

Plant Mounting Instructions for S.M. Tracy Herbarium

1. Position a mounting sheet to one side. (Typically, if the specimen is only going through the "spot weld" process, the mounting sheet will be placed on top of a piece of cardboard for easy lifting and moving. Otherwise, the mounting sheets will be stacked directly on top of each other.)
2. Open the folded newspaper and remove the label(s).
3. *Position the plant label* in the lower right corner of the mounting sheet.

The **plant label** should ideally be in the lower right corner within 1/16 of the mounting paper edge. However, in rare cases it can be rotated vertically along the right paper edge to fit or other empty places. It can also remain in the lower right corner with only the right edge glued so that the left side of the label can be flipped up.

If there is an **annotation label**, it will be positioned above the plant label. If there is a **map label**, it will be positioned above the annotation label. If the map label is large, it can be reduced to such a size that fits and still contains enough pertinent information that the plant collection area can be located.

4. *Remove and position the plant.* Remove the dried plant from the folded newspaper sheet. Take off debris such as dirt or foreign matter and discard. Position the plant in the center of the mounting sheet. No part of the plant should cover the plant label.

If the plant needs to be reduced in size, cut off parts that are not needed, such as long taproots or single leaves where there are many others. Keep root parts that indicate horizontal growth, i.e., rhizomes.

Decide which side of the plant is best facing up. For example, if it has stamens or leaf veins visible, that is the best side facing up. This is not as critical in Spot Welding with grasses, sedges, and rushes.

If there are multiple specimens and they fit onto one mounting sheet, arrange so that all labels, etc., can still fit. Otherwise, it is possible to separate the specimens into two mounting sheets, BUT it is critical that another label be printed so that all plant sets contain their respective labels. Rule: labels and plants stay together at all times!

In addition to plants and their labels, the mounting sheet ideally will have a 3"x3" space left in the upper right corner for stamping the **accession number** and the **Herbarium name**. This location can be changed in rare circumstances.

5. *Glue the label.* Holding the label in one hand, with one finger and thumb pinching the center of label, spread a thin bead of archival glue along the top and bottom edges and one side edge. Then, holding the label with fingers on the top and bottom edges, fold the label so that the right and left edges touch together (thus, getting glue on both right and left edges). Do not fold flat - instead spread the label back open and position it along the lower right corner of the mounting paper about 1/16th of an inch from both corner edges. Press down from right to left. Ideally, if fingers are clean, the label will remain clean. If wrinkles occur, it may be that there is too much glue on the label.

Glue additional labels (annotation, map) as instructed above in #3 and #4.

6. *Glue the plant.* Determine the appropriate method below.

Glass Gluing Method

Glass Gluing: The Glass Glue method is for broad leaved plants, typically those with blossoms, and is followed by the Spot Weld process.

On a plexiglass sheet and in its center, spread a square of glue (with a natural bristle paint brush) just larger than the size of the plant to be mounted. Getting the glue the right consistency comes with practice. The glue cannot be too thick or too thin.

Holding the plant by a stem with your fingers, lay the plant down flat onto the glue surface. Using tweezers gently press down plant parts onto the plexiglass to pick up glue. Then lift, dab the plant on a piece of newspaper to reduce drips, and place it where you have decided it will stay on the mounting paper. You only have one chance to get this in the right position, so proceed carefully.

If parts of the plant remain in the glue and they are critical to the specimen, gently tweeze them off the glue surface and place them on an empty spot of the mounting sheet, but not exactly where they have fallen off.

If there are multiple samples, glue each specimen one at a time, leaving the unglued ones in position on the mounting paper.

Cover the specimen with a sheet of wax paper. Place some weights on top of the waxed paper.

Repeat Instructions 1-5 with the next mounting paper placed on top of the previous sheet of wax paper (topped with weights) to make a stack.

After the specimens are dry, go through the spot welding process with each.

Spot Welding Method

Spot Welding: The Spot Weld method is generally for thin leaved plants, typically, grasses, sedges, and rushes. However, it is also used as the second step in glass gluing. Typically, when drying, the mounted specimens are stacked on mounting trays. If no mounting trays are available, they are stacked using wedges of wood to lift them from each other and to allow air flow.

Start by placing the mounting paper on a piece of cardboard. Position the plant and label(s).

Instead of using a plexiglass sheet for the glue, simply spot glue the specimen directly on the mounting paper using tiny dots of archival glue, or in worse case, Elmer's All Purpose glue.

Spot gluing: Check to see whether there is a large, heavy part of the plant that needs to be gently lifted and glued underneath. Then, set weights on top of that large area and along the plant stem, leaving room for spot gluing. Glue "ends (but not tips) and bends" along the stem. If spot welding grasses, do not glue down all of the spikelets – but a few can be glued if there are a lot of them.

Move the specimen to the drying racks or the stack of specimens separated by wood wedges. The next day remove the weights and check the specimen to see that all parts are glued down. If, by holding the specimen upside down, a stem droops from the mounting paper, take note for a second gluing.

Glue the specimen a second time on any parts needing it. Return re-glued specimens to the drying racks. Once completed, remove all weights and wood wedges, if any, and enclose finished products in folders to be returned to the Herbarium for continuance of the accession process.