## ANNEX 1 – Template fields taxonomy

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| --- |
| Rank |
| domain |
| kingdom |
| super\_phylum |
| phylum |
| sub\_phylum |
| super\_class |
| class |
| sub\_class |
| infra\_class |
| super\_order |
| order |
| sub\_order |
| infra\_order |
| section |
| sub\_section |
| super\_family |
| family |
| sub\_family |
| super\_family |
| family |
| sub\_family |
| super\_tribe |
| tribe |
| infra\_tribe |
| genus |
| sub\_genus |
| species |
| sub\_species |
| variety |
| sub\_variety |
| form |
| sub\_form |
| abberans |
| author\_team\_and\_year |

## ANNEX 2 – Template fields specimens

|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Widget** | **Widget field** | **Short description** |
| **Sample identification** | | | |
| **unitID** | Codes | Code (with category "Main" by default) | OPTIONAL (see above)- Unique alphanumeric identifier of specimen |
| additionalID | Codes | Code (with category "Additional" by default) | Additional alphanumeric identifier |
| accessionNumber | I.G. number | - | I.G. number |
| acquiredFrom | Donators or sellers | - | How gived or selled the specimen (if more than one person, separate each name with ";") |
| acquisitionType | Acquisition | Acquisition category | Donation, purchase, mission? |
| acquisitionYear | Acquisition | Acquisition date | Date of acquisition |
| acquisitionMonth | Acquisition | Acquisition date | Date of acquisition |
| acquisitionDay | Acquisition | Acquisition date | Date of acquisition |
| **Sampling location: who, where and when collected?** | | | |
| samplingCode | Sampling location | Sampling location code; link to Sampling location catalogue, should the exact same code as in DaRWIN | Code in Sampling locations catalogue, that identifies collecting or observation station |
| collectionStartDay | Sampling location | Gtu from date | Collecting date |
| collectionStartMonth | Sampling location | Gtu from date | Collecting date |
| collectionStartYear | Sampling location | Gtu from date | Collecting date |
| collectionStartTimeH | Sampling location | Gtu from date | Collecting date |
| collectionStartTimeM | Sampling location | Gtu from date | Collecting date |
| collectionEndDay | Sampling location | Gtu to date | Collecting date (end if needed) |
| collectionEndMonth | Sampling location | Gtu to date | Collecting date (end if needed) |
| collectionEndYear | Sampling location | Gtu to date | Collecting date (end if needed) |
| collectionEndTimeH | Sampling location | Gtu to date | Collecting date (end if needed) |
| collectionEndTimeM | Sampling location | Gtu to date | Collecting date (end if needed) |
| collectedBy | Collectors | - | How collected specimens (if more than one person, separe each name with ";") |
| expedition\_project | Expedition | - | Expedition |
| localityText | Comments | Notion "Sampling locations" | Comment on locality, for this particular specimen |
| **Specimen description** | | | |
| kindOfUnit | Part | Specimen part | Part(s) of organism or class of materials represented (animal, mounted specimen, microscopic preparation, part of organism, fossil, etc.) |
| specimenCategory | Part | Specimen Category | Category of the object. Closed list of possible values :   1. 'physical' 2. 'observation' 3. 'figurate' 4. 'figurate-physical', 5. 'composite-storage-unit' |
| typeStatus | Type | - | Type (paratype, holotype, etc.) |
| lifeStage | Stage | - | Phase or life stage (juvenile, larva, caterpillar) |
| socialStatus | Social status | - | Social status (worker, etc.) |
| sex | Sex | - | M or male = Male, F or female = Female, U or unknown = Unknown, N = Not applicable (for a fungus in a herbarium), X = Mixed (mixed specimens, males and females). |
| totalNumber | Count | Specimen count | Total number |
| maleCount | Properties | Value (Property type: "N males") | Number of males |
| femaleCount | Properties | Value (Property type: "N females") | Number of females |
| sexUnknownCount | Properties | Value (Property type: "N sex unknown") | Number of unknown gender |
| fixation | Properties | Value (Property type: "fixation") | Fixative or anesthetics used prior to tissue preservation |
| samplingMethod | Collecting method |  | Material and/or method used to collect the specimen |

