



Mobilizing Small Herbaria for Digitization
Robert K. Godfrey Herbarium
Florida State University
9-11 December 2013

This workshop is co-sponsored with the Robert K. Godfrey Herbarium at Florida State University and is targeted to small herbaria (those with less than 100,000 specimens). The focus is to provide participants with the detailed knowledge required to launch a digitization program. Content is focused and hands on. Participants will have an opportunity to experiment with three imaging stations using a variety of Canon and Nikon cameras, light stands, and an eBox light box. Participants will leave the workshop with instructions and resources to ensure successful installation and setup of Specify. Participants will also leave the workshop with a designated instance of a Symbiota portal node, either through the North American Network of Small Herbaria or another Symbiota network that will provide for uploading data and images. Workflow documents and equipment specification documents will be distributed. A series of demonstrations will highlight various databasing and imaging workflows. The workshop is limited to 20 attendees in an effort to eliminate overcrowding and ensure a high quality experience.

Day 1 - Monday, 9 December 2013

Time	Activity/Venue	Responsible
6:30-9:00 p.m.	Reception Heavy hors d'oeuvres Residence Inn	Gil Nelson (iDigBio/FSU) Austin Mast (iDigBio/FSU)

Day 2 - Tuesday, 10 December 2013

Time	Activity/Venue	Responsible
7:45 a.m.	Vans depart Residence Inn for FSU	
8:15 - 8:30 a.m.	Welcome Workshop Goals Workshop Logistics Introduction to iDigBio	Gil Nelson
8:30 -10:00 a.m.	Getting started with digitization: A few	Gil Nelson, emcee

	examples	
8:30 - 8:45 a.m.	The FSU experience	Austin Mast
8:45 - 9:00 a.m.	The Valdosta State experience	Richard Carter (VSU)
9:00 - 9:15 a.m.	The Central Michigan University Experience	Anna Monfils (CMU)
9:15 - 9:30 a.m.	The Arkansas State Experience	Kari Harris (ASU)
9:30 - 9:45 a.m.	The Fairmont State Experience	Donald Trisel (FSU)
9:45-10:00 a.m.	Q&A	Gil Nelson, moderator
10:00 - 10:30 a.m.	Coffee break Chat time	
10:30 - 11:00 a.m.	Moderated discussion: Challenges to digitization in a small herbarium	Anna Monfils/Gil Nelson Moderators
11:00-Noon	Preparing your infrastructure Part I	Gil Nelson, emcee
11:00-11:15 a.m.	Overview	Gil Nelson
11:15-11:40 a.m.	Workflows and protocols <ul style="list-style-type: none"> ● Workflows on the wiki. ● Importance of protocols. ● Designing workflows. ● What data should I capture? Identifiers and bar codes <ul style="list-style-type: none"> ● Print your own. ● Purchase (vendor list). ● What a barcode should include. 	Gil Nelson
11:40-Noon	The FSU/VSC databases and interfaces	Gil Nelson
Noon - 1:15 p.m.	Lunch	

	(on your own; Fresh Foods)	
1:30 - 5:00 p.m.	Preparing your infrastructure Part II	Gil Nelson, emcee
1:30 - 2:30 p.m.	Specify collections management software	Andy Bentley (Specify/Univeristy of Kansas)
2:30 - 3:00 p.m.	Installing Specify from script	Theresa Miller (Specify/Univeristy of Kansas)
3:00-3:15 p.m.	Coffee break	
3:15 - 4:15 p.m.	Symbiota <ul style="list-style-type: none"> • software overview • North American Network of Small Herbaria, overview and history 	Ed Gilbert (Symbiota/Arizona State)
4:15 - 4:45 p.m.	Imaging station basics (presentation/discussion) <ul style="list-style-type: none"> • Camera manufacturer models mega pixel ratings • Lenses • Copy stand • Light box • File types • Camera control software <ul style="list-style-type: none"> EOS Utility (Canon) Camera Control Pro 2 (Nikon) DSLR Remote Pro (Breeze Systems) • Image management <ul style="list-style-type: none"> Lightroom PhotoShop Capture NX2 Digital Photo Professional 	Joanna McCaffrey Gil Nelson

4:45-5:00 p.m.	Q&A/Daily wrap up	
6:00 p.m.	Dinner (on your own)	

Day 3 - Wednesday, 11 December 2013

Time	Activity/Venue	Responsible
7:45 a.m.	Vans depart Residence Inn for FSU	
8:15 - 8:30 a.m.	Orientation to the day Lingering questions and discussion from day 1	Gil Nelson
8:30 - 9:00 a.m.	Setting up an imaging station: NYBG style	Kim Watson (New York Botanical Garden)
9:00 - 9:30 a.m.	Using Lightroom to manage image processing workflows	Kim Watson
9:30 - 10:55 a.m.	Round up of ancillary digitization tools and processes	Gil Nelson, emcee
9:30 - 9:50 a.m.	Geolocate and georeferencing	Deb Paul
9:50 - 10:00 a.m.	OpenRefine for data cleaning	Deb Paul
10:00 - 10:15 a.m.	Coffee break	
10:15 - 10:25 a.m.	The place for OCR	Deb Paul
10:25 - 10:40 a.m.	Creating herbarium labels with mail merge in Word	Richard Carter
10:40 - 10:55 a.m.	Pre-digitization curation	Richard Carter
10:55 -11:30 a.m.	Accessing your Symbiota node and entering data	Ed Gilbert
11:30 - 12:45 p.m.	Lunch (on your own; Fresh Foods)	

1:00 p.m. - 4:30 p.m.	Demonstration stations (5 stations, 30-45 minutes each, groups of 3)	
	FSU imaging/databasing workflow Canon/Kaiser	Chris Buddenhagen (FSU) Austin Mast (FSU) (1)
	VSU imaging workflow Nikon/Kaiser	Richard Carter (2)
	eBox workstation	Kim Watson (3)
	Symbiota node demonstration	Ed Gilbert (4)
	Valdosta State Specify data entry station <ul style="list-style-type: none"> ● Forms ● Adding taxa ● Entering records ● Adding localities ● Data entry tips 	Jessica Bartek (VSU) Theresa Miller Andy Bentley (5)
4:30 - 5:00 p.m.	Wrap up <ul style="list-style-type: none"> ● Next steps ● Q&A ● Discussion ● Contact list for further assistance 	Gil Nelson Austin Mast