



## Default Question Block

Thank you for taking the time to provide information about your barcoding and labeling practices! The information you provide will be compiled and shared with others at

[https://www.idigbio.org/wiki/index.php/Specimen\\_Barcode\\_and\\_Labeling\\_Guide](https://www.idigbio.org/wiki/index.php/Specimen_Barcode_and_Labeling_Guide)

What kinds of collections do you work with?

Paper - Herbarium sheets, packets, fungal boxes

Pinned

Fluid - alcohol, etc.

Dry - Paleo boxes, mammal skin attachments

Other collection preparation types. Please describe.

Do you use barcodes on your specimens?

Yes

No

Why has your collection decided against barcoding at this time? Do you anticipate moving to barcodes in the future? What factors would lead you to adopt barcodes?

What make and model of barcode reader do you use?

How does your barcode reader communicate with your computer?

USB

PS/2 keyboard

Other. Please explain.

Would you recommend your barcode reader?






Yes

No

Why would you recommend your reader?

Why would you not recommend your reader?

Which of the following samples does your barcode label most closely resemble?

- 
- 
- 
- 
- 
- Other. Please describe.

What information is included in your barcode encoding? We are distinguishing between what is encoded within the barcode itself and what text is printed on the label.

What information is included on your barcode label (e.g., institution code, collection

code, etc.)?

Would you like different or additional information to be included in your barcode encoding or on the label? Please explain.

Where do you get your barcode labels?

Purchase them pre-printed

Print them ourselves

Other. Please explain.

Where do you purchase your labels? Please give ordering details and source.

Where do you get your label stock? Please give ordering details and source.

What software do you use to print your barcode labels?

What barcode encoding/typeface do you use?

- Code 39
- Code 128
- QR Code
- Data matrix
- I don't know
- Other. Give details

Do you barcode anything else in your environment (e.g., aisles, carts, drawers, other mega-containers)?

- Yes
- No

What do you barcode (besides specimens)?

Do you use RFID tags in your environment to track assets or movements of

specimens or carts for example?

- Yes
- No
- Thinking about it
- Other, give details

Do you store the barcode value as read by your barcode reader in your collections database?

- Yes
- No
- Other. Please explain.


What do you use for labels on your specimens?

- Self-adhesive archival paper label stock
- Paper we trim and glue on ourselves
- Label stock suitable for collections in alcohol
- Other. Please explain.

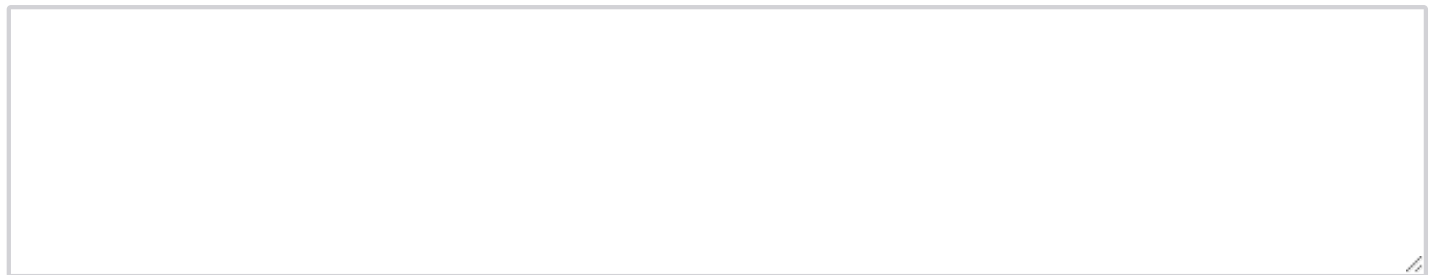
Please describe in detail your process of producing specimen labels; for example: from my collections database, to a printer on my desk, using Crystal Reports or Mail Merge.



Please describe what you purchase for specimen labels supplies (paper, ink, printer, etc.) and from where.



How did you learn to barcode and/or label (e.g., passed down in your institution, via a departmental manual, or from an external source, e.g., CHIN (<http://www.collectionstrust.org.uk/spectrum/spectrum-advice-factsheets>), or asking questions via a listserv).



Please share any resources (e.g., manuals, websites, listservs) you would recommend to someone just beginning the process of barcoding and labeling specimens.

Please add any other information about barcoding and labeling that you would like to share.

Please upload examples of barcodes or labels you are willing to share. These may appear in the iDigBio Barcode and Labeling Guide or be used for other training purposes.

No file chosen

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No file chosen

Enter your contact info: name, institution, collection area and email if you would like us to contact you for further discussion.

Name

Institution

Collection

Email

Thank you!

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