



**Welcome to our project!**  
**Data transcription: Minerals**



We thank you for your decision to join us in our mission of unlocking the information of the mineral collection held at the KU Leuven!

If you would like to get better acquainted with minerals and help science with a more thorough contribution, then the transcription of data is something for you!

Our goal is to **make the mineral collection and the information associated with the collection digitally available** to scientists and the general public around the world. Good science starts with using reliable data. It is therefore very important that all information is entered in a systematic manner and according to certain standards. We therefore kindly ask you to **read the following guidelines carefully** before you start to transcribe information, or to print out this tutorial and explore it in more depth as you progress with the transcriptions: it only takes a few minutes and it is much more intuitive to get acquainted with the fields once you are busy with a real task.

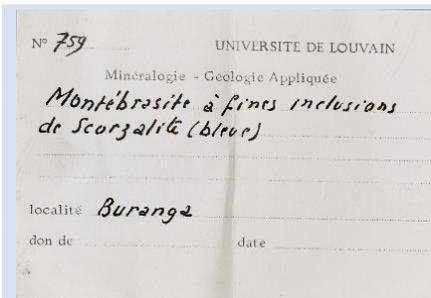
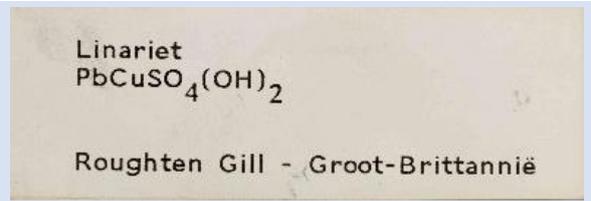
Afterwards you will be able to progress with much more confidence!

Each project is accompanied by a short text about the specimens you will be working with. Click on **“Get started”** to proceed. The page will refresh and show you an image – a virtual mineralogical specimen! – and a form consisting of several fields next to and under it.

*DoeDat form with virtual mineralogical specimen and different fields to complete.*

On the image you will notice a **mineralogical specimen and one or more labels** with all sorts of information. Your task is to transcribe all information present on the specimen's original label (i.e. the very first label containing information about the specimen) and on the more recent labels. You find some examples below. As you can see, there is a wide variety of styles, shapes and handwritings:

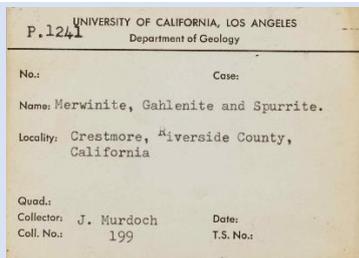
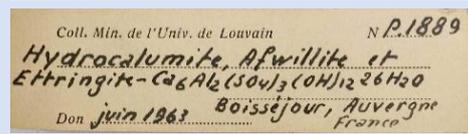
1. The **most recent KU Leuven labels** are in fact exhibition labels for the minerals that are currently being displayed in showcases. They contain information in Dutch about the scientific name of the mineral, the formula and locality where the specimen was collected. This information is usually a Dutch translation of the information on the older labels. Photo ©KU Leuven. Imaging Lab.



Photos ©KU Leuven. Imaging Lab.

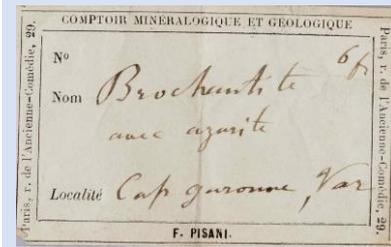


2. Older KU Leuven labels often contain more information (such dates, the name of the acquisition source, etc.) and are usually written in French. At the top of the label you typically find the pre-printed text "Université de Louvain", "Coll. Min. De l'Univ. de Louvain" or "Kath. Univ. Leuven".



3. In addition, the **original label** of the institution, museum or antique shop that donated or sold the mineral to KU Leuven is sometimes also present.

Photos ©KU Leuven. Imaging Lab.



In practice, this means that you must find the field in the form that suits each piece of information on the label most and enter the information there. Each field on the form is meant for a particular kind of information and we ask you to respect this as much as possible. Please find a description of each field's purpose and label examples in the text below. In addition, a shorter explanation is always available on the form itself if you click on the help button: the question mark next to each field (?).

