



## **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 the physical object which 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. Lodgement and incorporation of specimens into the Herbarium's collection needs to be balanced by the need to use 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 categories:

- 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 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 flora<sup>1</sup>. 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 should 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 before collecting is commenced. At this time, the Collections Manager will discuss with you methods of assessing which specimens should be lodged.

## General guidelines

All lodgements must be accompanied by a *Forwarding Specimens to the Herbarium* sheet, attached below. Please fill out all parts of the form.

Include the following information for each specimen provided:

- Collecting Details - as printed or handwritten labels inserted into each specimen's news-sheets and, if available, electronically on CD.
- Specimen number - using a collecting/reference number that matches the specimen information provided.

Threatened and Priority Flora Report Forms alone do not suffice as a herbarium specimen label, as it is designed to provide information on a population rather than on an individual specimen.

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.

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<sup>1</sup> 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.

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 to help with the cost of processing, 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. This number should be quoted when communicating with the Herbarium about a batch. It can also be used as proof of lodgement at the Herbarium when you report back to DPaW's Licensing Branch regarding a collecting licence.

*Across-the-Counter and Drop-off Lodgements:* small batches of specimens may be dropped off at the Reception Desk of the Keiran McNamara Conservation Science Centre at the Department of Parks and Wildlife, 17 Dick Perry Drive, Kensington between 9am to 4pm, Monday to Friday. For further information please phone (08) 9219 9130.

Please contact the Collections Manager (9219 9130) to arrange a time for drop-off if the lodgement comprises two or more boxes of specimens.

Specimens must be lodged in a box.

*Posted and Couriered Lodgements:* please refer to the address on the *Forwarding Specimens to the Herbarium* cover sheet for mailing details and instructions before sending lodgements by post.

## Forwarding Specimens to the Western Australian Herbarium

Contact the Collections Manager prior to forwarding specimens to the Herbarium [Karina.Knight@dpaw.wa.gov.au](mailto:Karina.Knight@dpaw.wa.gov.au) or 92199130.

Make sure that all specimens are fully dried before forwarding them to the Herbarium, paying particular attention to succulents and plants with fleshy leaves or flowers. Packing and forwarding moist specimens will probably result in mould.

Please include the collecting details for all specimens with the batch, as printed or handwritten labels inserted into each specimen's news-sheets, and electronically recorded information (e.g. a MAX file) on CD (with the specimens tagged using numbers that match the specimen records).

**Please note:** Threatened and Priority Flora Report Forms alone do not suffice as a herbarium specimen label as it's designed to provide information on a population rather than on an individual specimen.

In addition, please include a 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) along with the forwarding sheet in the consignment.

Forward batches of specimens to the Herbarium:

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 <a href="mailto:Karina.Knight@dpaw.wa.gov.au">Karina.Knight@dpaw.wa.gov.au</a>:</i>

If a batch contains a number of specimens they 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.

Please attach the form at the end of this document with each batch.

## Forwarding specimens to the Western Australian Herbarium Form

Date: \_\_\_\_\_ Number of boxes: \_\_\_\_\_ Number of specimens: \_\_\_\_\_

Your name/organisation:

**Accession #**  
(office use only)

Phone, fax:

Email:

Scientific collecting licence number for each collector for this batch:

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 e.g., identification only, lodgement only or identification and lodgement, funding is being provided or not, etc):

<input type="checkbox"/> <b>Identification<sup>2</sup></b>	<input type="checkbox"/> <b>paid</b> (I wish to be invoiced for this)  <input type="checkbox"/> <b>unpaid</b> (I have made a prior arrangement with the Collections Manager)	<p><b>Purpose of identification</b> (tick as appropriate):</p> <input type="checkbox"/> general identification <input type="checkbox"/> legal requirement <input type="checkbox"/> other (describe) <p><b>Please send results by:</b></p> <input type="checkbox"/> post <input type="checkbox"/> phone <input type="checkbox"/> fax <input type="checkbox"/> email <p><b>Please return specimens by (tick as appropriate):</b></p> <input type="checkbox"/> post <sup>3</sup> <input type="checkbox"/> pickup from Reference Herbarium <input type="checkbox"/> no need to return
<input type="checkbox"/> <b>Lodgement<sup>4</sup></b>	<input type="checkbox"/> <b>paid<sup>5</sup></b>  <input type="checkbox"/> <b>unpaid</b> (donated)	<p><b>All specimens retained by the herbarium</b></p> <hr/> <p><b>If the Herbarium does not wish to retain specimens:</b></p> <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.

<sup>2</sup> Specimens sent for identification will be charged at \$20.00 plus GST per specimen, unless prior arrangements have been made to waive the fee

<sup>3</sup> Specimens posted will be charged at Australia Post rates; couriers to be arranged by the client

<sup>4</sup> Specimens donated to the Herbarium will be retained or discarded at the Herbarium's discretion.

<sup>5</sup> 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.