



Western Australian Herbarium

Specimen Lodgement Guidelines

One of the core functions of the Western Australian Herbarium is to document and describe all native and alien plants, algae and fungi occurring in Western Australia. This helps underpin the understanding of, and conservation of, our biodiversity.

Specimens are physical objects that permanently document and voucher a record. They provide direct and verifiable evidence for the presence, distribution and identity of a species and are the basis of all information available on FloraBase. Appropriate lodgement of specimens is an important activity for all botanical researchers in Western Australia.

Appropriate lodgement means providing to the Herbarium any specimens that add significantly to our knowledge of the distribution, taxonomy and ecology of Western Australian plants. However, lodgement and incorporation of specimens into the Herbarium's collection has to be balanced by the need to manage the Herbarium's resources most effectively. Not all specimens add equally to knowledge, but all specimens cost the Herbarium time and resources for processing and incorporation.

The priority for the Herbarium is to acquire good specimens of native or naturalised taxa with particular emphasis on the following categories¹:

- Specimens that fill distribution gaps or provide range extensions on the FloraBase distribution maps.
- Specimens of potentially new species or specimens that vary from the typical form of a taxon.
- Fruiting specimens.
- New records of naturalised taxa and weeds.
- Specimens from new populations of Threatened and Priority flora.
- Specimens from the Herbarium's Identification Service that are recommended for lodgement.
- Specimens that voucher images for the Herbarium photographic library.

Specimens that are of low value for the Herbarium's work include the following:

- Specimens that are unidentifiable because they are lacking important characteristics for identification (particularly unidentifiable sterile specimens).
- Specimens that have been poorly collected (e.g. small, mouldy or inadequately pressed or have insufficient collecting information – Information on how to collect and lodge herbarium specimens is available on

¹ For more details refer to WA Herbarium Acquisition Policy at <http://www.dpaw.wa.gov.au/plants-and-animals/wa-herbarium>.

the Herbarium's home page at <http://dpaw.wa.gov.au/plants-and-animals/wa-herbarium>

- Specimens from a known, well-collected locality for a taxon, including Threatened and Priority taxa.
- Specimens of common and widespread taxa that are well within the range of distribution and are not otherwise of taxonomic interest.

The Herbarium distinguishes between two types of lodgement:

- *Specimens donated to the Herbarium* to assist with the Herbarium's work in documenting WA's flora². The Herbarium reserves the right to dispose of specimens from a donation that are deemed unsuitable or otherwise not required for the reasons outlined above.
- *Specimens lodged for explicit vouchering at the Herbarium*, such as specimens collected as part of a research project where vouchering the specimens is important to the contributor (whether or not they are needed by the Herbarium). The Herbarium reserves the right to charge a fee per specimen for the lodgement service in this case. Paid lodgements must be discussed with the Collections Manager in advance.

Note that a condition of a licence to collect flora for Scientific or Other Prescribed Purposes in Western Australia is that specimens should be lodged with the WA Herbarium where appropriate, and that vouchering procedures and requirements should be discussed with the Collections Manager, Karina.Knight@dpaw.wa.gov.au or 9219 9130 before collecting commences. At this time, the Collections Manager will discuss with you methods of assessing which specimens should be lodged.

General guidelines

Contact the Collections Manager if you have not previously forwarded specimens for lodgement, or require further assistance.

All specimen batches must be accompanied by a *Forwarding Specimens to the Herbarium* form and a list of the contents.

Include the following information for each specimen provided:

- Collecting Details - as printed or handwritten labels inserted into each specimen's news-sheets, and also electronically on CD as a MAX³ database or a WA Herbarium excel spreadsheet (template available on request from herbarium@dpaw.wa.gov.au).
- Specimen number - a unique collecting number per specimen (tagged to each specimen), that matches the specimen information provided.

Threatened and Priority Flora Report Forms alone do not suffice as collecting details, as they are designed to provide information on a population rather than on an individual specimen.

² Please be aware that donated specimens, even when scientifically valuable, cost the Herbarium time and resources to process. When budgeting for projects, please include if possible a budget item to pay Herbarium processing costs at \$25 per specimen.

³ MAX www.dpaw.wa.gov.au/about-us/science-and-research/publications-resources/113-max-a-species-database-helper-for-windows?showall=&limitstart=

If the specimens are lodged as vouchers for donated images, please refer to the *Western Australian Herbarium Image Donation Guide* on the Herbarium's home page at <http://dpaw.wa.gov.au/plants-and-animals/wa-herbarium> for more information.

The Herbarium will not accept fresh or incompletely dried specimens for lodgement, except in special circumstances following discussion with the Collections Manager.

When a lodgement is for vouchering purposes and a fee is applicable, this should be paid at the time of lodgement. Paid lodgements will be incorporated into the collection ahead of unpaid donations; no guarantee can be made on a time frame for incorporation in the latter case.