On the form you will need to jump from field to field. Given the form's length and the screen size of most computers, the photo of the specimen will eventually go out of sight. To avoid going up and down all the time, you may want to click first on one of the symbols in the right bottom corner of the image:



By clicking on the **top symbol**, a second window will open with only the specimen. By adapting both windows' sizes, you can arrange them so that the specimen is always visible in one window and you can freely move around the form in the other window.



By clicking on the **bottom symbol**, you'll fix the image at its current place after which you can freely move around the form.

The fields on the form are grouped in different categories:

The screenshot shows a web form for entering specimen data. The form is divided into several sections, each highlighted with a red box and a number:

- 1. Catalog number:** A text field containing 'Barcode: MIN000005'.
- 2. Identification:** A section titled '1. Identification' containing four text fields for 'Scientific name (as given) - 1' through '4'.
- 3. Spatial data:** A section titled '3. Spatial data' containing a large text area for 'Locality (as given)' and a smaller text field for 'Locality (Geonames) https://www.geonames.org/'.
- 4. Additional collection data & acquisition information:** A section titled '4. Collection data' containing multiple fields for 'Number of objects?', 'Multiple minerals in the same specimen?', 'Acquisition source (as given)', 'Acquisition source (standard)', 'Previous owner (as given)', 'Previous owner (standard)', 'Acquisition date (as given)', 'Acquisition date (standard)', 'Collectors (as given)', and 'Collectors (standard)'.
- 5. Other data:** A section titled '4. Other data' containing fields for 'Formula', 'Incomplete transcription?', and 'Miscellaneous'.
- 6. Notes:** A section titled '5. Notes' containing a large text area for 'Your notes'.

1. **Catalog number**
2. **Identification** contains information on the (scientific) name of the mineral.
3. **Spatial data** contains information on the locality where the specimen was collected.
4. Additional collection data & acquisition information: **Additional collection data** also refer to the collection event: who collected the mineral and when? **Acquisition information** contains information on the person or institution who/which donated or sold the specimen to KU Leuven, the date on which this occurred etc.
5. **Other data** have nothing to do with the collection event.
6. **Notes** is your space! No information from the specimen should be written here. Instead, you are free to add any doubts or remarks linked specifically to this particular specimen which might help us validating the data later on.

The fields may also be categorized according to their technical properties:

- **Free-text fields** allow you to type the information just like you read it on the specimen label (e.g. locality, as given). Others equally demand data to be typed but only accept specific values or formats (e.g. acquisition date, standard).
- **Picklists** demand you to choose an item amongst the given possibilities (e.g. acquisition source).
- **Checkboxes** demand you to tick if a given aspect or condition applies to the specimen (e.g. multiple minerals in the same specimen?).

Some fields are **mandatory** (marked with \* on the form) meaning that you will always need to fill in something before being able to save the task. The help buttons ( ? ) of these fields tell you what to enter when no information is available on the label.

## Some general conventions

Whenever the label is written in a **language that you do not understand**, skip the task. If, however, you can infer which information goes where, you can proceed with the transcription.

**Attention!** Never translate the information on the specimen label: always enter the information exactly as written on the label!

Also with regard to language, we advise you not to change between languages once you have started a task, because otherwise all the information you have entered will be lost.

Always **capitalize the first word in the beginning of a sentence**, regardless of how it is written on the label.

