Joining OpenHerbarium or OpenZooMuseum

A collection manager wishing to add their collection to OpenHerbarium (for algae, fungi, and plants or OpenZooMuseum (for animals) should contact the director of these two sites, Mary Barkworth, stating the site they wish to join and providing the information described below. There is no charge for registering with either site.

Before registering a collection with either site, you should first register it with either *Index herbarium* IH), a global index of herbaria which was established in the 1930s or the Global Registry of Scientific Collections (GRSciColl), which was established this century. The relevant data from OpenHerbarium are shared automatically with GRSciColl.

OpenHerbarium

Before joining OpenHerbarium collection managers should first register with *Index herbariorum.* Instructions for doing so are on its website. If the herbarium has been in existence for some time, first check that it is not already registered. To do that, go to *Index herbariorum* and search by country. This is better than searching by institution because institutions often change their name, for instance, colleges become universities and research stations become research institutes. Searching by country will, in most cases, avoid such problems. The country names used are those recognized International Standards Organization. After registering the herbarium with *Index herbariorum*, it is essential to register at least one staff member. This is usually the collection manager, but a herbarium can have many staff members.

Data from *Index herbariorum* are automatically added to the Global Registry of Scientific Collections.

OpenZooMuseum

Before joining OpenZooMuseum, collection managers should first register with the Global Registry of Scientific Collections which is managed by GBIF, the Global Biodiversity Information Facility. There are instructions on how to add a collection to GRSciColl on the site.

Joining OpenHerbarium or OpenZooMuseum

Send Mary Barkworth the following information.

1. **Institution Code**. This may be your university (USU for Utah State University) or agency (e.g., PARC for Pakistan Agricultural Research Council) or, for herbaria of a botanic garden that is not part of another institution (e.g., Missouri Botanical Garden) the *Index herbariorum* code. Institution codes are not necessarily globally unique.
2. **Collection Code.** For herbaria, this will be the *Index herbariorum* code or a modification of it. IH codes are globally unique. For smaller herbaria, the collection code will be the collection code. Larger herbaria sometimes assign different codes to different parts of the

collection. For example, the herbarium with the IH code UTC might use UTC-VP for their vascular plants, UTC-F- for their fungi, and UTC-B for their bryophytes.

3. **Name and physical address** of the collection and its institution (Herbarium, Biodiversity Museum, University of Greatness, 5790 Yellow Brick Road, Wishitwere, Kansas, USA)
4. **Mailing address**, if different from above
5. **Latitude and longitude** of the collection's location, in decimal format.
6. **A write up** about the collection (size, focus, strengths, and date of foundation are topics that are usually covered). The maximum length is 2000 characters.
7. **Name of the primary contact person** for the collection, as it relates to the network. It should not be the department head unless that person is also going to manage the collection. If the work is delegated to another staff person, that person should be the named as the primary contact person. It is possible to list more than one name contact person. It is assumed the first person named is the one to contact first. He or she should be a permanent employee.
8. **Email address of the primary contact person**
9. **Phone number of the primary contact person**
10. **URL of the collection** if it has its own website
11. **An attachment with the logo** to be associated with your records. The ==maximum size is 350 by 350 pixels.== You can send a larger file but check that it will be distinctive when shrunk to about 1 cm (or 350 x 350). See those on the search page of the network you wish to join to see the kinds of logo others are using. If you want it included on the barcodes, please provide it as a vector or high resolution TIFF file.

I can usually add a collection to the appropriate site within 48 hours. Be ready to enter your first specimen record soon afterwards. I shall add one fake record when I do so in when creating the collection record in order to make it easy to find. I shall delete the fake record once some real records have been added.

Welcome to the world of data sharing!

Mary Barkworth   *18 Mar 2024*