An Accession Number will be forwarded back by email following each lodgement and is to be quoted when communicating with the Herbarium about a batch.

Specimens may be hand delivered to a drop box at the Keiran McNamara Conservation Science Centre Reception Desk between 9am to 4pm, Monday to Friday. For posted and couriered lodgements please refer to the address on the *Forwarding Specimens to the Herbarium* form for mailing/courier details.

Forwarding Specimens to the Western Australian Herbarium

Contact the Collections Manager if assistance is required or if you have not previously forwarded specimens to the Herbarium. The Collections Manager can be contacted by email (Karina.Knight@dpaw.wa.gov.au) or phone (9219 9130).

Ensure all specimens are fully dried before forwarding them to the Herbarium, unless dropping off fresh specimens across the counter, paying particular attention to succulents and plants with fleshy leaves or flowers. Packing and forwarding moist specimens will probably result in mould and the specimens will be unsuitable for identification or lodgement.

Please include the collecting details for all specimens with the batch, as printed or handwritten labels inserted into each specimen's news-sheets, and the specimens tagged with numbers that match the specimen records. In the case of lodgements, also provide the electronically recorded collecting details.

Please note: Threatened and Priority Flora Report Forms alone do not suffice as collecting details as they are designed to provide information on a population rather than on an individual specimen.

In addition, please include a separate list of the contents of the batch (name of specimen, collector, collector's number, and in the case of a lodgement the reason for lodgement per specimen e.g. range extension) – refer to the template below.

Forward batches of specimens to the Herbarium:

| by post | by hand or courier |
|---|---|
| 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 Keiran McNamara Conservation Science Centre Department of Parks and Wildlife 17 Dick Perry Avenue, Kensington, 6152 |

The specimens should be protected in a cardboard box of suitable size. A small number of specimens can be tied into a bundle between cardboards and posted safely.

For each batch please provide a completed *Forwarding Specimens to the Herbarium* form along with a list of the contents.

Forwarding specimens to the Western Australian Herbarium Form

Date: _____ Number of boxes: _____ Number of specimens: _____

Your name and organisation: _____ Herbarium Accession #: _____

Your phone no. and email address: _____ Your reference code: _____
(if applicable)

Scientific collecting licence number for each collector for this batch: (in the case where there is more than one collector in a batch add the licence numbers to the list of contents provided with the batch instead):

Why the specimens were collected (e.g. survey of a particular area, Regional Herbarium):

These specimens are being sent to the Herbarium for (tick as appropriate, tick all parts of a section)

| | | |
|--|--|---|
| <input type="checkbox"/> Identification¹ (tick this section when you require an identification) Tick this section AND the one below when you require identifications AND you're giving the specimens to the Herbarium) | <input type="checkbox"/> paid (I wish to be invoiced for this) <input type="checkbox"/> unpaid (I have made a prior arrangement with the Collections Manager) | Purpose of identification (tick as appropriate): <input type="checkbox"/> general identification <input type="checkbox"/> legal requirement <input type="checkbox"/> other (describe) Please send results by: <input type="checkbox"/> post <input type="checkbox"/> phone <input type="checkbox"/> fax <input type="checkbox"/> email Please return specimens by (tick as appropriate): <input type="checkbox"/> post ² <input type="checkbox"/> pickup from Reference Herbarium <input type="checkbox"/> no need to return |
| <input type="checkbox"/> Lodgement³ (tick this section when you're giving the specimens to the Herbarium) | <input type="checkbox"/> paid⁴ <input type="checkbox"/> unpaid (donated) | All specimens retained by the herbarium If the Herbarium does not wish to retain specimens: <input type="checkbox"/> discard them <input type="checkbox"/> return them to me by post <input type="checkbox"/> pick up from Reference Herbarium |

Your postal address (if required)

Name of business, address, purchase order (if required) for invoicing or ETJ for internal invoicing (if required):

Please provide further relevant information or comment overleaf.

¹ Specimens sent for identification will be charged at \$20.00 plus GST per specimen, unless prior arrangements have been made to waive the fee
² Specimens posted will be charged at Australia Post rates; couriers to be arranged by the client
³ Specimens donated to the Herbarium will be retained or discarded at the Herbarium's discretion.
⁴ Paid vouchers are specimens sent to the Herbarium for permanent vouchering of project study records. Specimens lodged as paid vouchers will attract lodgement fee of \$25 + GST per specimen, unless prior arrangements have been made to waive the fee.

List of specimens forwarded with this batch (example template)

Your Reference Code:

| Field/taxon name | Collector's name | Collector's unique collecting # | Collector's licence # | Reason for lodgement (only use when lodging specimens) |
|------------------------|------------------|---------------------------------|-----------------------|--|
| | | | | |
| <i>Acacia insolita</i> | Joe Bloggs | 234 | SW0222 | Range extension |
| | | | | |
| Acacia hairy | Joe Bloggs | 235 | SW0222 | |
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