

SANBI POLICY DOCUMENT

DIVISION: Biosystematics Research and Biodiversity Collections	POLICY NUMBER: E1
EFFECTIVE DATE: 1 October 2016	LAST AMENDED: 22 September 2016

EXPANSION OF INFORMATION BASE

Background

SANBI and the Biosystematics Research and Biodiversity Collections (BRBC) Division have a mandate to provide up-to-date biodiversity information of South Africa (according to NEMA) and southern Africa (the international community) to its stakeholders. New information must continually be added to the information base, which can come from books added to the library, manuscripts and other documents, including published papers, books, maps and images archived in the herbarium collections, electronic data housed in corporate databases and undertaking collecting trips to add to the physical collections.

Aim of this policy

To provide guidelines on expanding the Information Base.

Policy

The biodiversity information base within the BRBC Division must be expanded on an ongoing basis in accordance with the needs of stakeholders and scientific priorities identified.

Process and procedures

SPECIMEN-BASED INFORMATION

Collecting trips

Undertake collecting trips to priority areas within the southern Africa (FSA) floristic region that are under-represented in the database.

Herbaria should focus on their specified regional areas represented in their collections: NBG covers the winter rainfall areas, NH concentrates mainly on KwaZulu-Natal, Lesotho and Eastern Cape and PRE covers all provinces in South Africa, and beyond South Africa.

Specimen information

Documenting collection information. See Policy number D4 on Data Capture, verification and Quality Control of Databased specimen label information.

Third-party donations and exchanges of information

Where possible, organizations willing to donate/exchange information (including non-specimen information such as Protea Atlas, iSpot, National Vegetation Database) should be identified and appropriate agreements e.g. Memorandum of Understanding should be drawn up. (See also Policy B4 on Specimen Loans: Procedures for incoming and outgoing loans).

TAXON-BASED INFORMATION

Library

The BRBC should assist the libraries in identifying and acquiring important publications relevant to the Flora of southern Africa region that are not represented in the library (books, journal reprints etc.). Where appropriate, information in these publications should be extracted and captured into databases.

Research results

On completion of research projects, published research results should be made available to a specific network drive (\\cptsvmfs02\KRC Department Folders\BRBC).

On completion of a regional Flora, the electronic version should be made available to the BRAHMS Content Manager for inclusion in the Division's information base.

It is the responsibility of researchers to have their research results / data, included in the Division's information base.

Information from other sources (e.g. donations/exchanges of information)

Where possible, organizations willing to donate/exchange information should be identified and appropriate agreements e.g. Memorandum of Understanding should be drawn up.
