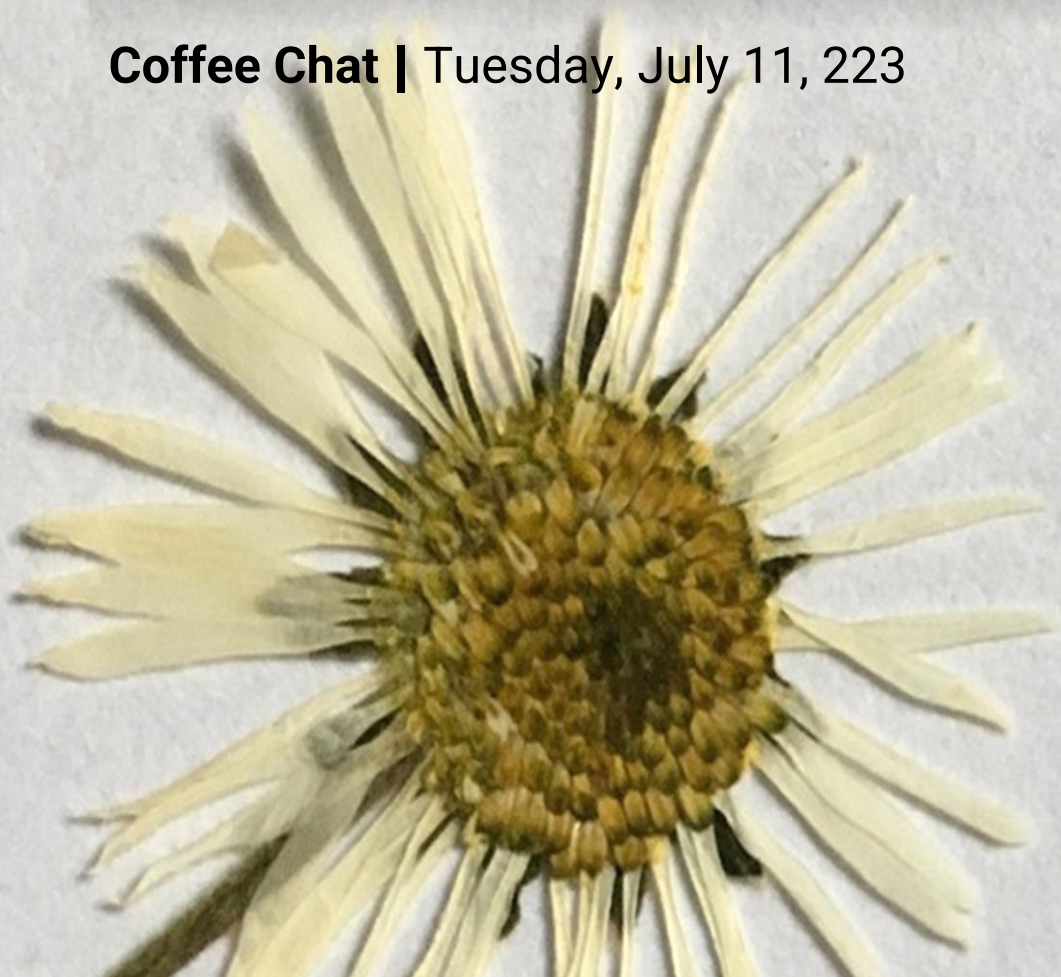
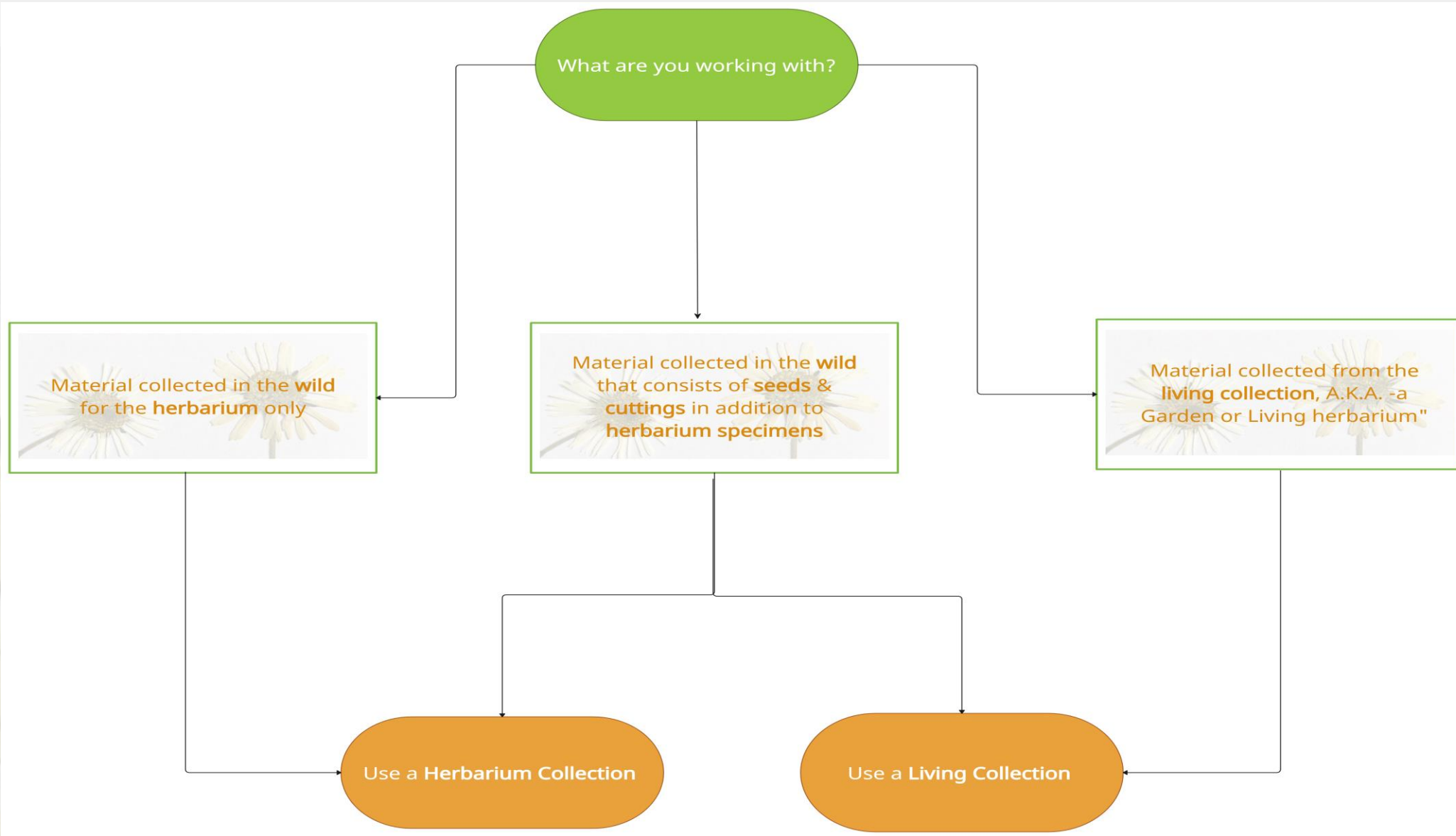