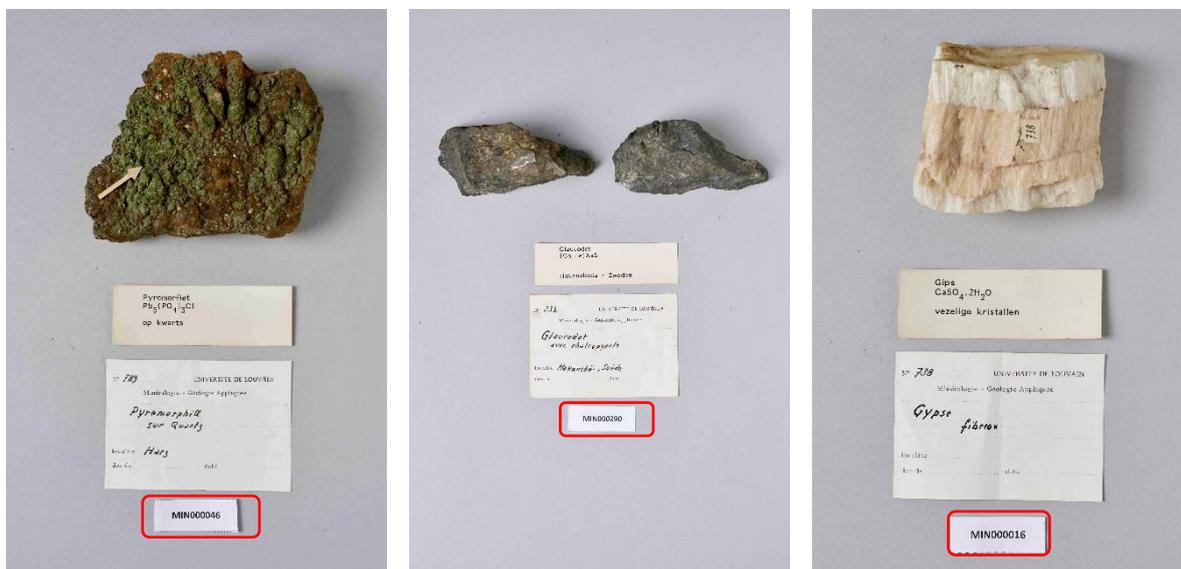
**Whenever you are not sure of the information you are transcribing**, for instance because the handwriting is hard to read, the ink has faded, the label is damaged, etc., take your best shot and write your interpretation between square brackets "[...]" (e.g. write "500 m from the [coast]" of "between [Hasselt] and [Genk]" when certain words or parts thereof are unclear).

If, despite your efforts, you have no idea whatsoever of the information that is written on the label, enter simply "[ ]".

Inserting square brackets is only possible for free-text fields; for all other field types, write your interpretation in the field "Miscellaneous" and leave the corresponding field empty.

## 1. Catalog number

The catalog number is the unique identification number of the specimen and always consists of three letters, followed by 6 numbers (e.g. MIN000256). This field is preset and cannot be changed.



Specimens with catalog numbers MIN000046, MIN000290 and MIN000016. Photo's ©KU Leuven. Imaging Lab.

## 2. Identification

### Other identification numbers\*

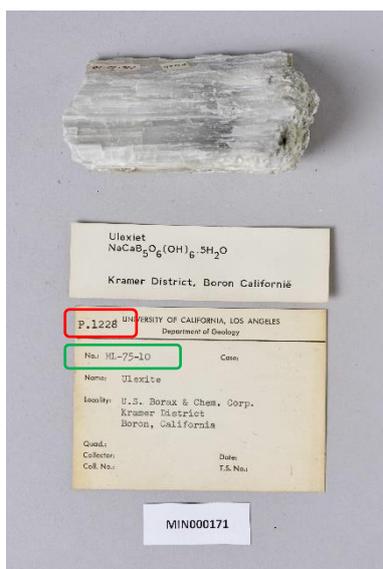
Enter all previous or alternative identification or inventory numbers of the same specimen, whether in the current collection or as part of another collection. If several numbers are available for the same specimen, they must be separated by a “;” followed by a space.



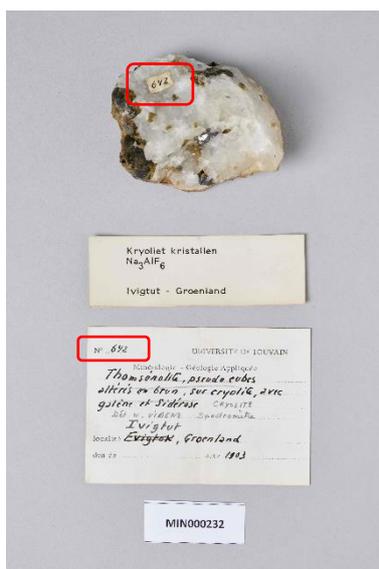
Enter: “678; 35”.  
Photo ©KU Leuven. Imaging Lab.

Enter: “713; 147”.  
Photo ©KU Leuven. Imaging Lab.

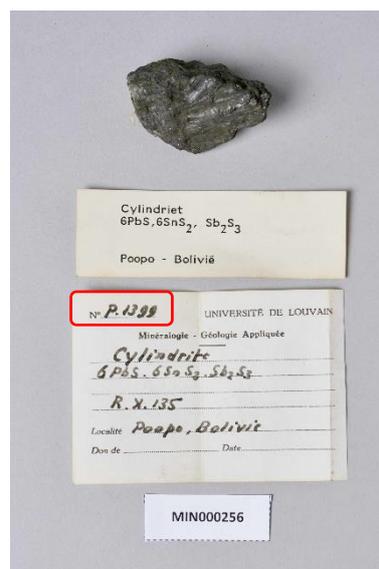
Enter: “H.1548”.  
Photo ©KU Leuven. Imaging Lab.



