

NYBG Virtual Volunteer Guide - Quick Reference To Fields

Country	Name of country where specimen was collected. Can be inferred from state if not shown on label.
State	Name of state or province where specimen was collected. If not on label, select "Not Shown".
County	Name of county, district or municipality where specimen was collected. If not on label, select "Not Shown".
Location	Precise geographic description of place where specimen was collected. Can include town, city, or destination names, descriptions of proximity to natural or artificial features (rivers, lakes, or road intersections, etc.), and any other geographically relevant directions. Do <u>not</u> include information already captured by other fields. Include descriptions of habitat features <u>only</u> if they seem obviously useful for locating the place of collection on a map with greater accuracy.
Minimum Elevation	If the Elevation of the place of collection is shown on the label, use this field for entering that numeric value. If elevation is presented as a range, use this field for entering the lower value.
Maximum Elevation	Only if elevation is presented as a range, use this field for entering the higher value.
Elevation Units	Specify the units (meters or feet) whenever an elevation values are entered into any field.
Latitude	Enter the Degrees (°), Minutes ('), & Seconds (") values for the Latitude coordinate shown on the label individually into the the three different fields provided. If latitude is presented as a decimal (ie. 40.795002 N), then enter the whole number into the latitude degrees (°) field. In all cases, leave off any directional symbols (N/S/E/W).
Longitude	Enter the Degrees (°), Minutes ('), & Seconds (") values for the Longitude coordinate shown on the label individually into the the three different fields provided. If longitude is presented as a decimal (ie. 73.960729 W), then enter the whole number into the longitude degrees (°) field. In all cases, leave off any directional symbols (N/S/E/W).
Primary Collector	This is always the lead scientist who collected the plant specimen in the wild. Their name should appear prominently on the label, usually near the top or bottom. It is important to enter their name in the format "Last, First Middle".
Other Collectors	List here all other collectors that accompanied the primary collector on the expedition to sample this plant. Unlike "Primary Collector", type their names verbatim.
Collector Number (numeric)	Collector Number is a unique sequential number assigned to every specimen a botanist collects over their lifetime. Used in conjunction with the Primary Collectors name, this number is an essential mechanism for tracking herbarium specimens as they are used for research. Only enter numeric values into this field. If you see "s.n." written on a label, then there was no collector number assigned to this specimen. Leave the field blank.
Collector Number (verbatim)	Only when the "Collector Number" includes letters or other non-numeric symbols, use this field to enter the complete string verbatim. Do not forget to also include the numeric portion of the string into "Collector Number (numeric)".
Collection Date (start)	Enter the Year, Month, and Day that this plant was found in the wild. If collection date is presented as a range, enter the earliest date into these fields.
Collection Date (end)	Only if the collection date is presented as a range, use this field for entering the higher value.