1. **Herbaria and Herbarium Specimens**  
   Collection Use Protocols and Specimen Handling Guidelines
2. **Plant Specimen Collecting and Preparation.**  
   Preparation of Plant Specimens for Deposit as Herbarium Vouchers  
   Florida Plant Collecting : Regulations and Permitting  
   PLABEL: Herbarium Label Program  
   Best Practices for Collecting Geographic Data in the Field  
   Collecting techniques for specialty groups such as succulents, palms and bulky specimens.  
   Plant Specimen Collecting and Pressing Bibliography
3. **Collection Acquisitions and Set Preparation.**
4. **Plant Mounting and Specimen Preparation.**  
   Plant Mounting Guide (draft)  
   Making Fragment Packets
5. **Accessioning and filing.**
6. **Ancillary Collections:** spirit, wood, seed, dna, seed bank.
7. **Upkeep and organization of the collection.**
8. **Library and Special Collections / Publications Exchange.**
9. **Exchanges and Gifts.**
10. **Loans from.**
11. **Loans to.**
12. **Administrative Structures, Relationships and Activities.**
13. **Ordering Supplies and Equipment.**
14. **Service and Extension Activities.**
15. **Computers, Databases and the Web.**
   - Standards:
     - Taxonomic Databases Working Group  
     - Darwin Core 2  
     - What is XML

Two credits, time TBD, place herbarium 385 Dickinson