



Western Australian Herbarium Image Donation Guide

The Western Australian Herbarium is assembling an authoritative set of images with a goal to represent all native and naturalised plants, algae and fungi of Western Australia. The images are made available to the public in FloraBase as an aid in the identification of specimens. The project is well advanced; however, we still have a sizeable number of plant taxa on FloraBase not represented by an image, and for some taxa we have very few or very poor images.

The Herbarium is actively seeking images to improve its representation of the WA flora in FloraBase. Contributions are accepted from the community and from specialists in their field. Images provided to the Herbarium Image Collection are attributed to the photographer.

The Herbarium's preference is for images to be accompanied by voucher specimens; that is, the plant photographed is collected and a specimen lodged at the Herbarium. Information on how to collect and lodge herbarium specimens is available on the Herbarium's home page at <http://dpaw.wa.gov.au/plants-and-animals/wa-herbarium>

General guidelines

All image donations must be accompanied by an *Image Donation Form* (attached below).

The Herbarium accepts images in a number of formats, as prints, slides, negatives or digital images. Digital images are preferred. Standard JPEG or TIFF format from modern digital cameras are accepted; we are currently unable to accept DNG and RAW formats.

If the images are unvouchered (that is, you did not collect a voucher specimen of the plant photographed), we need to be able to associate each image with some data about the photograph. Provide the following information (in spreadsheet format as a Microsoft excel file or CSV file) for each image provided:

- Photograph number or filename (a number that uniquely identifies the photograph in your collection. A format commonly used is the photographer's initials plus a unique number, such as "ABC 1234". This format is used by many photographers with a collection of slides, negatives and/or prints. In the case of digital images, it should be the photograph's filename.
- Date photograph taken.
- Locality where the plant was photographed.
- Plant name (the botanical name given to the plant in the photograph).
- Plant identified by (the person who identified the plant in the photograph).

If the images are vouchered (that is, you are providing to the Herbarium a voucher specimen for each plant photographed), we need to be able to associate the image with the voucher specimen. There are two ways to do this:

1. Provide a listing for each image as above, including also the details of the voucher specimen (e.g. collecting name and number), or
2. Use your collecting initials and number as the file name of the image (e.g. JRB237.jpg), ensuring that these can be used to cross-reference the image with the collecting data provided with the voucher specimens.

Forwarding Images to the Western Australian Herbarium

If the images are vouchered, please submit the images (on CD, DVD or thumb drive) *with the vouchers*. Information on forwarding specimens is available on the Herbarium's home page at <http://dpaw.wa.gov.au/plants-and-animals/wa-herbarium>

Please remember to include a signed Image Donation form with each batch (unless you have previously provided a form to the Herbarium and checked option 3A – see below).

Forward images to the Herbarium at:

by post:	by Hand
The Collections Manager Western Australian Herbarium Department of Parks and Wildlife Locked Bag 104 Bentley Delivery Centre, WA 6983	The Collections Manager Western Australian Herbarium 17 Dick Perry Avenue, Kensington, 6152 <i>Contact the Collections Manager to make a prior arrangement for submission 9219 9130 or Karina.Knight@dpaw.wa.gov.au:</i>

Western Australian Herbarium Image Donation Form

I (Name of Donor)

.....
of (Address)
.....

hereby grant to **The State of Western Australia** acting through the **Western Australian Herbarium** of the Department of Parks and Wildlife ("Herbarium"):

(tick the appropriate boxes)

1. the **whole of the copyright** in the photographs as set out in section 3 below and Attachment A, free of charge and encumbrances, including ownership of the original physical photographs (in slide, print, negative or digital form). (Go to 3)

Or

2. a **non-exclusive right to use** the photographs as set out in section 3 below and Attachment A, free of charge, including the right to reproduce, publish, and communicate to the public, under the following conditions:

A. **only for display in FloraBase**, including "Fair use" as defined in the Copyright Statement at <http://florabase.dpaw.wa.gov.au/>.

B. **in any DPaW project** at the discretion of the Curator of the Herbarium.

3. The above transfer of copyright or grant of right applies to:

A. **All photographs of mine held at the Herbarium**, including any photographs sent to the Herbarium after the date of signing of this Agreement

B. **Only the photographs listed in Attachment A** below

4. **I warrant that I am the absolute owner**, free from encumbrances, of the copyright in the photographs I am donating.

5. Note that we warrant that **clear acknowledgement will be given to you** as the photographer in any use to which we put the photograph.

6. Please forward to me any requests received by email for high-resolution copies of my photographs

Signature..... Date:

Phone: Email: