

Module 3: Proactive Digitization, Fluid Preserved

Task ID	Task Name	Explanations and Comments	Resources
T1	Collect object in field.	<p>Much of current digitization practice focuses on the conversion of existing (often called legacy) data and specimens to digital format. More recently, collectors have begun to capture at least some digital data in the field to submit along with newly collected specimens, resulting in the existence of digitized information prior to accessioning and cataloging. Though this “proactive digitization” process is likely to be modified and improved over time, the current module addresses tasks for dealing with these data.</p> <p>It should be noted that standards and processes for electronic field data collection are often beyond the control of curators and collections managers. Nevertheless, the establishment of such standards and processes is important for rapidly processing pre-existing digital data to ensure smooth transition and synchronization of these data with collections databases and image repositories.</p>	Institutionally specific digital field data collection guidelines.
T2	Utilize pre-formatted spreadsheet for field data collection.	This process requires negotiation and discussion with and potentially individualized training and orientation for collectors. Utilizing pre-formatted data-input instruments will benefit the collector	<ul style="list-style-type: none"> • Institutionally specific field collection protocol. • Pre-formatted field data

		<p>and collections managers by ensuring faster processing of newly received collections and shorter times from date-of-collection to online availability of images and data.</p> <p>Pre-formatted spreadsheets should be developed by collections staff for dissemination to cooperating collectors to ensure automation and synchronization between field data instruments and database importing.</p> <p>Collectors electronically populate partial or complete digital records while in field, potentially to include:</p> <ul style="list-style-type: none"> • locality description, • field identifier, • date collected, • collector name, • georeference (or related identifier from GPS device for later repatriation), • datum, and • taxonomic determination. <p>Note: georeference coordinates might exist within a GPS device separate from the handheld computer or tablet into which other collection data are entered, requiring a separate coordinated submission of lat/lon data linked to</p>	<p>collection instrument.</p> <ul style="list-style-type: none"> • Method for receiving and linking GPS waypoint data.
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		the collection object or collecting event record by waypoint identifier.	
T3	Proof data at the time of collection.	Proofing might involve assigning catalog numbers and checking: <ul style="list-style-type: none"> • format, • determinations, • spelling. 	
T4	Image euthanized specimen.	This practice is more common for fishes, but does not happen in every case, and is often deferred to the lab.	See M1E, M1F, M1G M1H.
T5	Submit completed spreadsheet to collections personnel.	This task might be accomplished at the time new collections are deposited or at a later or earlier time. But, see T6.	
T6	Upload spreadsheet to database.	This is an iterative step that might occur in the field via a wireless or wired connection, or in the lab.	
T7	Catalog or accession and catalog specimen.	Note whether the accession is shared between collections.	Institutionally specific policy for cataloging and accessioning.
T8	Generate specimen label.	Automated or semi-automated label generation from the database record is preferred to ensure synchronization of physical label data with electronic record.	
T9	Record image.	Recording an image of the specimen might occur in the lab, even if the	

		<p>specimen has been previously imaged in the field.</p> <p>Physical labels submitted by the collector should remain with the specimen or lot and might be duplicated if the collection object extends across more than one container, or in preparation for storing labels in all containers into which specimens might eventually be stored. This is especially true for collecting-event-related labels.</p> <p>A single image of the original label can be linked to all related records in the database.</p>	
T10	Store specimen(s) in collection.		