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| **Identification information** | | | |
| fullScientificName | Taxonomy | link to Taxonomy Catalogue, should be the exact same name as in DaRWIN | Taxon in Taxonomy catalogue, that identifies specimen taxon |
| identifiedBy | Identifications | Identifier | Identifier name (of more than one person, separate each name with ";") |
| identificationYear | Identifications | Date | Date of identification |
| identificationMonth | Identifications | Date | Date of identification |
| identificationDay | Identifications | Date | Date of identification |
| identificationNotes | Comments | Value (Notion: "Identifications") | Additional information/remark about identification of specimen |
| referenceString | External Links OR Comment | If link, goes to External Links; if character string, goes to comments with notion "Identifications" | References that were used by the identifier to provide the identification |
| **Mineralogical identification information for unique name as identification** | | | |
| mineralogicalIdentification | Identifications | Mineralogical identification without classification hierarchy stored in "Subject" field (category "Mineralogy") | Taxon in Taxonomy catalogue, that identifies specimen taxon |
| mineralogicalIdentifier | Identifications | Identifier | Identifier name (of more than one persone, separate each name with ";") |
| mineralogicalIdentificationYear | Identifications | Date | Date of identification |
| mineralogicalIdentificationMonth | Identifications | Date | Date of identification |
| mineralogicalIdentificationDay | Identifications | Date | Date of identification |
| **Chronostratigraphy/Paleontological specimen** | | | |
| geologicalEpoch | Chronostratigraphy |  |  |
| age | Properties | Value (Property type: "age") |  |
| age\_bis | Properties | Value (Property type: "age\_bis") |  |

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| --- | --- | --- | --- |
| **Storage information: how and where?** | | | |
| Institution | Localisation | Institution | Institution (RBINS) |
| Building | Localisation | Building | Building (De Vestel) |
| Floor | Localisation | Floor | Floor (Conservatory) |
| Room | Localisation | Room | Room |
| Row | Localisation | Row | Row |
| Column | Localisation | Column | Column |
| Shelf | Localisation | Shelf | Shelf |
| ContainerType | Container | Container type | Container type (jar, minigrip, etc.) |
| ContainerStorage | Container | Container storage | Conservation middle (dry, alcohol) |
| ContainerName | Container | Container | Name or number of container |
| SubcontainerType | Container | Subcontainer type | Subcontainer type, if existing |
| SubcontainerStorage | Container | Subcontainer storage | Conservation middle (dry, alcohol) |
| SubcontainerName | Container | Subcontainer | Name or number of subcontainer |
| **Specimen properties** | | | |
| Property1 to 30 | Properties | Property type | Type of property (length, weight, etc.) |
| PropertyValue1 to 30 | Properties | Value | Value |
| **Multimedia** | | | |