Enter: "P.1228; ML-75-10".  
Photo ©KU Leuven. Imaging Lab.



Enter: "642".  
Photo ©KU Leuven. Imaging Lab.



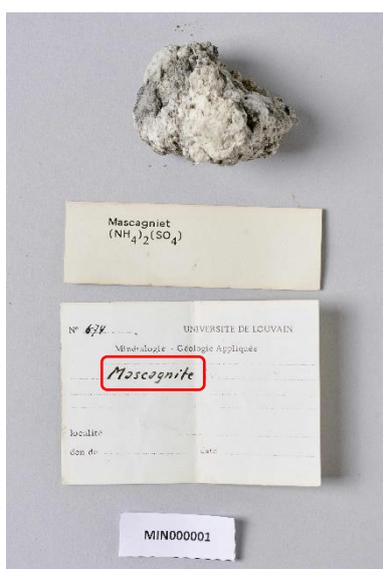
Enter: "P.1399".  
Photo ©KU Leuven. Imaging Lab.

**This field is mandatory:** If other identification numbers are missing, enter "S.N." (mind the capitals and the points). This is the abbreviation of the Latin expression "sine numero", meaning "without number".

### Scientific name (as given)\*

Enter the scientific mineral name **as stated on the original/oldest label** in the field "Scientific name – 1" (e.g. "Mascagnite"). In some cases, a short description follows the scientific name. Include this description as well (e.g. "Barytine, cristaux allongés").

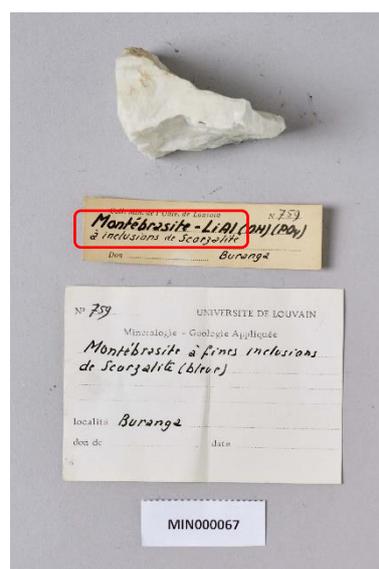
If you have checked the box "Multiple minerals in the same specimen?", enter the different scientific mineral names in this field, separated by a comma (e.g. "Hydrocalumite, Afwillite, Ettringite").



Enter: "Mascagnite"  
Photo ©KU Leuven. Imaging Lab.

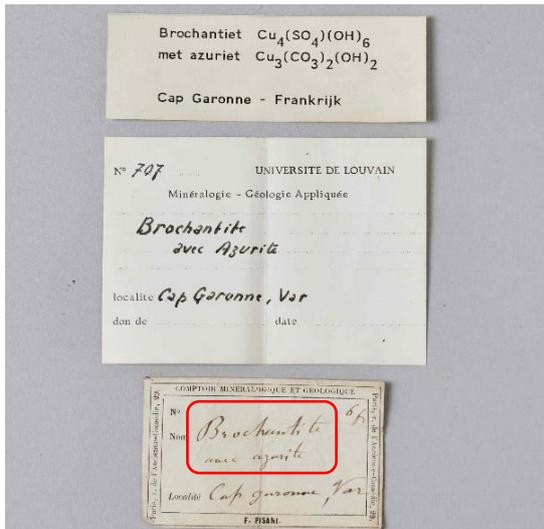


Enter: "Barytine, cristaux allongés"  
Photo ©KU Leuven. Imaging Lab.

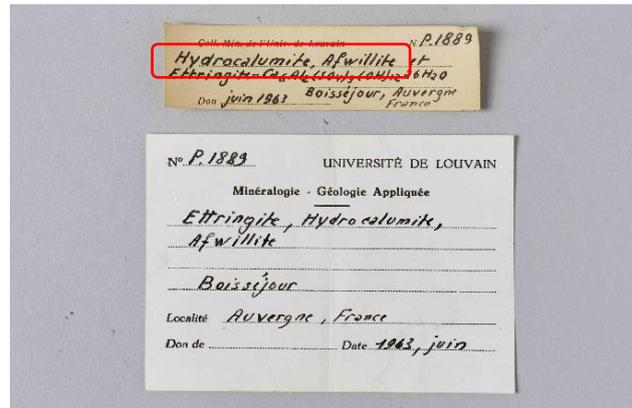


Enter: "Montébrasite à fines inclusions de scorzalite"  
Photo ©KU Leuven. Imaging Lab.