# Herbarium Roundtable

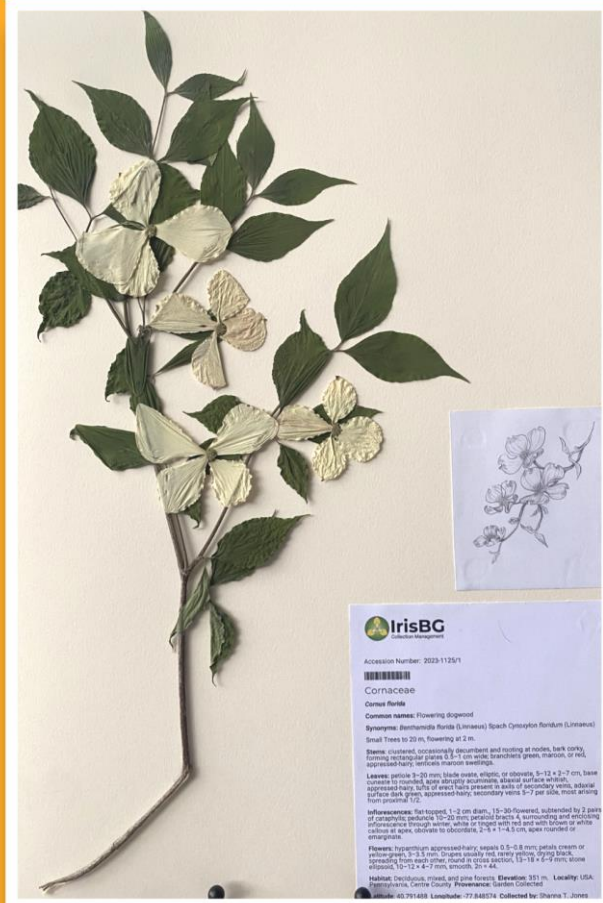
Coffee Chat | Tuesday, July 11, 223





# Example 1

Material collected in the **wild** for the **herbarium only**



## Example 2

Material collected in the wild that consists of living material (seeds or cuttings) in addition to herbarium specimens.