| externalLink | External Links | Url | External link (to a global repository for files or to additional info relevant for specimen) |
| **Specimen comments** | | | |
| notes | Comments | Value (Notion "General") | General comment about specimen |
| **Relationships between taxas** | | | |
| HostClass | Properties | Value (Property type: "Host - class") | Host information |
| HostOrder | Properties | Value (Property type: "Host - order") |  |
| HostFamily | Properties | Value (Property type: "Host - family") |  |
| HostGenus | Properties | Value (Property type: "Host - Genus") |  |
| HostFullScientificName | Properties | Value (Property type: "Host - Taxon name") |  |
| HostAuthority | Properties | Value (Property type: "Host - Authority") |  |
| HostCollector | Properties | Value (Property type: "Host - collector") |  |
| HostIdentifier | Properties | Value (Property type: "Host - Identifier") |  |
| HostRemarks | Properties | Value (Property type: "Host - Remark") |  |
| ParasiteClass | Properties | Value (Property type: "Parasite - class") | Parasite information |
| ParasiteOrder | Properties | Value (Property type: "Parasite - order") |  |
| ParasiteFamily | Properties | Value (Property type: "Parasite - family") |  |
| ParasiteGenus | Properties | Value (Property type: "Parasite - Genus") |  |
| ParasiteSpecies | Properties | Value (Property type: "Parasite - Genus") |  |
| ParasiteSubspecies | Properties | Value (Property type: "Parasite - Genus") |  |
| ParasiteFullScientificName | Properties | Value (Property type: "Parasite - Taxon name") |  |
| ParasiteAuthority | Properties | Value (Property type: "Parasite - Authority") |  |
| ParasiteCollector | Properties | Value (Property type: "Parasite - collector") |  |
| ParasiteIdentifier | Properties | Value (Property type: "Parasite - Identifier") |  |
| ParasiteRemarks | Properties | Value (Property type: "Parasite - Remark") |  |
| **Specimen association with another specimen** | | | |
| associatedUnitInstitution | Relationships | Owner institution |  |
| associatedUnitCollection | Relationships | Collection in owner institution |  |
| associatedUnitID | Relationships | Unit ID | If in DaRWIN, link is established |
| associationType | Relationships | Unit type | Specimen in Darwin, external, taxon or mineral |
| associationDomain | Relationships | Source database of the related object | Possible values : darwin\_id, darwin\_file, taxonomy, mineralogy, external |
| **Identification revision (1 to 50)** | | | |
| IdentificationHistory1DateYear | Identifications | Date | Date of identification |
| IdentificationHistory1DateMonth | Identifications | Date | Date of identification |
| IdentificationHistory1DateDay | Identifications | Date | Date of identification |
| IdentificationHistory1Notion | Identifications | Category | **Mandatory** to create an identification, use "taxonomy" for taxon |
| IdentificationHistory1Value | Identifications | Subject | Taxon name |
| IdentificationHistory1Status | Identifications | Det. St. | Level of identification (% certitude) |
| IdentificationHistory1Identifier | Identifications | Identifier | Identifier name (of more than one persone, separate each name with ";") |