**This field is mandatory:** If no scientific name is listed on the original label, please enter "Unknown".



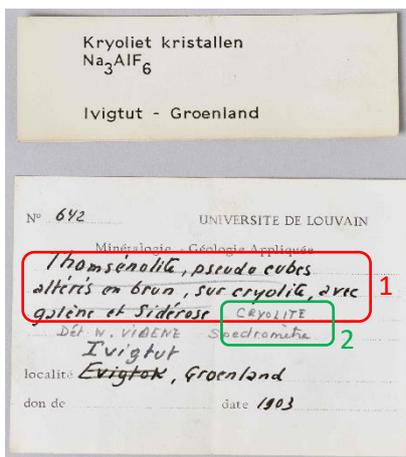
Enter: "Brochantite avec Azurite"  
Photo ©KU Leuven. Imaging Lab.



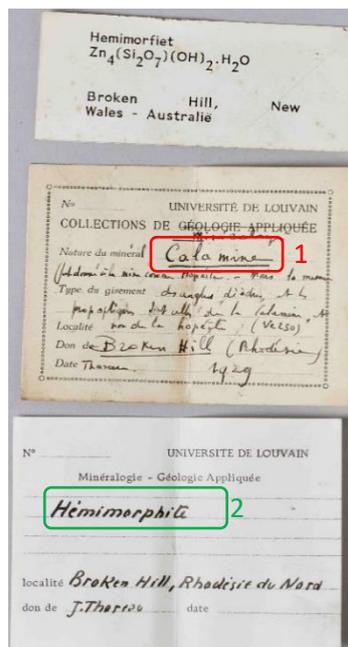
Enter: "Hydrocalumite, Afwillite, Ettringite"  
Photo ©KU Leuven. Imaging Lab.

In addition to the original label, there are usually also more recent labels with identification data which, for instance, were added by the collector or curator following a (re)identification process. The additional fields "Scientific name – 2", "Scientific name – 3", etc. are intended to cover this identification history. Only complete these fields if the scientific name on the more recent labels deviates from that on the original/oldest label. By deviating we mean that a different mineral name is used, not a translation of the name on the original name.

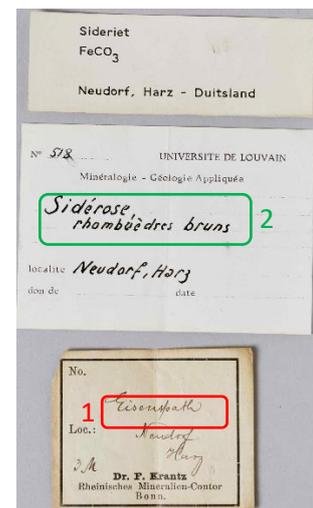
**Attention!** Please do not enter translations in this field! Always enter the scientific names in chronological order (= oldest first).



Enter:  
- Scientific name – 1: "Thomsénolite, pseudo cubes altérés en Brun, sur cryolite, avec galène et sidérose"  
- Scientific name – 2: "Cryolite"  
Photo ©KU Leuven. Imaging Lab.



Enter:  
- Scientific name – 1: "Calamine"  
- Scientific name – 2: "Hémimorphite"  
Photo ©KU Leuven. Imaging Lab.



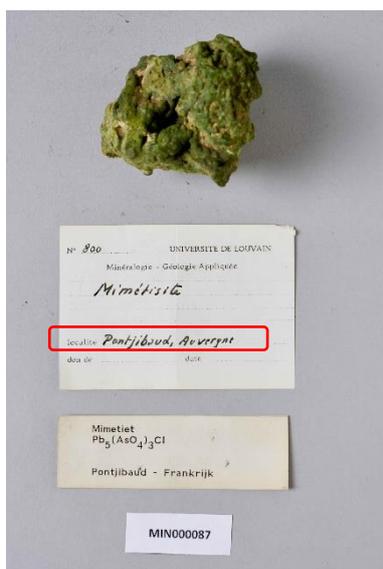
Enter:  
- Scientific name – 1: "Eisenspath"  
- Scientific name – 2: "Siderose, rombuédres bruns"  
Photo ©KU Leuven. Imaging Lab.

