

TWRS Data Management July 2009 Progress Report

Plant Collection

Completed:

- *Finished labeling and mounting all unlabeled/unmounted plant specimens
- *Ordered new folders and created folder labels
- *Filed all mounted plant specimens in order in plant cabinet (alphabetically by genus)
- *Discarded all poor-condition unmounted specimens.
- *Worked with interns to collect plant species unrepresented in collection, trained in plant collection methods.
- *Found plant collection mounted by Stuart Markow, began integrating specimens into existing collection, including adding to TWRS plant list, identifying duplicates, updating nomenclature and annotating, and filing with existing specimens. Created new folders as needed.

To Complete:

- *Finish integrating Markow collection into existing collection (incl. adding specimens to plant list, identifying duplicates, updating nomenclature, annotating, filing, and creating new folders as needed). Currently 70% complete.
- *Send final TWRS plant list to Holly for addition to the TWRS website.
- *Print final TWRS plant list, herbarium collection list, and herbarium instructions to be posted inside plant cabinet
- *Aggregate all duplicates, copy labels (if needed), and mail to Stillinger Herbarium
- *Transcribe all plant labels from Markow collection (currently not in a digital format). Add to existing plant label datasheet and email to Stillinger, so that plant collection and label data can be incorporated into database (accessible online).
- *Accession our plant collections? (6-digit number)

Bibliography

Completed:

- *Loaded Endnote onto new TWRS laptop and imported 2008 Endnote bibliography. Finished adding all known publications from lists and cross-checked for accuracy.
- *Added recent citations to Endnote (2005-2008, received from Holly)
- *Loaded Adobe onto new TWRS laptop and assembled/saved all .pdf files we had, linked to appropriate Endnote citations. Also saved and linked to Powerpoint presentations or .doc files.
- *Recovered and sorted hard copies of documents in Lab.
- *Sorted through all document hard copies, electronic copies, and peer-reviewed journal publications to copy or transcribe abstracts into Endnote citations. Also used documents for proofreading, QC.

To Complete:

- *Check remaining documents with Akensons to determine if they should be added to bibliography or not.

*Talk to James Brunt (LTER) and Holly to determine what is permissible regarding access to documents on bibliography database.

*Double-check bibliography proofreading (also check format on OBFS)

*Send Endnote file to James Brunt for proofreading. Apply all necessary changes.

*Send bibliography to James Brunt for uploading on OBFS. Determine how we will update?

*Also send bibliography file to UI Library (can we keep our document attachments this way?). Link from TWRS website?

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