

SPECIMENS FOR DEPOSIT
RANCHO SANTA ANA BOTANIC GARDEN

We are happy to receive donations of specimens that are vouchers for scientific research, have historical significance, or enrich our taxonomic or geographic representation. We expect that such donations of specimens were collected with the appropriate permission and/or official permits. We only accept donations for which ownership can be transferred to the Herbarium. For further information about depositing specimens into our collection, please contact the Collections Manager.

Specimens acceptable for deposit at the Rancho Santa Ana Botanic Garden Herbarium (RSA) should:

1. Be of high quality and include reproductive structures (i.e. flowers, fruits, cones, spores).
2. Be accompanied by adequate labels printed on acid free paper.
3. At a minimum include the following collection information for each specimen: determination (i.e. identification to species), collector, collection number, collection date, collection locality (political division, locality description, habitat description, geographic coordinates, elevation), and specimen description.
4. Provide an electronic version of the data (as excel or csv file; a template is available at <http://www.rsabg.org/herbarium>)
5. If applicable, have all duplicate specimens separated (also all with labels) into bundles of sets.
6. Have every bundle clearly labeled with your name and brief description (e.g., "Porter Duplicate Set I", "Fraga Set II of IV").
7. Be accompanied by this form with as much detail as possible; attach it to one of your bundles.
8. Be packaged with care, such that little to no damage occurs during shipment, especially if specimens are mailed to the Herbarium.

Specimens for Deposit to the Rancho Santa Ana Botanic Garden Herbarium By:

Name: _____ Date: _____

Institution/Agency Affiliation: _____

Address: _____

Phone: _____ E-mail: _____

(for acknowledgement purposes only)

Description of Specimens for Deposit: _____

If applicable, please list any herbaria you would like us to send duplicates: _____

Notes or instructions: _____