### 3. Spatial data

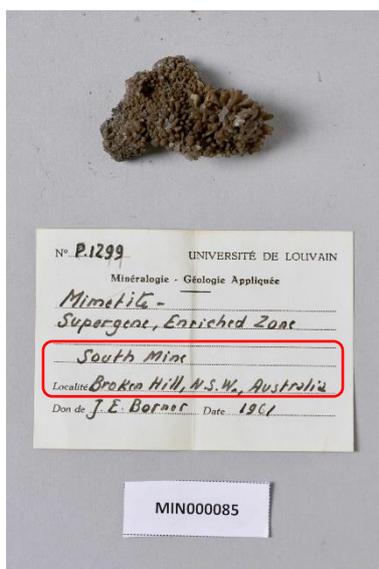
#### Locality (as given)

Enter here any descriptive information relating to where the specimen was collected, spelled exactly as on the (original/oldest) label. This can be administrative information (e.g. country, state, province, municipality), a toponym, description, etc. Follow the instructions in the tutorial, but otherwise enter everything verbatim, i.e. exactly as written on the label. Do not translate place names. Do not replace historical place names with current place names.

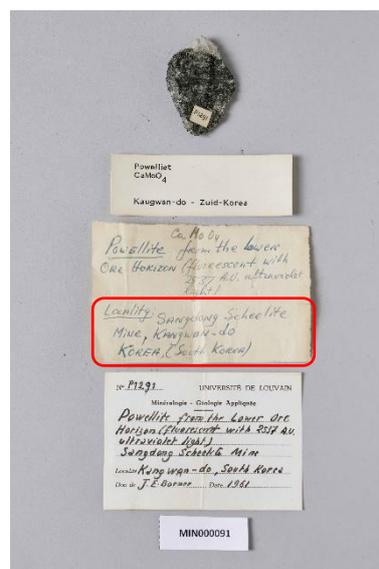
**This field is mandatory:** If the location is not listed on the label, enter "S.L." (mind the capitals and points). The Latin expression "sine loco" means "without place".



Enter: "Pontjibaud, Auvergne"  
Photo ©KU Leuven. Imaging Lab.



Enter: "South Mine, Broken Hill,  
N.S.W., Australia"  
Photo ©KU Leuven. Imaging Lab.



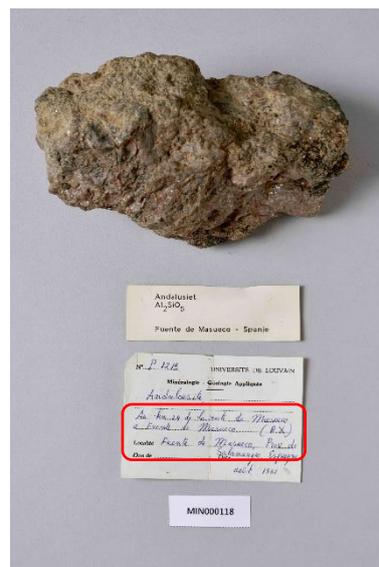
Enter: "Sangdong Scheelite Mine,  
Kwangwan-do, Korea (South-Korea)"  
Photo ©KU Leuven. Imaging Lab.



Enter: "Near Healdsburg, Sonoma  
County, California"  
Photo ©KU Leuven. Imaging Lab.



Enter: "Bödö, Norvège"  
Photo ©KU Leuven. Imaging Lab.



Enter: "Au km 24 de la route de  
Masueco à Fuente de Masueco,  
Fuente de Masueco, Prov. De  
Salamangue, Espagne"  
Photo ©KU Leuven. Imaging Lab.

