



## Outer Hebrides Biological Recording A Guide to Submitting Records

Many groups and individuals are involved in recording plants and animals in the Outer Hebrides and we would greatly appreciate copies of your records for inclusion in our database. The database is maintained to make information on the wildlife of the islands available to everyone, to promote an interest and awareness our wildlife, and to help conserve our natural heritage, maintain the quality of our natural environment and to enhance biodiversity.

It is important that the information we collect is accurate and therefore certain requirements must be met before a record can be included in the database. The following notes explain these requirements, provide guidance on how to complete our recording forms, the information we require if you use recording software or a spreadsheet, how to submit your records and other useful information.

Please note when you submit records for inclusion in the Outer Hebrides Biological Records Database they may be made freely available via national recording schemes and the National Biodiversity Network Gateway. If you wish to put any restrictions on the availability of your records, please make this clear when you submit your records.

### Information required

**Species name:** the scientific name should be used whenever possible, however the common or vernacular name is acceptable if it is in common usage and unambiguous. At present records of birds are not included in the database, but your record will be forwarded to the appropriate county recorder. Records of higher (vascular plants) are included but are forwarded to the BSBI.

**Location:** this is the place name – if possible please use the name of the nearest place used on the Ordnance Survey map. Please note we only accept records from the Outer Hebrides and the outlying islands. Please state which island the record is from.

**Grid reference:** please use a six figure reference e.g. NF740560, a four figure reference is acceptable e.g. NF7456. Please give both the place name and grid reference if possible.

**Date:** this should be in the format of dd/mm/yyyy (01/05/2010) or 1 May 2010 or 1 May 2010-15 May 2010. Please try to give a full date, but we will accept May 2010 or 2010. If you are using a spreadsheet, please ensure that the date field is formatted correctly.

**Recorder:** the name of the person who saw the species. Please supply contact details either a telephone number or e-mail address.

**Determiner:** this may be the recorder or the name of the person who identified or confirmed the identification of the species. Please supply contact details.

The following information is useful but not obligatory:

**Method:** how was the identification made e.g. field observation, specimen caught (e.g. moth trap, netted), microscopic identification of specimen

**Number:** the number of individuals seen, please indicate if this is an estimate e.g. c.100. You can also use this column to indicate the age and sex of the individual seen e.g. 6 males, 3 juveniles.

**Notes:** please add any additional information e.g. the habitat, behaviour.

### **Submitting Records**

Records can be sent by e-mail directly to the OHBR Database Manager (records@ohbr.org.uk)

If you have a large number of records please use a spreadsheet or a delimited text file.

Records can also be sent by post to Outer Hebrides Biological Recording, c/o The Croft 24 Ardivachar, South Uist, Outer Hebrides HS8 5RF.

Please contact us if you require further information.

Printed record forms and Excel spreadsheet templates can be downloaded from the OHBR website.

### **Verification**

It is very important that we maintain the quality of our data, so we may ask you for further information about your record. This will apply to species which require microscopic analysis to confirm the identification, very rare species, or species which have not been previously recorded in the Outer Hebrides.

If you are having problems identifying a species and have photographs or specimens please contact us we may be able to help you.

### **Data Protection**

When you submit your records you are agreeing to the Outer Hebrides Biological Recording (OHBR) conditions for data use. The OHBR policy for data collection, sharing and access; and the terms of the agreement between the recorder and OHBR for data use are published on the OHBR website.