



Department of **Biodiversity,
Conservation and Attractions**

Western Australian Herbarium

Western Australian Herbarium Image Donation Guide

The Western Australian Herbarium is assembling an authoritative set of images with a goal to represent all native and naturalised plants, algae, and fungi of Western Australia. The images are made available to the public in FloraBase as an aid in the identification of specimens. The project is well advanced; however, we still have a sizeable number of plant taxa on FloraBase not represented by an image, and for some taxa we have very few or very poor images.

The Herbarium is actively seeking images to improve its representation of the WA flora in FloraBase. Contributions are accepted from the community and from specialists in their field. Images provided to the Herbarium Image Collection are attributed to the photographer.

The Herbarium's preference is for images to be accompanied by voucher specimens; that is, the plant photographed is collected and a specimen lodged at the Herbarium. Information on how to collect and lodge herbarium specimens is available on the Herbarium's home page at <http://dbca.wa.gov.au/plants-and-animals/wa-herbarium>

General guidelines

All image donations must be accompanied by an *Image Donation Form* and if necessary, an *Image Donation Photograph List*. Both are available from the Herbarium's home page, above.

The Herbarium accepts images in several formats, as prints, slides, negatives, or digital images. Digital images are preferred. Standard JPEG or TIFF format from modern digital cameras are accepted; we are currently unable to accept DNG and RAW formats.

If you filled out item 2B of the donation form, you must supply an entry for each photograph as noted in the donation form.

Forwarding Images to the Western Australian Herbarium

If the images are vouchered, please submit the images, the donation form, and the photograph list on USB thumb drive *with the vouchers*. Information on forwarding specimens is available on the Herbarium's home page at <http://dbca.wa.gov.au/plants-and-animals/wa-herbarium>

For any other donation, follow the directions in the Image Donation Form. We can discuss delivery of the images with you once we have received your forms.

Please remember to include a signed Image Donation form (and, if necessary, Photograph List) with each batch (unless you have previously provided a form to the Herbarium and checked option 3A).

Forward images to the Herbarium at:

by post:	by Hand
<p>The Collections Manager Western Australian Herbarium Department of Biodiversity, Conservation and Attractions Locked Bag 104 Bentley Delivery Centre, WA 6983</p>	<p>The Collections Manager Western Australian Herbarium Department of Biodiversity, Conservation and Attractions 17 Dick Perry Avenue, Kensington, 6152</p> <p>Contact the Collections Manager to make a prior arrangement for submission 9219 9130 or herbarium@dbca.wa.gov.au</p>