

DIVISION OF INVERTEBRATE ZOOLOGY

LOANS FROM AMNH DATABASE

LOANS TO AMNH DATABASE



ACCESSIONS DATABASE

VISITORS DATABASE

Exit

Access database developed in 1999 in-house to manage an estimated 25 million specimens in the Division of Invertebrate Zoology (insects, terrestrial arthropods, marine invertebrates)

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LOANS TO AMNH DATABASE



ACCESSIONS DATABASE

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- 4 *separate* databases to handle:
 - Loans from AMNH
 - Loans to AMNH
 - Accessions
 - Visitors and visitor days

DIVISION OF INVERTEBRATE ZOOLOGY

LOANS FROM AMNH DATABASE

LOANS TO AMNH DATABASE



ACCESSIONS DATABASE

VISITORS DATABASE

Exit

- Each database is “linked” to Curator-in-Charge (CIC) of group
- Tables *within* databases *not shared* across CIC (11 x 4)
- Tables *across* databases *not shared*
- Databases point to (“aggregate in”) a “divisional” database

Access Database: Loan Management System



**DIVISION OF INVERTEBRATE ZOOLOGY
AMERICAN MUSEUM OF NATURAL HISTORY**

LOANS MANAGEMENT SYSTEM

<> **Enter/Find Loan**

<> **Print Reports**

<> **Print Labels or Envelopes**

<> **Create Letters using your Loan Data**

<> **View/Delete Reminders for Loans Due**

<> **Close Loan Management System**



Access Database: Loan Management System

Please make data entry with the following hierarchy: Borrowers (field Last Name is mandatory) => Loans (field Loan Status is mandatory) => Shipments (field Invoice No. is mandatory) => Specimens Info => Return Info. Always set Reminder if Loan Due Date is specified.

Borrower: Denise Wyniger
Naturhistorisches Museum Basel

New Loan Record | **Write Letter** | Authorized By: Randal T. S. | Type: []

Loan Status: Partly Returned | Loan Date: 3/28/2011 | Managed By: Ruth Salas | Loan No.: 2993 | Due Date: 3/28/2013 | Student: [] | Notes: [] | Old Loan No.: [] | Returned On: [] | Loan Purpose: Study

Insured For: NCV | Ship Quantity: 1 | Ship Cost: \$153.57 | Tracking No.: 1Z2X1775665761 | Invoice No.: 2976 | Container: Box(es) | Ship Notes: [] | Ship Date: [] | Shipped Via: UPS

Higher Taxon: Hemiptera | Geography: USA/Mexico/South Africa | Family: Miridae | Specimens Quantity: 321 | Preservation: Pinned | Type: [] | Genus: Cyrtopeltocoris | Returned: 283 | Notes: Specimens from AMNH, CAFA, CAS, CNC, CU, KU, OSU, Polhemus, SDNM, SWRS, UAZ, USB, UCD, UCR, UID, and USNM collections. See attached | Species: spp. | Outstanding: 38

ReturnQuantity	ReturnDate	ReturnNotes
283	6/11/2013	
*	0	

Record: 1 of 4 | Search

Record: 268 of 275 | Search

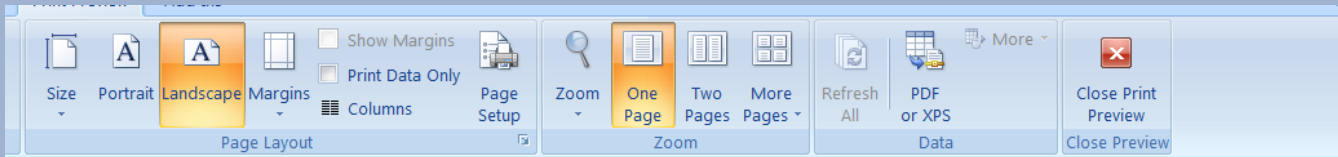
Loan Due Reminder | Form 3-177-1 | 3-177-2 | Print Loan | Ship Request | Email | Help | Close

• Benefits:

- Track loans, shipments, costs, specimen condition
- Fill-out 3-177s, send emails, print shipping request, print loan forms, set loan-due reminder, automatic summation

• Limitations

- Data entry cumbersome
- Search capability limited
- Easy to make an error
- Not a specimen database
- Taxon names at different levels not linked



Access Database: Loan Management System - Reports

DIVISION OF INVERTEBRATE ZOOLOGY ALL LOANS SUMMARY

For Loan Dates Between:
July 1, 2014 and June 1, 2015

Randall T. Schuh: Hemiptera, Minor Orders

Loan Status	Loan Date	AMNH Loan No.	Institution/ Borrower/ City/ Country	Higher Taxon	Specimens Quantity
Closed	7 /9 /2014	3602	American Museum of Natural History, Langis Dina, New York, USA	Hemiptera	6
Closed	4 /20/2015	3747	Canadian National Collection, Schwartz Michael D., Ottawa, Canada	Hemiptera	11
Closed	4 /28/2015	3751	University of California, Riverside, Weirauch Christiane, Riverside, USA	Hemiptera	140
Closed	8 /20/2014	3631	University of Illinois, Dietrich Chris, Champaign, USA	Hemiptera	2

Randall T. Schuh Summary for Loans With Status Closed:

Total Number of Loans - 4; Number of Specimen Detail Records - 5; Number of Specimens - 159

Access Database: Accession Management System

IZ Accession Records - Main Switch

Home

Clipboard Font Rich Text Records Sort & Filter Window Find

Accession Records: Division of Invertebrate Zoology, AMNH

AMNH Accession No. 66013 Division Accession No.

