

KHD Specimen Filing Protocol

Cabinet D

Pre-Sorted: Data recorded in SEINet, imaged, sorted alphabetically by family

Carboard Divider

Sorted: Data recorded in SEINet, imaged, sorted alphabetically by family, genus, and species.
Ready to be filed

Important Note

Filing specimens correctly requires knowledge of botanical nomenclature and careful attention to detail. A misfiled specimen may be lost for decades before its 'rediscovered'.

Sorted: Data recorded in SEINet, imaged, sorted alphabetically by family, genus, and species.
Ready to be filed

Equipment Needed

- Laptop
- Barcode Scanner
- Cabinet D specimens

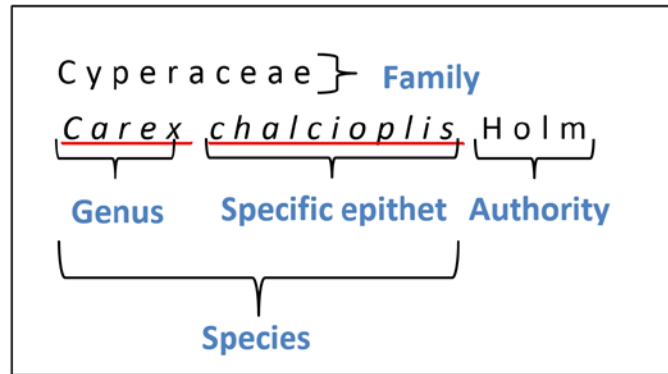
Step 1: Checking Pre-sorted Specimens

- Log-in to SEINet
- In SEINet navigate to *Kathryn Kalmbach Herbarium* within the *Specimen Management* tab
- Connect barcode scanner to laptop
- Pull a folder of specimens from the Pre-Sorted section
- Scan the barcode of each specimen using the *Quick Search – Catalog Number* field in the *Data Editor Control Panel*
 - If the specimen is in SEINet, briefly check that record information matches label and place specimen with those to be alphabetized.
 - If the specimen is not in SEINet, set aside in a different folder labeled with a sticky note 'Barcode not in SEINet'. At the end of the session, place the folder in Cabinet B under the cardboard marker for these specimens. Staff will review.



Step 2: Alphabetize specimens

- Place specimens into **Sorted** section of cabinet D
 - If adding to an existing folder, sort all specimens in the folder alphabetically by family, genus within family, and then specific epithet within genus.
 - If there are no other specimens in that family or alphabetical group, sort specimens alphabetically by family, genus within family and then specific epithet within genus.



Step 3: Filing

In Cabinet D, specimens in the **Sorted** section are alphabetized with the first letter of the family. Specimens are filed by family alphabetically, by genus within family, and by specific epithet within genus. Within species, they are divided by wild or cultivated, and within wild by geography using color-coded folders (Fig. 1).

- = Colorado wild collected specimens
- = non-Colorado wild collected specimens
- = cultivated specimens

Figure 1. Folder color-codes. Colors may be circular stickers or the folder is printed with a color bar.

Folder Order

When ordering folders for one species that occurs in multiple states and is also cultivated, folders for that species from top to bottom should be ordered as follows:

- = *Rudbeckia hirta* (e.g., a Colorado, wild-collected specimen)
- = *Rudbeckia hirta* (e.g., wild-collected in New Mexico)
- = *Rudbeckia hirta* (e.g., grown at Denver Botanic Gardens)

Nomenclature

Collectors may use different nomenclature when identifying a specimen compared to how we have them filed. Several resources are available to find synonyms. If you need help locating these in the herbarium or on a computer, please let staff know. However, if you are not comfortable using these resources its always better to put those specimens aside for review by staff.

Resources –

Checklist of Vascular Plants of the Southern Rocky Mountain Region, Neil Snow, 2009

Flora of Colorado, Jennifer Ackerfield, 2015

theplantlist.org