

STEPS TO DIGITIZE AN HERBARIUM

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Deciding the Steps

- Annotating/Organizing
 - ▣ Just sorting – Fully annotating all specimens
- Imaging
 - ▣ One image or multiples
- Databasing
 - ▣ Which software
- Georeferencing
 - ▣ Which software and how specific
- Making Data Available
 - ▣ Which web service and how many

Annotating/Organizing

- Benefits:

- Know what you have
- Put most-correct data on web
- Easier to use
- Saves time later

- Limitatons:

- Puts off getting started
- May have to re-annotate anyway

Imaging

- Camera
- Computer
- Light
 - ▣ Copy stand or light box
- Software
- Workflow



Databasing

- Free:

- Symbiota
- Specify

- Not Free:

- SilverBiology
- KE EMu
- Arctos

Specify 6.4.13

File Edit Data System Tabs Help

Welcome Data Trees Reports Interactions Stati

Catalog Number:

State:

Family1:

Genus1:

Species1:

Species Author1:

County:

Locality Name:

Remarks:

Township:

Township Direction:

Range:

Range Direction:

Section:

Section Part:

Collector First Name1:

Collector Last Name1:

Collector Number:

Verbatim Date:

Cataloger First Name:

Cataloger Last Name:

Cataloged Date:

Determined Date 1:

Determiner First Name1:

Determiner Last Name1:

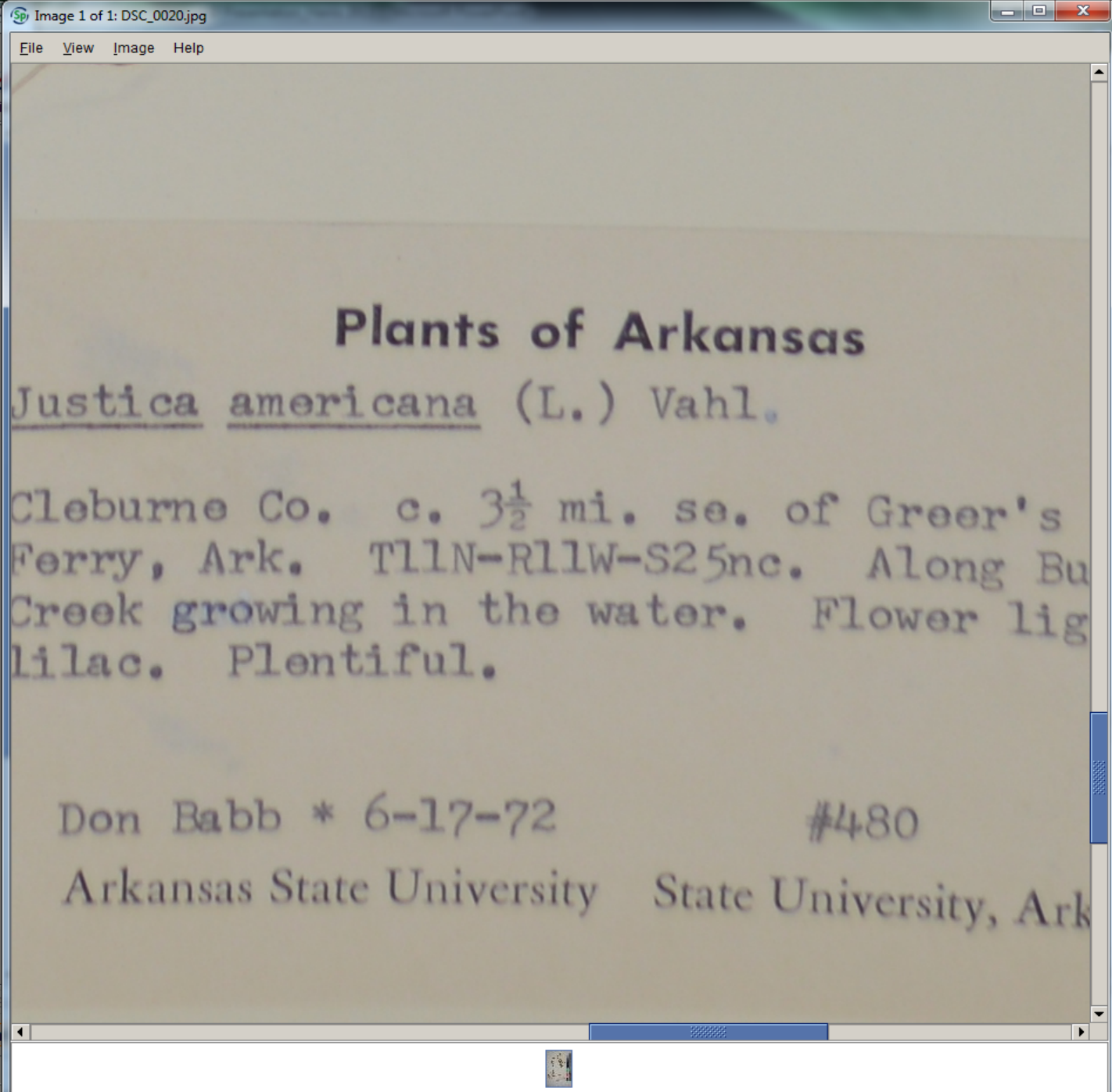
Subspecies1:

Subspecies Author1:

3 of 37

Highlight Invalid Cells : 37 Highligh

Welcome Justicia americana



Georeferencing

- GEOLocate
 - Plug-In various databases
 - Collaborative Georeferencing



Making Data Available

Symbiota Promoting Bio-Collaboration

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iDigBio Integrated Digitized Biocollections

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Start Searching Specimen Records

Press ESC to close auto-complete suggestions.

Scientific Name

iDigBio Specimen Portal

If you are familiar with our portal's interface, you can start searching [Specimen Records](#). If this is your first time here, you might consider browsing [our tutorial](#). Our data are based on the [Darwin Core](#) and [Audubon Core](#) standards.

Specimen Records by Collection Type

Other: 44.75 %	Plants: 23.46 %
Fungi: 8.79 %	Arthropods: 11.34 %
Vertebrates: 7.14 %	Non-arthropod invertebrates: 3.81 %
Fossils: 0.72 %	

Media Records by Collection Type

Other: 18.42 %	Plants: 66.31 %
Fungi: 11.53 %	Arthropods: 3.73 %
Vertebrates: 0.00 %	

18,315,898 Specimen Records
2,542,121 Media Records
314 Recordsets

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Technical infrastructure | Supporting global targets | Enhancing capacity

Search news items and information pages...

How Long Does it Take?

- 1 person; 10 hours/week; 20,000 specimens:
 - 13 weeks to annotate
 - 13 weeks to image
 - 83 weeks to database
 - 6 weeks to upload

- Total: 115 weeks or ~ 2.25 years