**Information needed to set-up a collection on SCAN**

In order to set-up your collection on the SCAN portal we need you to provide information below. Please start all answers at red paragraph mark so that your answers show up red and we can easily review them.

For an example of how your collection will look on SCAN see <http://symbiota4.acis.ufl.edu/scan/portal/collections/misc/collprofiles.php?collid=1> .

If there are any questions that you are not sure what the answer is we can probably fill those in for you and you can review them right after we set up your collection.

Return survey to Neil.Cobb@nau.edu

**Institution Code** – this is a unique code for your institution. Often this is registered with the American Association of Museums (eg. the Northern Arizona University is registered as “NAUF”). Also, please ensure that your institution/collections codes and contacts are the same as those listed at <https://registry.gbif.org/institution/search> . Please indicate that either your institution and/or collection is not registered.

**Collection Code** – This is a unique id for a specific collection. (e.g., The Colorado Plateau Museum of Arthropod Biodiversity at NAU is registered as “NAUF”)

**Collection Name** – The formal name for your collection. (e.g., The Colorado Plateau Museum of

Arthropod Biodiversity)

**Mailing Address**

**Brief Description** – A short description of your collection that is ~400 word max and must be less than 2000 characters.

**Collection Size** – Your best guess as to how many total curated specimens are in your collection. Please exclude bulk samples and lots.

**Homepage** – the URL for your museum homepage (e.g. http://www.bugs.nau.edu ) and either send an icon – a small image that visually represents the collection, or we assume we can copy it from your homepage.

**Contact Name** for a permanent contact

**Contact Email** – the permanent contact’s email address

**Latitude /longitude** – latitude of the collection location in decimal degrees

**Rights Holder** - A person or organization owning or managing rights over the resource. (ie. usually the institution, museum or collection)

**Access Rights** - Information about who can access the resource or an indication of its security status. Access Rights may include information regarding access or restrictions based on privacy, security, or other policies. (eg. "not-for-profit use only".)

**Preferred usage rights**. It may also be useful to read the Creative Commons Wiki on using Creative Commons licenses on data. http://wiki.creativecommons.org/Data

**Collection Type** – Options are “preserved specimens, observations or general observations” (this may be added to in the future, we’re assuming that for now all SCAN collections will be “preserved specimens”)

**Management** – may be “snapshot or live data” (we are assuming that all SCAN collections will be live data and manage their data on the portal).

**Source of the Global Unique identifier (GUID)** for the specimen records. Occurrence Id is generally used for Snapshot datasets when a Global Unique Identifier (GUID) field is supplied by the source database (e.g. Specify database) and the GUID is mapped to the occurrenceId field. The use of the Occurrence Id as the GUID is not recommended for live datasets. Catalog Number can be used when the value within the catalog number field is globally unique. The Symbiota Generated GUID (UUID) option will trigger the Symbiota data portal to automatically generate UUID GUIDs for each records. This option is recommended for many for Live Datasets but not allowed for Snapshot collections that are managed in local management system.