Sam Mitchel Herbarium of Fungi
Field Photo Processing Protocol

While in the field, it is like that photos were taken of habitat and specimens. This protocol outlines what to do with the photos upon return so that they become useful assets.

Phase One - Save your images to the Q Drive

- Open the Q Drive and navigate to this location:
  Q:\Research\Images(new)\ImagesInProcess\MycologyFieldWork

- Create a folder using the naming convention "YYYYMMDD_DBG_TripName_LocalitySite" and place all images inside.

Example Folder Names
20210815_DBG_CMSForay_BeaverBrook
20210725_DBG_GroundCountyFenForay_FraserExperimentalForest
20210522_DBG_ParkCounty_WayneManorRanch

Phase Two – Rename the images
This phase will likely occur after specimens have been identified and assigned catalog numbers

- Images of habitat or non-specimen subjects, use this naming convention:
  YYYYMMDD_DBG_TripName_LocalitySite_##

- Images that depict a specimen, use this naming convention
  YYYYMMDD_DBG_TripName_LocalitySite_Genus-species_DBG-F-XXXXXX_##

Example Image File Names
20210815_DBG_CMSForay_BeaverBrook_01.jpg
20210815_DBG_CMSForay_BeaverBrook_02.jpg
20210815_DBG_CMSForay_BeaverBrook_Xylaria-polymorpha_DBG-F-012345_01.jpg
20210815_DBG_CMSForay_BeaverBrook_Xylaria-polymorpha_DBG-F-012345_02.jpg
20210815_DBG_CMSForay_BeaverBrook_Agaricus-bisporus_DBG-F-054321.jpg

Final Phase – Notify Rick

- Send Rick an email that says
  "Hi Rick, these images are finished and can be found here:
  Q:\Research\Images(new)\ImagesInProcess\MycologyFieldWork\20200101_ExampleFolder"

- Rick will then move the images to their final location and upload any specimen photos to the MycoPortal

iNaturalist
You are encouraged to upload images to iNaturalist in the field, or after the fact. Please include the iNaturalist number (the last 8 or so digits of the URL) of your observation when submitting your specimen data spreadsheet. This is all that is required to link a specimen to an iNaturalist record.