

- Collect most material: leave behind some reproductive or regenerative parts such as fruits, roots, or rhizomes (Washington Native Plant Society 2007). This is the least satisfactory type of collecting and should be avoided whenever possible.

### 11.2.4 How much material to collect?

The herbaria and museums are part of an international network of scientists who share botanical specimens, knowledge, and information about the flora of the world. Since no single organization can hope to have scientists who are specialists on the identification and taxonomy of every botanical group, these organizations donate replicate material of their collections to other organizations so that particular experts can provide expert determinations. Therefore, it is important to always collect more than one sample of each collection so that enough material is available as donations. Three to five replicate collections (all with the same collection number) are usually sufficient unless requested otherwise. Of course, this may not be appropriate when collecting rare and vulnerable species.

### 11.2.5 Label your collections

Each collection and each separate part of a collection should be labelled with a tag (e.g. a jeweler's tag) on which your name and unique collection number is written (preferably in pencil, never in ink that is not waterproof or resistant to methylated spirits, 70 per cent ethanol, or other solutions that may be used to preserve botanical collections). A personal collection-numbering series is worth beginning, even if you do not intend to collect many organisms. A simple numbering series, starting at one (1), is preferable. Once you have started your own collection-numbering series, continue it for all future collections, in numerical order. Avoid the inclusion of the collection date or some other prefix or suffix: these tend to be confusing for others to refer to and frequent errors are made when referring to these collections. The different parts of single gathering (collection), as for collections of large plants, should all be referred to by your name and the same collection number.

## 11.3 Field Notes and Observations

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The most important rule to following when deciding on what should be recorded at the time of collection is:

If the feature or information is not present on the specimen or is distorted after it has been pressed and dried, then it should be recorded by the collector.

Botanical features that change and so must be recorded include:

- Colours: these often change during the drying process.
- Shape and sizes of fleshy parts: these change dramatically when dried and pressed.
- Features of delicate flowers may become detached and/or lost, or get changed by the pressing and drying process—for example, the shape of complex irregular or zygomorphic flowers, such as orchids, legumes, and labiates, may become very distorted and so difficult to evaluate once dried. These problems can be at least partly overcome if one or two flowers are carefully opened along one side and flattened so that the inner features are displayed.