |
| --- |
| USA |

**Physical**

For use by potential visitors to your herbarium, and for mapping its location.

**Street:**

|  |
| --- |
| 200th Street (Bedford Park Boulevard) and Southern Boulevard (Kazimiroff Boulevard) |

**City/Town:**

|  |
| --- |
| Bronx |

**State/Province:**

|  |
| --- |
| New York |

**Postcode:**

|  |
| --- |
|  |

**Country:**

|  |
| --- |
| USA |

**GPS Coordinates: \***

You can search Google Maps to pinpoint the herbarium’s exact location for the website

|  |  |
| --- | --- |
| **Latitude (Decimals)** | 40.8668 |
| **Longitude (Decimals)** | -73.8808 |

**Herbarium Details**

**Herbarium Code: \***

Enter a unique institution identifier (check Index Herbariorum to be sure your proposed code is unique)

|  |
| --- |
| NY |

**Important Collectors:**

Give initials for first and middle (if known). List in alphabetical order.

Use a semicolon to separate multiple collections. Ex: J. R. Glenn; M. Thiers

|  |
| --- |
| E. J. Alexander; J. A. Allen; G. P. Anderson; C. F. Austin |

**Incorporated Herbaria:**

Indicate the code of the incorporated herbarium, the type of specimens, the number of specimens, and the year. Use a semicolon to separate multiple herbaria.

Ex: Part of GESU; Torrey Botanical Club in 1973; bryophytes of FSU (8158 specimens) in 1973

|  |
| --- |
| Columbia University (600000 specimens) in 1895; Barnard College (18000 specimens) in 1901; Columbia College of Pharmacy in 1945 |

**Associated Institution:**

Include associated institutions such as universities, museums, botanical gardens, or arboreta

|  |
| --- |
| New York Botanical Garden, Gregory Long, President; phone: [1] 718/ 817-8722; fax: [1] 718/ 220-1047. City University of New York. Columbia University. Cornell University. New York University. Yale University. |

**Date Founded:**

Herbarium, not institution

|  |
| --- |
| 1891 |

**Institution Type:**

Ex. National/Federal Museum; State/Provincial Research Institution; Private University

|  |
| --- |
| Private Botanical Garden |

**Taxonomic Coverage:**

|  |
| --- |
| Algae, bryophytes, fungi, pteridophytes, and angiosperms |

**Geography:**

|  |
| --- |
| Worldwide with greatest strength in tropical America and North America |

**Exchange:**

Indicate the taxonomic groups and/or regions desired or available

|  |  |
| --- | --- |
| **Wanted** | Plants and fungi of the Americas |
| **Available** | Neotropical vascular plants |

**Publications/Journals:**

Include only those owned and published by the institution

|  |
| --- |
| Brittonia; Economic Botany |

**CITES Number:**

|  |
| --- |
| US 003 |

**Status of Institution:**

|  |  |
| --- | --- |
| Active | x |
| Temporarily Closed |  |
| Permanently Closed |  |
| Status unknown |  |

**Other Names:**

Use a comma to separate multiple names. Ex: New York Botanical Garden (NY), NY Herbarium

|  |
| --- |
| New York Botanical Garden (NY) |

**Notes:**

Include here any additional relevant information about your herbarium

|  |
| --- |
| NY diatoms transferred to CAS in 2002. The Brooklyn Botanic Garden Herbarium (BKL) is maintained separately, but is available for consultation and loans. Botanical library available to all researchers. Library includes over 260 400 volumes (105 000 book and monograph titles and nearly 11 000 serial titles), 125 000 reprints, collections of archives and manuscripts, seed catalogs and index semina, photographs, botanical art, and artifacts. |

**Quarantine Requirements:**

|  |
| --- |
|  |

**Collections Details**

Enter estimates if exact numbers are not known.

**Total Specimens Accessioned: \***

|  |
| --- |
| 7800000 |

**Total Specimens Unaccessioned:**

|  |
| --- |
| 100000 |

**Total Number of Type Specimens:**

|  |
| --- |
| 150000 |

**Collections Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Number of Specimens | Number Databased | Number Imaged |
| Algae | 221000 | 155365 | 150000 |
| Bryophytes | 700000 | 443913 |  |
| Fungi/Lichens | 600000 | 395135 |  |
| Pteridophytes | 300000 | 81655 |  |
| Seed Plants | 60000000 | 2149975 |  |

**Staff Details**

5 copies of this page are included here; copy as many more as needed for your staff.

\* Required fields

**Sender Information**

**Sender Name: \***

Enter your full name

|  |
| --- |
| Barbara M. Thiers |

**Sender Email: \***

Enter your email

|  |
| --- |
| bthiers@nybg.org |

**IH Person**

**Institution Code: \***

|  |
| --- |
| NY |

**First Name: \***

|  |
| --- |
| Barbara |

**Middle Name:**

|  |
| --- |
| M. |

**Last Name: \***

|  |
| --- |
| Thiers |

**Gender:**

|  |
| --- |
| Female |

**Birth Year:**

|  |
| --- |
| 1955 |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| **Primary Correspondent**  Select yes if emails and parcels should be addressed to this person | x |  |
| **Secondary Correspondent** |  |  |

**Job Title:**

|  |
| --- |
| Patricia K. Holmgren Director of the Herbarium, Vice President for Science Administration |

**Role in Herbarium:**

Use a comma to separate multiple roles. Ex: Curator, Researcher, Student, Volunteer

|  |
| --- |
|  |

**Phone Number:**

Use comma to separate multiple business numbers. Ex: [1] 718 452 6547, [1] 718 841 3258 ext. 123

|  |
| --- |
| [1] 718 817 8622 |

**Email:**

|  |
| --- |
| bthiers@nybg.org |

**Address**

Enter an alternative address if you work primarily at another institution.

**Street:**

|  |
| --- |
|  |

**City/Town:**

|  |
| --- |
| Bronx |

**State/Province:**

|  |
| --- |
| New York |

**Postcode:**

|  |
| --- |
| 10458-5126 |

**Country:**

|  |
| --- |
| USA |

**Research Specialty:**

Use a semicolon to separate multiple research specialties

Ex: Herbarium Management; biodiversity informatics

|  |
| --- |
| Herbarium Management; biodiversity informatics; systematics of Hepaticae |

**Notes:**

|  |
| --- |
|  |