DONOR / SOURCE

Name James A. Slater Receipt Date 8/1/2006

Street 1 1633 Meadow Circle Phone 815-397-8221

Street 2 Email

City Rockford State Illinois

Postal Code 61108 Country USA

Source Type Gift Keep Anonymous No

Field Trip/Exp Info

Geographic Origin Worldwide

Exchange Info

Permits/USFS Forms No permits or USFWS 3-177 required

MATERIAL

Higher Taxon name	Description of Material	Specimen	Lot
Insecta: Heteroptera	Various families, alcohol preserved	34200	
*			

Ownership Record on file Value Code More than \$5000

Transaction Record on file Estimated Value 34,200.00

Ownership Explanation

Restrictions None

IRS Form Prepared

IRS Form to Donor

IRS CC to Registrar

Administrative Acknowledgement Requested

Division Chair James M. Carpenter

Division Date 1 /2 /2013

Registrar Jan Riley

Registrar Date 2 /11/2013

Significance of Material

This is the single most comprehensive collection of nymphal stages of Lygaeoidea. The extensive material, expands the taxonomic and neontarabic coverage for AMNH collections.

[New Record](#) [Find Donor](#) [Accessions Summary](#) [Print Record](#) [Form 3-177-1](#) [Form 3-177-2](#) [Close Form](#)

Record: 327 of 916 No Filter Search

Form View Num Lock

Arthropod Easy Capture Database – specimen record database (bugs, spiders, wasp nests)

PBI: Museum Mode [Edit Mode](#) USI Prefix: AMNH_IZC Project/Funding: TTD-TCN [Log Out](#)

Taxon information

Family: SubFamily: Tribe: Genus: Species:

Locality information

Country: State/Province: Secondary Subdivision:
Locality:

Collection Event information

Collection Event:

Specimen information

Catalog/Lot No: Beginning USI: Ending USI: Collection Method: Preservation Method:

Sort by: Institution Code Institution Name Country
Depository: No. of Specimens: Sex: Type Status:

Det. History: Determined by: Determination year: Accuracy:

Macro Habitat: Micro Habitat: Data Source: Specimen Notes:



Photos Dissections Measurements SEM Illustrations Don't Map

Host information

Family: Genus: Species: Subspecies: Common Name: Condition:

Relation: Location: Emergence Date: Determined by: Herbarium ID: Host Notes: With Specimen

• Do not use the Back option to retrieve data
• You can open up multiple interfaces of the database,
allowing you to fix any mistakes you discover during the data entry process

File-Maker Pro (RINMS) – specimen record database

FileMaker Pro - [CRUSTACEA]

File Edit View Insert Format Records Scripts Window Help

Division of Invertebrates
Recent Invertebrates Collections
Data Entry Form

Records: 9926
Found: 41
Unsorted

Phylum Class Order Family
Crustacea Malacostraca

Genus Species Catalog # Catalog SUB # Division Acc. #
Orconectes (Crockerinus) propinquus 16455 9880

Subspecies Author Authority Date TYPE
NONTYPE(S)

Coll: K.L. Gosner & I. Black Coll. Date July 8, 1953 Host

AMNH Acc. No. 61501

Specific Locale City Lake Oxford State Quebec Country CANADA Continent / Ocean Atlantic Ocean

Collection Source or Expedition
gift of the Newark Museum

Lat Long

Altitude (m) Depth (m)

Det: K.L. Gosner

Storage ETOH Number Items 1 Number Specimens 5

Rec'd From M.N. Feinberg, transfer from Department of Ichthyology Date Rec'd 08 Apr 1993

Remarks

Reference

Entered By C. LeBeau
Date Entered 1/10/2011 Found inCollection

Select Y N Set all to NO Select all Yes Records Duplicate This Record

150 Browse For Help, press F1

Moving to EMu!

The screenshot displays the KE EMu (AMN...) software interface. On the left is a vertical navigation menu with icons and labels for various functions: Catalog, Accessions, Taxonomy, Localities, Events, Transactions, Storage, Bibliography, Parties, Multimedia, Gazetteer, Lookup Lists, Groups, Registry, Admin, Operations, Field Help, Audit Trails, Exit, and Help. The main window, titled 'Catalog (1) - Display', contains a menu bar (File, Edit, Select, View, Tools, Preps, Tabs, Multimedia, Window, Help) and a toolbar. The specimen title is 'Arizonopsallus stonedahli, USA, R. T. SCHUH, G. M. STONEDAHL, AMNH_PBI 00096981' with the number '5015900' on the right. The record is organized into several sections: 'Determination Information' (Taxon: Arizonopsallus stonedahli : Miridae : Hemiptera, Determined By: R.T. Schuh, Det. Accuracy: Author of taxon, Date Determined: 2006), 'Collecting Information' (Locality: 32 34 51.1 N, 109 42 39.4 W : USA : Arizona : Graham, Collector(s): 1 R. T. Schuh, Coll. Method: Beating Vegetation, Verbatim Coll. Text: Date (From): 02-Jun-1983, Date (To):), 'Specimen Information' (Preservation Method: Pinned, Preservation Date:, Sex: Adult Male, Stage:, Caste:), 'Identifiers' (Barcode: AMNH_PBI 00096981, AMNH Acc. No:), 'Host/Associate AMNH', and 'Host/Associate Other' (Taxon: Condalia spathulata : Rhamnaceae, Determined By:, Sex:, Stage:, Caste:, Source:, Relationship: NULL, Condition: Unknown, Institution:, Host Number:). At the bottom, a tabbed interface shows 'Data Entry' selected, with other tabs for Specimen Info., Determination, Eco/Host Rel., Associations, Storage Loc., Monitoring, and Loan. The status bar at the bottom of the window indicates 'Display Object 14 of 14246' and 'cjohnson Invertebrate Zoology 20146'. The Windows taskbar at the very bottom shows various application icons including Internet Explorer, File Explorer, and the KE EMu application itself.