Descriptive Summary
Repository: Archives of the Arnold Arboretum of Harvard University, Jamaica Plain, MA
Call No.: II B HMR
Location: Archives
Title: Herbarium Mounting Records, 1964-
Date(s): 1964 -
Creator: Ida Hay, Susan Hardy Brown, Herbarium volunteers.
Quantity: 5 linear inches. 1 box.
Language of material: English
Abstract: Mounting Records consist of notebooks kept by Herbarium staff. These notebooks document plant specimens received and processed for deposit into either Arnold Arboretum Herbarium or Gray Herbarium located at Harvard University Herbaria. Details include total number of specimens mounted on a particular date, their origin, and destination repository. This particular method of record keeping began in 1964 and continues to the present day.
Note: Access to Finding Aid record in Hollis Classic or Hollis.
Preferred Citation: Herbarium Mounting Records. Archives of the Arnold Arboretum of Harvard University.
Additional Material: For additional herbarium records see the papers of Ida Hay Archives II B IH

Processing Information
March 2012, Sheila Connor, Larissa Glasser.

Acquisition Information
Provenance: Staff Mounting Records from 1964 to 1985 and Volunteer Mounting Records from 1984 to 1995 were transferred from Ida Hay papers in 2012. Staff Mounting Records from 1986 to 2011 and Volunteer Mounting Records from 1995 to 2008 were deposited as completed into the Archives by Susan Hardy Brown, Curation Staff Member. Deposits continue on an ongoing basis.

Terms of Access
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**Historical Note:**
The Herbarium of the Arnold Arboretum was established in 1872, and contains more than a million specimens housed within the Harvard University Herbaria in Cambridge, Massachusetts. The Cultivated Herbarium in the Arboretum’s Hunnewell Building currently holds 130,000 specimens, representing mainly temperate plants of cultivated origin. Fifty thousand of these specimens document extant or former accessions from the Arboretum’s living collections and can be searched on the specimen database.

Herbarium Mounting Records in this collection have been kept by Herbarium Staff since 1964. These notebooks provide an accurate count of specimens received, processed, mounted, and deposited into either Arnold Arboretum Herbarium or the Gray Herbarium at Harvard University Herbaria in Cambridge. Notebook data is recorded into electronic spreadsheets by Curation staff. Along with record keeping, this data is used for annual reports and grant applications. Each notebook is deposited into the Archives when complete.

**Scope and Content**
Records consist of eleven handwritten notebooks covering the years from 1964 -

**Arrangement**
The Herbarium Mounting Records are arranged in 1 series.

**Series I:** Herbarium Mounting Records, 1964 -
Pages from Mounting Records, Susan Hardy Brown. Information includes:

- Date (completion of specimen sheets)
- Total (number of specimens mounted)
- Plants of (geographic origin)
- Herb. (repository destination: AA=Arnold Arboretum, GH=Gray Herbarium)
- Cult. (Cultivated in Arnold Arboretum Living Collections)
- and Rep. (repair)

**Container List**

**Box 1**

**Series I: Herbarium Mounting Records, 1964 -**

**Folder**

   - 1 spiral bound notebook, handwritten, annotated list of mounted herbarium specimens, title from cover

   - 1 spiral bound notebook, handwritten, annotated list of mounted herbarium specimens, title from cover

   - 1 spiral bound notebook, handwritten, annotated list of mounted herbarium specimens, title from cover.
     - Typewritten procedural instructions attached to front cover
     - “Present Personnel at Arnold Arboretum Herbarium.” Typewritten list of part-time workers and their dates of service, attached to front cover
   - 1 expense receipt with handwritten date, “August 1974”
"Lilium 'Black Beauty'. This specimen, which includes an entire plant, will be mounted on 3 separate herbarium sheets. The base of the bulb has been split to facilitate drying."

4: Records of Mounting, Susan Hardy Brown. Five, 6”x9” spiral bound stenographer notebooks, handwritten, annotated list of mounted herbarium specimens, titles from covers. 1986 – 2011
    ▪ August 4, 1986 – March 31, 1989
  • "Record of Mounting. J.P. April 1989 – September 1994."
    ▪ April 6, 1989 – September 30, 1994
    ▪ October 12, 1994 – September 13, 1999
  • "Record of Mounting / JP. Arnold Arboretum Herbarium. Sept. 1999 – ."
    ▪ September 8, 1999 – July 28, 2003
  • [No cover title; 6”x9”, transparent purple spiral bound notebook cover.]
5: Records of Mounting, Volunteers, Three, 6”x9” spiral bound stenographer notebooks, handwritten, annotated list of mounted herbarium specimens, titles from covers. 1984 – 2008

  - June 1, 1989 – November 30, 1995
- [No cover title; title page reads “Records of Mounting. Volunteers at the Herbarium of the Arnold Arboretum of Harvard University. December 1995 to .”]
  - October 6, 1995 – July 31, 2008