Organizing herbaria into smaller teams based on shared storage types that may lead to imaging workflow differences and challenges.
Add your herbarium acronym to each cell that applies to your collection. Focus on specimens that will make up a large proportion of the imaging work for this project. Put a space between each code and choose a color to highlight your code.

	Boxed specimens	Packets unattached	Packets attached, one per sheet	Packets attached, multiple per sheet	Specimens attached direct to paper	Oversized specimens (i.e., larger than the standard ~4x6" packet) attached to sheets	Others? Add columns
Labels/Annotations on outside front of packet/box	NYBG, F, ASU, FH, WIS (very few), PH	NYBG, LSU, COLO, CINC, F, MSC, ALA, OSC, ASU, WIS, BRY, DUKE, ILL, MO, FLAS (to be glued on cards), UC, PH	NYBG, DUKE, YU, F, MSC, ASU(types only), FLAS (packet on card) MIN (annotations on sheet)	NYBG (majority of collection), TENN, DUKE, YU, FH, ILL, FLAS (to cut off and glue on cards) , MICH, PH	F NYBG (very small minority), PH (very small minority)	DUKE, F, MSC OSC, COLO, FH, WIS (but many separate)	ASU (separate oversize collection of very few, but not attached to sheets)I COLO oversize are in 8x12 packets,DUKE (bound exsiccates, very small minority) ,FLAS (a few oversize packets)
Labels/Annotations on outside back of packet/box	ASU	COLO F, MSC, ALA, ASU, BRY, UC					
Labels/Annotations on inside flap of packet/box		COLO, ALA, ASU, WIS, MO, UC		TENN, DUKE			

Labels/Annotations loose inside packet/box	NYBG, F, ASU, PH, WIS (a few)	LSU, F, COLO, CINC, ASU, ILL, MO, PH		TENN, PH			
Others? Add rows							