VSC DATA ENTRY RULES USING SPECIFY

Current name = name on folder

If there are discrepancies between name on folder and accepted names on specimens, ask the curator, or set the folder aside in cabinet with other problem specimens adjacent to imaging station, with stick-on label indicating nature of the problem.

Ignore determinations only to genus, unless they are in Indet. folders.

Only enter a determiner’s name when there is an explicit indication of who determined the specimen.

Critically evaluate binomials before entering them: *Cyperus retrorsus*, *Cyperus refractus*, *Cyperus reflexus*, *Cyperus retroflexus*, and *Cyperus retrofractus* are similar and easily confused.

If the binomial is not in the database, inform the curator and set the folder/specimens aside in cabinet with other problem specimens adjacent to imaging station, with stick-on label indicating nature of the problem.

Critically evaluate county name and associated state name before entering: It is not uncommon for county names to be duplicated among states; make sure Lowndes County, Georgia, is entered as Lowndes County, Georgia, and not Lowndes County, Mississippi, or Lowndes County, Alabama.

DATA ENTRY FOR SHEETS WITH A MIXTURE OF SPECIES

Only one barcode label will be attached to each specimen sheet.

The specimen sheet is filed under the primary taxon name.

In the database, the primary taxon name will be associated with the specimen sheet barcode number (=catalog number), e.g., VSC0001234.

Secondary and tertiary names will be given letter extensions of that barcode number, e.g., VSC001234a for a secondary name, VSC0001234b for a tertiary, etc.

In the database, complete records will be created for secondary, tertiary, etc. names, associated with the specimen sheet barcode number followed by the appropriate letter extension.

In the MIXED COLLECTION field for the primary record, the following statement will be added: Mixed with *Genus species* (VSC0001234a), *Genus species* (VSC0001234b), etc.

In the MIXED COLLECTION field for the secondary, tertiary, etc. records, the following statement will be added: Mixed with and filed under *Genus species* (VSC0001234).

Revised 7/20/3012