



Department of **Biodiversity,
Conservation and Attractions**

Western Australian Herbarium

Western Australian Herbarium Image Donation Guidelines

The Western Australian Herbarium is assembling an authoritative set of images with a goal to represent all the native and naturalised plants, algae, and fungi of Western Australia. The images are made available to the public in FloraBase (<https://florabase.dpaw.wa.gov.au/>) and other educational and scientific products as an aid in the identification knowledge of the biodiversity of Western Australia.

The Herbarium is actively seeking images to improve its representation and understanding of the Western Australian flora. Contributions are accepted from the community and from specialists in their field. Images provided to the Herbarium Image Collection are attributed to the photographer and are accepted and used under a CC0 or CC BY 4.0 licence (<https://creativecommons.org.au/>).

The Herbarium strongly recommends images be accompanied by voucher specimens; that is, the plant photographed is collected and a specimen lodged at the Western Australian Herbarium. Information on how to collect and lodge herbarium specimens is available on the Western Australian Herbarium webpage (<https://www.dbca.wa.gov.au/science/research-tools-and-repositories/wa-herbarium>).

General guidelines.

All image donations must be accompanied by an [Image Donation Form](#) and an [Image Donation Photograph List](#).

The Herbarium accepts images in a number of formats, as prints, slides, negatives, or digital images. High quality digital images are preferred. Standard JPEG or TIFF format from modern digital cameras are accepted; we are currently unable to accept DNG and other RAW formats. New digital cameras can often embed geocoordinates, along with a date stamp, within the image metadata, which is appreciated.

Non-vouchered images. For images without an associated voucher specimen, we need to be able to associate each image with informative metadata. Please provide the following information (in spreadsheet format as a Microsoft Excel file or CSV file, or [Image Donation Photograph List](#)) for each image provided:

- Name of photographer.
- Photograph number or filename (a number that uniquely identifies the photograph in your collection). A format commonly used is the photographer's initials plus a unique number, such as "ABC 1234". This format is used by many photographers with a collection of slides, negatives and/or prints. In the case of digital images, it should be the image filename.
- Date photograph captured.

The Western Australian Herbarium acknowledges the Custodians of the lands and waters from where our collections have been gathered and are housed, and pays respect to their Elders past and present.

- Locality where the plant was photographed (with geocoordinates, if possible).
- Scientific name.
- Name of identifier.

Images with a specimen voucher. Please provide information that will allow us to associate the image with the voucher specimen. There are two ways to do this:

1. Provide a listing for each image as above, including also the details of the voucher specimen (e.g., collector name and collection number), or
2. Use the PERTH specimen number or collection number as the file name of the image (e.g. JRB237.jpg, PERTH09586709), ensuring that these can be used to cross-reference the image with the collecting data provided with the voucher specimens.

Forwarding images to the Western Australian Herbarium.

Image Checklist

- Submit voucher specimens following instructions outlined in [PERTH ID and Incorporation Service](#).
- Prepare a digital list of images and associated metadata.
- Provide the most appropriate contact information.
- Complete a signed [Image Donation Form](#) with each batch of images.
- Submit digital images and documentation via thumb-drive, email, or cloud-based solution (e.g., OneDrive, DropBox), or physical photographs through one of the methods below:
 - Australia Post:
 - Western Australian Herbarium
 - Attn: Collections Manager
 - Department of Biodiversity, Conservation and Attractions
 - Locked Bag 104
 - Bentley Delivery Centre, WA 6983
 - Courier:
 - Western Australian Herbarium
 - Attn: Collections Manager
 - Keiran McNamara Conservation Science Centre
 - Department of Biodiversity, Conservation and Attractions
 - 17 Dick Perry Avenue,
 - Kensington, WA 6152
 - Hand-delivery to the Reference Herbarium, Keiran McNamara Conservation Science Centre, M-F 8:00-16:30, except public holidays and scheduled closures. Please contact the Collections Manager (herbarium@dbca.wa.gov.au) prior to delivery.
 - Email: herbarium@dbca.wa.gov.au with the subject "Image Collection Donation Form". The Herbarium can provide you with a link to upload images.

Privacy Collection Notice.

The Department of Biodiversity, Conservation and Attractions (DBCA) collects personal information for purposes associated with the operation and administration of the **Western Australian Herbarium**.

This may include purposes such as:

- Managing herbarium services, programs, volunteers and stakeholder engagement;
- Assessing expressions of interest, requests, agreements or donations;
- Administering image access, image use and intellectual property arrangements;
- Managing mailing lists, communications and outreach activities;
- Supporting lawful scientific, collection management, governance, reporting and audit activities.

The personal information collected may include names, contact details, organisational or affiliation information, role details, and any other information requested or that you choose to provide in your responses.

DBCA may use and disclose this information:

- Internally within DBCA for operational, scientific, administrative and governance purposes;
- To other Western Australian public sector agencies, research institutions or oversight bodies where required or authorised under the *Privacy and Responsible Information Sharing Act 2024 (WA)* or other written law.

Provision of the requested information is voluntary unless otherwise stated; however, if you choose not to provide the requested information, DBCA may be unable to process your request, application, agreement or participation.

DBCA will handle all personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)* and DBCA's Privacy Policy.

For further information about how DBCA manages personal information, including how to request access or provide a correction, please refer to DBCA's Privacy Policy (<https://www.dbca.wa.gov.au/about-us/legislation/corporate-policies>) or contact privacy@dbca.wa.gov.au.