

# Sam Mitchel Herbarium of Fungi (DBG) Specimen Accession Protocol

## Steps that are covered in this protocol:

- Adding Specimen to Accession Book
- Adding Accession Number to Card
- Completing Specimen Labels
- Adding Barcode to Specimen Box
- Adding Accession Number and Catalog Number to MycoPortal Record

## Adding Specimen to Accession Book

Locate the accession book and find the next available accession number.

Record the genus number, scientific name, and record with a check mark (✓) whether or not a Micro (M), Photo (P), and/or a Card (C) has been completed.

G#			M	P	C	Date
29303	210	DAGRYMYCES		✓	✓	5/5/2018
29304	862	GYROMITRA ESCULENTA			✓	5/15/2018
29305	522	EXIDIA			✓	5/14/2018
29306	197	Lactarius infected with insect	✓	✓	✓	6/8/2018
29307	298	Hydnellum suaveolens			✓	9/18/2017
29308	31	Tricholoma moseri Aww780	✓		✓	4 VI 2018

## Adding Accession Number to the Card

Once a record is added to the Accession Book, the Accession Number can be recorded on the Specimen Card.

DBG	Name	G#
Collector	Collector #	Date
Locality		
Coordinates	Datum	Elev.
National Forest	County	State
ID by	Date ID	Photo <input type="checkbox"/> Tissue <input type="checkbox"/> Specimen <input type="checkbox"/>
Habitat	Habit	
Pileus		
Odor	Taste	
Context		
Lamellae		
Stipe		

Use the back of the card to record micros and annotations

SAM MITCHEL  
 HERBARIUM  
 OF FUNGI  
AT KENNESAW BOTANIC GARDEN

### Completing Specimen Labels


Information can be transcribed from the Specimen Card on to the Specimen Labels. There are 2 copies of the Specimen Label, one for the outside of the box and one for the inside of the box. The Accession Number (DBG Number) must also be written on one side of the base of the box, in the event a lid is separated from the rest of the box.

DBG _____	G _____
_____	
Place _____	_____
_____	
Date _____	Collector _____
Sam Mitchel Herbarium of Fungi    Denver Botanic Gardens	

### Adding Barcode to the Specimen Box

Locate the barcode that corresponds with the Accession Number (DBG Number). The number should be identical, with the barcode including the DBG-F-0 prefix.

Affix the barcode to the top of the Specimen Box so that it does not cover any of the label information, preferably in the lower left corner of the box lid. If the barcode will not fit on the box lid, it can be affixed to the bottom of the box. Do not affix the barcode to the side of the lid or box.

DBG <u>18052</u>	G# <u>147</u>
<u>Hebeloma</u>	
Place: <u>Flagstaff Cr. Rd.</u>	
<u>Teton County Wyoming</u>	
Date: <u>8/29/95</u> Collector: <u>Evenson</u>	
Denver Botanic Gardens Herbarium of Fungi	
 DENVER BOTANIC GARDENS    DBG-F-018052	

## Adding the Accession Number and Barcode (Catalog Number) to the MycoPortal Record

Navigate to the MycoPortal and log in.

<http://mycoportal.org>

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Welcome to the Mycology Collections data Portal

The Mycology Collections data Portal (MyCoPortal) is more than just a web site - it is a suite of user-friendly, web-based data access technologies to aid taxonomists, field biologists, ecologists, educators, and citizen scientists in the study of fungal diversity. The data are derived from a network of universities, botanical gardens, museums, and agencies that provide taxonomic, environmental, and specimen-based information. Using the Symbiota (<http://symbiota.org>) system of virtual online floras, these data are directly accessible to dynamically generate geo-referenced species checklists, distribution maps, and interactive identification keys, all linked with a rich collection of digital imagery documenting fungal diversity of North America.

**News and Events**

- Microfungi Collections Consortium (MiCC) website now live
- NSF Press Release (#15-092) - NSF awards fifth round of grants to enhance America's biodiversity

Select *My Profile*, then the *Specimen Management* Tab, then The Sami Mitchel Herbarium of Fungi (DBG)

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Species Checklists Specimen Management User Profile

**Collection Management**

- Denver Botanic Garden, Sam Mitchel Herbarium of Fungi (DBG DBG)

Under the *Data Editor Control Panel* select **Edit Existing Occurrence Records**

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Home >> Collection Search Page >> Denver Botanic Garden, Sam Mitchel Herbarium of Fungi Details

Denver Botanic Garden, Sam Mitchel Herbarium of Fungi (DBG-DBG)

**Data Editor Control Panel**

- Add New Occurrence Record
- Create New Records Using Image
- Add Skeletal Records
- **Edit Existing Occurrence Records**
- Add Batch Determinations/Nomenclatural Adjustments
- Print Labels/Annotations
- Batch Georeference Specimens
- Loan Management

Quick Search  
Catalog Number

In the *Record Search Form* enter criteria that will aid in finding the exact Specimen Record for which an Accession Number is being added. This can be any combination of Collector, Collector Number, Scientific name, Date collected, County, etc. Just be sure to make it specific enough that you will be able to find the correct record. Select *Display Table* and then find the correct record and open the editor.

**Denver Botanic Garden, Sam Mitchel Herbarium of Fungi (DBG:DBG)**

Record Search Form

Collector: Vera Evenson    Number: 88    Date: 2017-08-15

Catalog Number:    Other Catalog Numbers:   

Entered by:    Date entered:    Date modified:   

Processing Status: All Records     With images     Without images

Custom Field 1: -- Scientific Name    EQUALS    Amanita pantherina    -- +

Custom Field 2: AND -- County    EQUALS    Gilpin    -- +

Display Editor    Display Table    Reset Form    Sort by: Select Sort Field    Ascending

On the Record Editor page, using the barcode reader, scan in the Catalog Number. Then hand type the Accession Number (DBG Number) into the Other Cat. #s field. Note the *No Dupes Found* pop-up. If a duplicate is found, contact the Database Associate immediately.

**Denver Botanic Garden, Sam Mitchel Herbarium of Fungi (DBG:DBG)**

Home >> Collection Management >> Public Display >> Editor    |< << | 1 of 1 | >> >|    🔍

Occurrence Data    Determination History    Images    Linked Resources    Admin

**Collector Info**

Catalog Number ?	Other Cat. #s ?	Collector ?	Number ?	Date ?	Dupes?
DBG-F-012345	12345	Andrew W. Wilson	AWW780	2018-06-04	<input type="checkbox"/> Auto search

Associated Collectors ?    Verbatim Date ?  
 Brian A. Perry; Mike Wood; Amy Honan; Fred Stevens; Thomas J.    4-Jun-18

Exsiccati Title    number

**No Dupes Found**

Once the Catalog Number (barcode) and Accession Number (DBG Number) have been added, scroll to the bottom of the Editor page and select **Save**.