

UC Botanical Garden Work Flow

FIELD

Specimen Collection:

- 1) Gather permits, as needed
- 2) Collect specimen from the field.
- 3) Gather field data.
- 4) Send specimen to UCBG.

ACQUISITION AND ACCESSION

Acquisition:

- 1) Receive specimen from collector/donor.
 - a. May include field notes, taxonomic identification, and (rarely) pictures. Field notes sometimes received later.
- 2) Review specimen to determine acceptance to UCBG collection, based on UCBG guidelines.

Accession:

- 3) Assign accession number to specimen.

CATALOG

Specimen Data & Record Maintenance:

- 1) Record specimen description and provenance.
 - a. Record on a paper form for eventual entry into SAGE, or
 - b. Transfer data from source into SAGE.
- 2) Record horticultural treatments.
 - a. Record on a paper form for eventual entry into SAGE.
- 3) Record/map exact location in planting bed.
- 4) Record growth data (flowering, fruiting, sex, diameter breast height, canopy, height, etc.)
 - a. Record into notebooks for eventual entry into SAGE.
- 5) Record sharing, loan, and distribution data (e.g. research publications, institutions, projects).
- 6) Make images of plants during the life cycle.
- 7) Transfer specimen data to the University Herbarium when a specimen is archived.
- 8) Record loss (death, theft, deaccession) of specimen.

PREPARATION & CONSERVATION

Propagation & Conservation

- 1) Apply treatments to specimen for propagation
 - a. Root or graft cuttings (one to many)
 - b. seed (one to many)
 - c. whole plant (one to many)
- 2) Transfer specimen to growing location.
- 3) Apply treatments (weed, fertilize, prune, etc.) to maintain health and growth of specimen.

Sharing, Loans, and Distribution:

- 1) Distribute specimen parts for research.
- 2) Distribute specimen parts or loan whole (potted) plants for classroom use.
- 3) Distribute specimen to other institutions, on request or for back-up.
- 4) Verify identification (currently opportunistic or as needed).

STORE

Specimen Storage:

- 1) Make public (doubles as accession) label for specimen.
 - a. SAGE has a label function, but it still requires some editing before the label can be printed or engraved.
- 2) Plant specimen in planting bed. Possibly move to different or additional beds.
- 3) Remove specimen from planting bed, in the case of death or deaccession.

ARCHIVE

Archive:

- 1) Archive materials associated with specimen.
 - a. Documents (e.g. field notes) are usually filed in a storage cabinet or in a computer if electronic.
 - i. Field notes are not digitized, and are not directly necessary, if the transfer of data from field notes to SAGE is complete. Digitization of field notes would provide greater context for the collections.
 - b. Images (slides, photographs, and digital images) are not included in SAGE, i.e. there is no database or metadata for images at this time.
 - i. Slides: arranged by taxonomic name in a file cabinet; currently no index or catalog.
 - ii. Digital images: stored on a staff member's desktop computer; currently no index or catalog, and no link to/from SAGE.
- 2) Archive specimen.
 - a. Prepare specimen for archival preservation.
 - i. Accessions are pressed and dried with characters necessary for identification. A specimen label is prepared through SAGE and printed to accompany the specimen.
 - b. Transfer data electronically between UCBG and University Herbarium.
 - c. Send prepared specimen to the Herbarium for archival storage.

WISHLIST

- process for tracking images: index and catalog of slides, photographs, and digital images; linked to specimen database
- images of plants in native habitat
- storage for digital objects (images)
- map exact spot in planting beds
- process for tracking publications
- digitized field notebooks
- verify identification
- transfer field data to digital form