## Example 2

Material collected in the wild that consists of living material (seeds or cuttings) in addition to herbarium specimens.



Management  
low Help  
al Garden Max search: 5000

Accessions  
Manage collection accessions and items

Accession: \* 2022-1546 Taxon name: \* *Cornus florida* Family: \* Cornaceae  
Locality/origin: Kew Gardens

Details Items (2) Parentage Images References Events (1)

Item no. *	Type *	Location *	Loc. ref. *	Status *	Date *	No. sp.
1	Cutting	GRH	Mist House	Sown/Potted	7/9/2023	25
2	Seed	GRH	Mist House	Successful Germination	12/6/2023	17

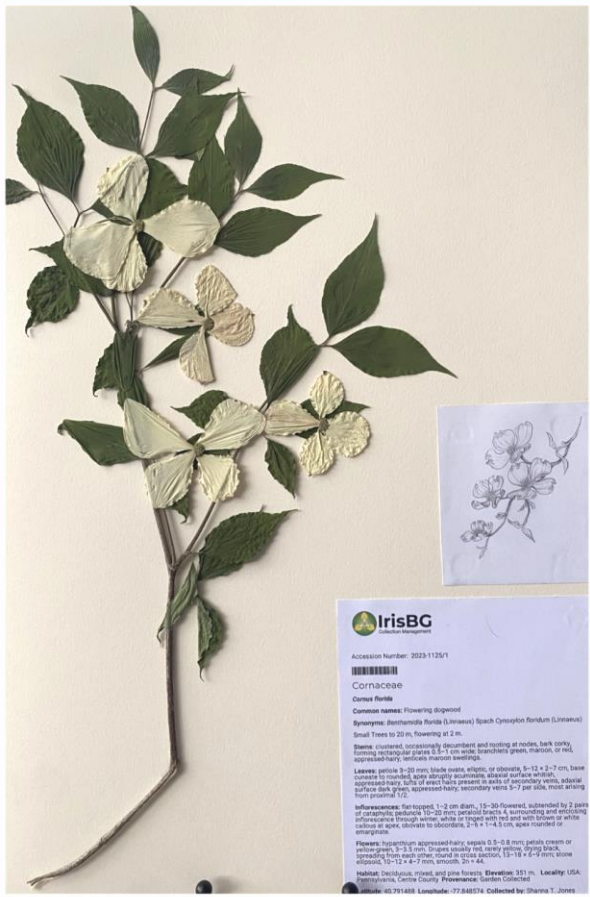
Item properties

Item no.	Current	2022-1546/1
Type *		Cutting
Cons. no. *	Cons. no.-2 *	
Storage no. *	External ref. *	
Item ref.		2022-0004/1
Location		
Location code *		GRH
Location name *		Greenhouse
Location ref. *	subref. *	Mist House
Location comments		
Coord. lat. ,x	long. ,y	40.7916014
Coord. precision	Altitude	
Status		
Status *	Condition *	Sown/Potted
No. spec.	Matrines	25
Date *	Person *	7/9/2023 Jones, Shanna T.



For **Herbarium specimens** collected from a **living collection** accession:

Record these specimens as **preserved herbarium items** in the **living collection**.  
Label with accession + item number: 2005-0001/2



Software interface for IrisBG Collection Management. The main window displays the 'Accessions' section for 'Cornus florida' with accession number '2005-0001'. The 'Items' tab is active, showing a table with two items:

Item no. *	Type *	Location *	Loc. ref. ~	Status *	Date ~	No. sp.
1	Planting	HRB_I		Inventoried	9/14/2019	
2	Herbarium P	HRB_P		Inventoried	7/11/2023	

# Adding Accession Item Types

Knowledge Library tutorial with video:

<https://knowledge.irisbg.com/hc/en-gb/articles/7833121811357-Adding-Accession-Item-Types>