## ANNEX 3 – Template fields localities

|  |  |  |
| --- | --- | --- |
| Name of field | Content | Comment |
| station\_type | Station and expedition info | "station" or "event" (if part of an expedition) |
| sampling\_code | Station and expedition info | **Mandatory** |
| sampling\_field\_number | Station and expedition info |  |
| event\_cluster\_code | Station and expedition info |  |
| event\_order | Station and expedition info |  |
| ig\_num | Station and expedition info |  |
| collectors | Station and expedition info | list separated by ; |
| collector | Station and expedition info |  |
| expeditions | Station and expedition info | list separated by ; |
| expedition | Station and expedition info |  |
| countries | General | list separated by ; |
| country | General |  |
| ocean | General |  |
| continent | General |  |
| sea | General |  |
| natural\_site | General |  |
| archipelago | General |  |
| island | General |  |
| state\_territory | General |  |
| province | General |  |
| region | General |  |
| district | General |  |
| county | General |  |
| department | General |  |
| city | General |  |
| municipality | General |  |
| populated\_place | General |  |
| original\_administrative\_data | General |  |
| exact\_site | General |  |
| collecting\_day\_start | Temporal information | For expedition only |
| collecting\_month\_start | Temporal information | For expedition only |
| collecting\_year\_start | Temporal information | For expedition only |
| collecting\_day\_end | Temporal information | For expedition only |
| collecting\_month\_end | Temporal information | For expedition only |
| collecting\_year\_end | Temporal information | For expedition only |
| collecting\_time\_start | Temporal information | For expedition only |
| collecting\_time\_end | Temporal information | For expedition only |
| ecology | Ecology and habitat |  |
| habitat | Ecology and habitat |  |
| collections | Link to specimens in collection | list separated by ; (integer id of Darwin collection) |
| collection | Link to specimens in collection | integer id of Darwin collection |
| sampling\_method | Link to specimens in collection |  |
| sampling\_fixation | Link to specimens in collection |  |
| iso3166 | Link with thesaurii and maps | ISO 3166-1 (2 letters) |
| iso3166\_subdivision | Link with thesaurii and maps | ISO 3166-2 values |
| coordinates\_format | Georeferencing | DMS/DD/UTM |
| latitude\_1 | Georeferencing | Lat of point 1 |
| longitude\_1 | Georeferencing | Lat of point 1 |
| latitude\_2 | Georeferencing | Lat of point 2 (if bounding box) |
| longitude\_2 | Georeferencing | Lat of point 2 |
| gis\_type | Georeferencing | POINT/LINE/POLYGON |
| coordinates\_datum | Georeferencing | EPSG code |
| coordinates\_original | Georeferencing |  |
| coordinates\_accuracy | Georeferencing |  |
| coordinates\_accuracy\_text | Georeferencing |  |
| station\_baseline\_elevation | Elevation and depth |  |
| station\_baseline\_accuracy | Elevation and depth |  |
| sampling\_elevation\_start | Elevation and depth |  |
| sampling\_elevation\_end | Elevation and depth |  |
| sampling\_elevation\_accuracy | Elevation and depth |  |
| original\_elevation\_data | Elevation and depth |  |
| sampling\_depth\_start | Elevation and depth |  |
| sampling\_depth\_end | Elevation and depth |  |
| sampling\_depth\_accuracy | Elevation and depth |  |
| original\_depth\_data | Elevation and depth |  |
| locality\_text | Freehand description |  |
| ecology\_text | Freehand description |  |
| habitat\_text | Freehand description |  |
| station\_notes | Freehand description |  |
| sampling\_notes | Freehand description |  |
|  |  |  |
| sampling\_property\_type\_[1…N] | Properties | Mandatory for the property |
| sampling\_property\_lower\_value\_[1…N] | Properties | Mandatory for the property (if no upper value this is the only value field) |
| sampling\_property\_upper\_value\_[1…N] | Properties |  |
| sampling\_property\_is\_quantiative\_[1…N] | Properties | yes/no |
| sampling\_property\_unit\_[1…N] | Properties |  |

## ANNEX 4 – Template fields external links

|  |  |
| --- | --- |
| Name of field | Comment |
| 1. associatedUnitInstitution : | e.g RBINS (optional) |
| 1. associatedUnitCollection : | e.g Amphibia Type specimens |
| 1. associatedUnitID : | e.g 433316 (technical id of the related specimens in the “pk” field of the specimen tables) |
| 1. associationType : | e.g free text describing the relation : host, parasite, commensalism etc. |
| 1. associationDomain : | restricted field bound to “associatedUnitID”   * 1. **“darwin\_id”** : associatedUnitID must contain the primary key of the associated specimen   2. **“darwin\_file” :** associatedUnitID can contain the “UnitID” value of a specimen present in the same import file   3. **“taxonomy “** : pk of the associated taxon in the “taxonomy” table   4. **“mineralogy “** : pk of the associated classification in the “mineralogy” table   5. **“external “** The relation is then stored a text value also documented by the 4 other fields |

## ANNEX 5– Template fields import batch files

Several files can be imported as a zip folder, having a tab-delimited file called ‘meta.txt’ in tab-delimited format that has the following information

|  |  |
| --- | --- |
| Name of field | comment |
| 1. UnitID: | UnitID of the specimens (allows one to many relationships) |
| 1. uuid: | UUID of the specimen, alternate to UnitiD(preferably) |
| 1. filename | Filename inside of the ZIP |
| 1. title: | Title for the caption of the document |
| 1. description: | Description (free text fied) |
| 1. sub\_type: | Not used |
| 1. mime\_type | Mime type of the file |
| 1. technical\_parameters | Free text |
| 1. internet\_protocol | Not used (could be a protocol like IIIF) |
| 1. field\_observations | Free text |
| 1. external\_uri | Not used |