

Guide to CALM Herbarium Collecting Book

Quality specimens which are carefully collected and have detailed annotations are needed to document the flora of Western Australia. Specimens should only be collected under a CALM Licence and the conditions of the Licence must be adhered to.

Each specimen should be carefully selected and prepared

Detailed annotations, made in the field, greatly enhance the scientific value of herbarium specimens. The following notes will explain the field information which should accompany each specimen. As much descriptive information as possible should be entered into the collecting book. The brief guidelines presented here are intended to increase the quality of label data as well as encourage the wide usage of terms in a standard way.

SPECIES IDENTIFICATION

PERTH No.: the WA Herbarium (acronym PERTH) unique barcode number, added during databasing, after the specimen has been mounted

Determined Name: the currently recognised scientific name recorded in the WACENSUS database

Field Identification: tentative, convenient "name" used by the collector for reference only; not recorded on the WAHERB database

PLANT DESCRIPTION: details of the plant(s) selected as a specimen

Habit: (adjectives describing the growth form of the plant): eg climbing; compact; erect; grass-like; open; prostrate; rhizomatous; sprawling; spreading; tufted; etc.

Form: (describes the type of plant): eg *tree* (woody, single-stemmed, >5m); *tree like* (without true wood eg Kingia); *mallee* (woody, multi-stemmed eucalypt); *shrub*: (woody, up to 5m); *herb* (non woody, annual or perennial); etc.

Height, Width: always estimate the height and width of the plant sampled, in millimetres or metres

Plant Notes: flower colour (calyx and corolla) and any other colour features which may not be seen on the processed specimen eg new or old leaves; add notes on any striking features which will not be seen on the specimen such as root structures, bark type, latex, sap, etc., juvenile leaf characters, insect, disease and other damage; add ethnobotanical information and conservation status etc.

SITE DESCRIPTION: describes the topography, soil, underlying rocks etc. of the immediate area surrounding the plant(s) collected

Landform: the nature of the topography; eg:- breakaway; dune; gully; hill; hillside; lake; outcrop; plain; ridge; river bank; rock hole; slope (steep or gentle); valley; watercourses; wetland, etc.

Soil Surface: wet; dry; organic litter cover; stony (laterite or other); crusted; cracked; bare; covered with a moss, algal or lichen mat

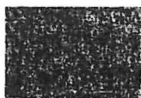
Soil Colour: record subsurface character, noting any distinct horizons: use qualifiers with the following colour standards such as dark and light or, combine colours giving the most dominant last, eg red-yellow

red

brown

yellow

grey



Soil Type:

sand: no coherence when moist or dry. Individual sand grains seen and felt

sandy clay: (loam) moderately plastic when moist, bonded when dry, sand grains felt, not seen

clayey sand: slightly plastic when moist, crumbly when dry, sand grains felt and seen

clay: smooth and plastic when moist, cracking when dry, no sand grains

add note if laterite or hardpan is present or if soil surface is saline, calcareous or peaty

Underlying Geology: if known, eg:- granitic; limestone; laterite; sandstone etc.

Vegetation: use this table to determine the vegetation type: either enter the type in words or the abbreviation eg low heathland = SCc; or, a dense tall forest over open low scrub "A", over very open low grass = Td.SAr.GLr

LIFE FORM/HEIGHT CLASS	CANOPY COVER			
	DENSE 70-100% ^d	MID-DENSE ^c 30-70%	SPARSE ⁱ 10-30%	VERY SPARSE ^r 2-10%
T Trees >30m M Trees 15-30m LA Trees 5-15m LB Trees <5m	Dense Tall Forest Dense Forest Dense Low Forest A Dense Low Forest B	Tall Forest Forest Low Forest A Low Forest B	Tall Woodland Woodland Low Woodland A Low Woodland B	Open Tall Woodland Open Woodland Open Low Woodland A Open Low Woodland B
KT Mallee tree form KS Mallee shrub form	Dense Tree Mallee Dense Shrub Mallee	Tree Mallee Shrub Mallee	Open Tree Mallee Open Shrub Mallee	Very Open Tree Mallee Very Open Shrub Mallee
S Shrubs >2m SA Shrubs 1.5-2.0m SB Shrubs 1.0-1.5m SC Shrubs 0.5-1.0m SD Shrubs 0.0-0.5m	Dense Thicket Dense Heath A Dense Heath B Dense Low Heath C Dense Low Heath D	Thicket Heath A Heath B Low Heath C Low Heath D	Scrub Low Scrub A Low Scrub B Dwarf Scrub C Dwarf Scrub D	Open Scrub Open Low Scrub A Open Low Scrub B Open Dwarf Scrub C Open Dwarf Scrub D
P Mat plants H Hummock Grass	Dense Mat Plants Dense Hummock Grass	Mat Plants Mid-Dense Hummock Grass	Open Mat Plants Hummock Grass	Very Open Mat Plants Open Hummock Grass
GT Bunch grass >0.5m GL Bunch grass <0.5m J Herbaceous spp.	Dense Tall Grass Dense Low Grass Dense Herbs	Tall Grass Low Grass Herbs	Open Tall Grass Open Low Grass Open Herbs	Very Open Tall Grass Very Open Low Grass Very Open Herbs
VT Sedges >0.5m VL Sedges <0.5m	Dense Tall Sedges Dense Low Sedges	Tall Sedges Low Sedges	Open Tall Sedges Open Low Sedges	Very Open Tall Sedges Very Open Low Sedges
X Ferns Mosses, liverwort	Dense Ferns Dense Mosses	Ferns Mosses	Open Ferns Open Mosses	Very Open Ferns Very Open Mosses

Muir, B.G. 1977; *Records of the Western Australian Museum, Supplement No. 3.*

Characteristic Species: list a few of the most common species which grow at the collecting site

Abundance: the commonness of the species in relation to others at the collection site; eg:- common, frequent, occasional or rare

Other Notes: add unusual site features eg:- erosion or other disturbance; weed invasions; fire history

LOCATION

Locality: indicate road distance in km and direction from nearest named feature, or, note direct distance as *due West* etc of a named feature

Latitude and Longitude: calculate degrees and minutes from a map, check with the coordinates of the nearest named feature from a gazetteer

GPS: indicate (Y)es if a Global Positioning System unit was used or (N)o if latitude and longitude was calculated from a map etc.

Collector(s): enter initials first then surname(s) in full

No: use a sequential numbering system

Date: use numerals for DD/MM/YYYY

DATA RECORDS

Voucher for: note if collection is a voucher for a photograph; particular area survey; special project etc.

Record Basis: indicate by circling the appropriate word to indicate type of sample collected

Phenology: indicate by circling the appropriate word if there are no reproductive organs (sterile) or if buds, flowers or fruits are present