# Labels

Accession: **1125** Taxon name: **Cornus florida (cf.)**

Locality/origin:  
USA: Pennsylvania, Centre County, 0 - 351 m, 40.791488 | -77.848574 • Pop. no: 3 / 1

**Details** | Items (1) | Parentage | Images (1) | References (1) | Events

**Properties**

Acc. year	no.	cons.	type	2023	1125
Taxon name	Det. type	Cornus florida			

**Determination**

Det. as taxon name	Cornus florida				
Det. team	Person(s)	IrisBG	S.T. Jones; Ø. H. Rustan		
Det. date	Det. level	7/6/2023			
References	Comments	Dirr, Michael, A. 2009. Manuel of Woody Landscape Plants, 6th Edition. Manuel of Woody La			
Received as					

**Locality**

Locality	USA: Pennsylvania, Centre County, 0 - 351 m, 40.791488   -77.848574				
Habitat	Deciduous, mixed, and pine forests				
Aspect	Slope	270			

**Collection**

Coll. team	Collector(s)	IrisBG	S.T. Jones; Ø. H. Rustan		
Coll. no.	Coll. date	date end	IBG0248   5/17/2023		
Coll. method	Description	Pruners	Branchlet with 22 leaves & 4 flowers		
Pop. no.	spec. no.	3	1		
Project					

**Origin**

Contact	Donor type				
Origin	ref.				
Provenance	Prop. hist.	Garden - wild origin	Individual wild plant(s)		

**Material**

Type	No. spec.	Cutting   1			
Rec. date	person	ref.	5/19/2023   Jones, Shanna T.		
Life stage	Age	Sex	Adult		
Incoming no.	External mat.				

USA: Pennsylvania, Centre County, 0 - 351 m, 40.791488 | -77.848574

Save  
Expire...

**Properties**


Country	United States of America				
Subdiv. 1	Pennsylvania				
Subdiv. 2	Centre County				
Locality					
Alt. from	to	unit	0	351	m
Orig. locality	interpret	Manual			

**Coordinates**

Orig. coord.	Ok	40.791488	-77.848574	<input checked="" type="checkbox"/>	
Datum	Format	WGS84	DD		
Latitude	Longitude	40.791488	-77.848574		
Precision	Trueness				
Source					
External ref.	2004-1546				
Comments					
Reg. init.	date	stj	5/18/2023		

# Customize labels with Microsoft Word's MailMerge

## [Knowledge Library article](#)

**IrisBG Herbarium** 

---


CORNACEAE **Coll. Date:** 2023-05-17

***Cornus florida L.***  
UNITED STATES OF AMERICA  
PENNSYLVANIA: CENTRE COUNTY  
**Alt:** 0 - 351 m

**Coord:** 40.791488° | -77.848574°

**Description:** Cutting  
**Coll. Team Name:** IrisBG Team **Coll. No:** IBG0248  
**Coll. Name:** IrisBG Trial Herbarium

---

**Ref.:** 2004-1546  **No:** 1125/1  
**Reg. Date:** 2023-05-17

Shanna's Botanical Garden

**Custom templates**  
Manage custom templates for reports, labels, etc.

Template file	Comments
Label_IrisBG_HerbColl.docx	

To add custom templates:  
Defintions > Custom templates

# Add a permit

## Collections

- Accessions
- Item management
- Localities
- Projects
- Inbox

## Taxonomy

- Taxa
- Taxonomic groups

## Reports

- Reports
- Maps
- Labels

## Events

- Tasks
- Exchanges
- Loans

## Management

- Institutions
- Collections
- Locations
- Features
- Contacts
- Individuals
- Teams
- Personnel
- Library
- Permits

### Permits

Manage permits

Search result

Id	Number	Date	Co...	Issuer	Permits
4	DNPW ...	3/5/2...	MWI	Departme...	RP
22	87	7/9/2...	NOR	IrisBG	MAT

To add permits:  
Management > Permits

22: NOR • IrisBG • 2023-07-09 • 87

#### Properties

Permit Id°	number°	date~	22	87
Issuer~	IrisBG			
Country°	Norway			
Coverage				
File name	MATERIAL TRANSFER AGREEMENT.docx			
Web link				
Case number				
Comments				
Reg. init.	date	stj	7/10/2023	

#### Permit types

Type°  
Mutually Agreed Terms (MAT)

Permit types


Type°

Mutually Agreed Terms (MAT)


Text	Code
Collecting Permit	CP
Import Permit	IP
Export Permit	EP
Material Transfer Agreement	MTA
Prior Informed Consent	PIC
Mutually Agreed Terms	MAT
CITES documentation	CITES
Intellectual Property Rights	IPR
Data use	DU
Copyright	CR
Patent	PA
Memorandum of Understanding	MU
Memorandum of Cooperation	MC
Other	O
Research Permit	RP

# Add a permit to an accession


Accession: References tab

**Collections** 

- Accessions
- Item management
- Localities
- Projects
- Inbox



**Taxonomy** 






- Taxa
- Taxonomic groups

**Reports** 

Accession:  Taxon name:  Family:

Locality/origin:

  Permits

Status <sup>°</sup>	Status comment	Item	Permit <sup>°</sup>	Permit types
<input type="text" value="Permit available"/> 	 	1125/1	<input type="text" value="4: MWI • Department of National Parks ..."/>  	RP

# Enter a loan

To add loans: Events > Loans

## Collections

Accessions  
Item management  
Localities  
Projects  
Inbox

## Taxonomy

Taxa  
Taxonomic groups

## Reports

Reports  
Maps  
Labels

## Events

Tasks  
Exchanges  
Loans

## Management

Institutions  
Collections  
Locations  
Features  
Contacts  
Individuals  
Teams  
Personnel  
Library  
Permits

**Loans**  
Manage loans from or to other institutions

Save

Delete...

Attachments...

Packing slip...

Loan		Date in*	checked	
Category*	No.*	Outgoing	4	
Resp. contact*	AMSTERDAM-2 - Hortus Botanicus der Vrije Universiteit		Condition*	Return required
Corr. contact*			Type*	
Ref. text*	person			Material*
Status*	date*	Open	7/10/2023	Comments
Date due*	orig. due*	4/1/2024	Notes	
Date out*	checked			Reg. init.   date   stj   7/10/2023

**Items**

Item no.*	Taxon name	Location	Comments	Status	Date
Click here to add a new row					
1064/1	Cornus kousa subsp. chinensis	HERB•		Open	7/10/2023
1125/1	Cornus florida	HERB•		Open	7/10/2023
14/1	Hamamelis japonica	HERB•		Open	7/10/2023

# Enter an Exchange

To add exchanges: Events > Exchanges

## Collections

Accessions  
Item management  
Localities  
Projects  
Inbox

## Taxonomy

Taxa  
Taxonomic groups

## Reports

Reports  
Maps  
Labels

## Events

Tasks

**Exchanges**

Loans

## Management

Institutions  
Collections  
Locations  
Features  
Contacts  
Individuals  
Teams  
Personnel  
Library  
Permits

**Exchanges**  
Manage exchanges with other collections

Exchange

Category*   No.*	Incoming   4	Material*	Preserved: Branch with flower and leaves
Contact*	ABERDEEN - Cruickshank Botanic Garden, University of Aberdeen	Comments	
Ref. text*   person		Notes	
Status*   date*	Completed   7/10/2023	Reg. init.   date	stj   7/10/2023
Type*	Shared		

**Items**

Item no.*	Taxon name	Location	No.	Material	Comments
* Click here to add a new row					
▶ 1125/1	⋮ Cornus florida	HERB•			
17/1	Quercus pubescens	HERB•			
20/1	Fraxinus ornus	HERB•			
24/1	Magnolia obovata	HERB•			
25/1	Rhododendron aureum	HERB•			

# See Exchange and Loan Records

Accession: Events tab

Accessions

File Data Help

✓ Select and close ✗ Close 🏠 🧑 📅 ⏪ ⏩ 📄 🔄 📧 📧 📧 Max search 5000 ▾

Accession: \* **1125** Taxon name: ~ **Cornus florida (cf.)** Family: ~ **Cornaceae**

Locality/origin:  
USA: Pennsylvania, Centre County, 0 - 351 m, 40.791488 | -77.848574 • Pop. no: 3 / 1

Details Items (1) Parentage Images (1) References (2) Permit **Events (2)**

Events

Event kind	/ Text	Item	/ Status	▽ Status date	▽ Priority
▶ Exchange	... Exchange 4: ABERDEEN - Cruickshank Botanic Garden, University of Aberdeen	1125/1	● Completed	7/10/2023	0: None
Loan	Loan 4: AMSTERDAM-2 - Hortus Botanicus der Vrije Universiteit	1125/1	● Open	7/10/2023	0: None