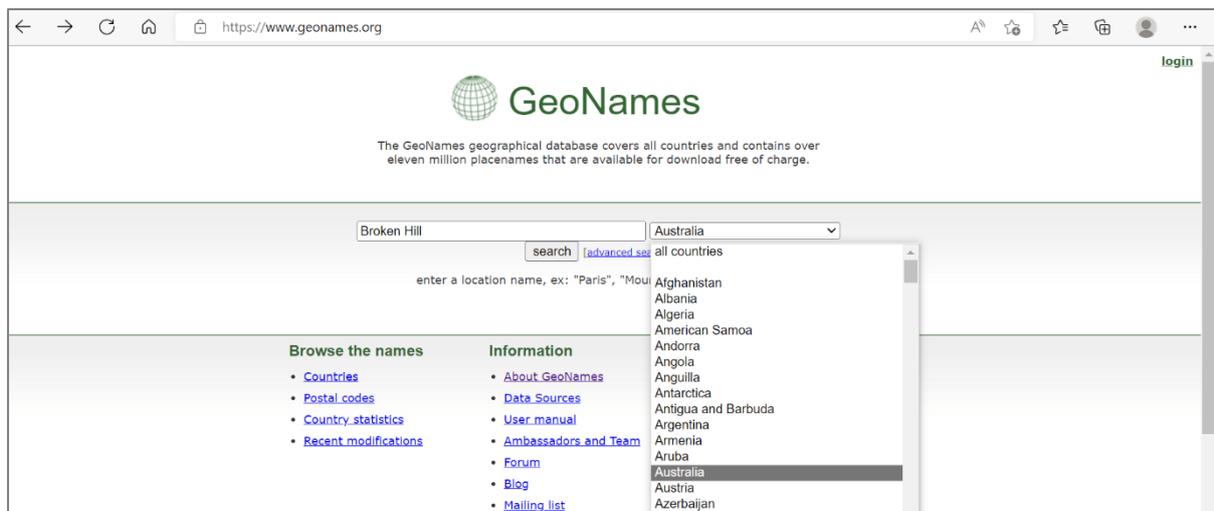
## Locality (Geonames)

Open de Geonames webpage: <https://www.geonames.org/>

Next, find and select the most detailed place name you have entered in the field "Location (as given)".

STEP 1: Lookup the place name. If the label also states the country where the place is located, you can use this additional information in your search. After entering the city name (and possibly country), click "search".

**Attention!** Identical placenames sometimes occur in different countries. Make sure that you select the right name.



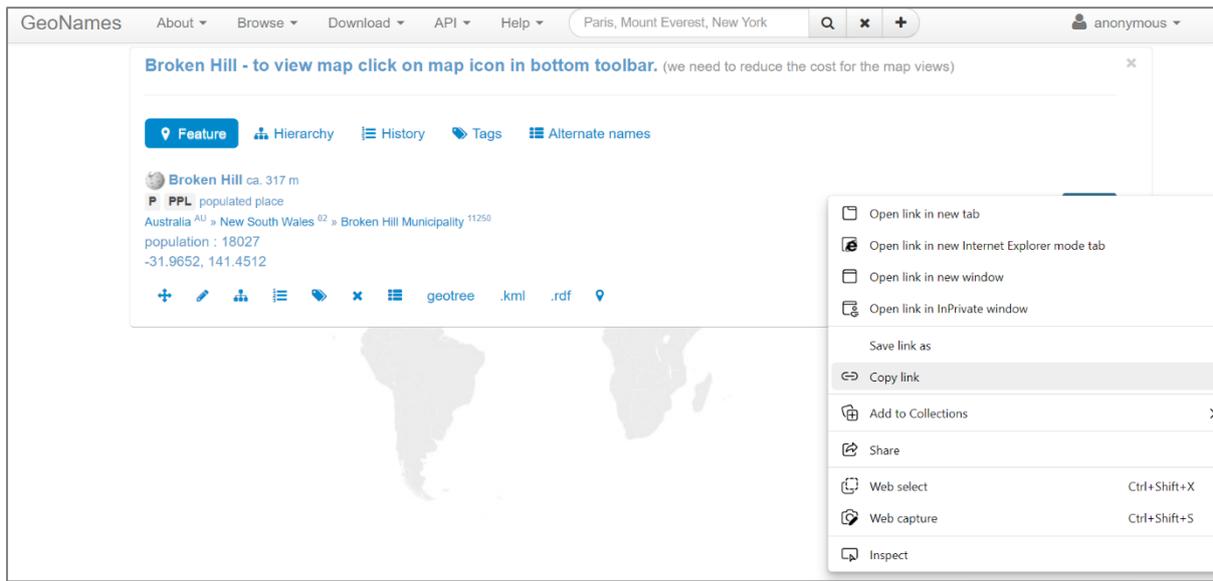
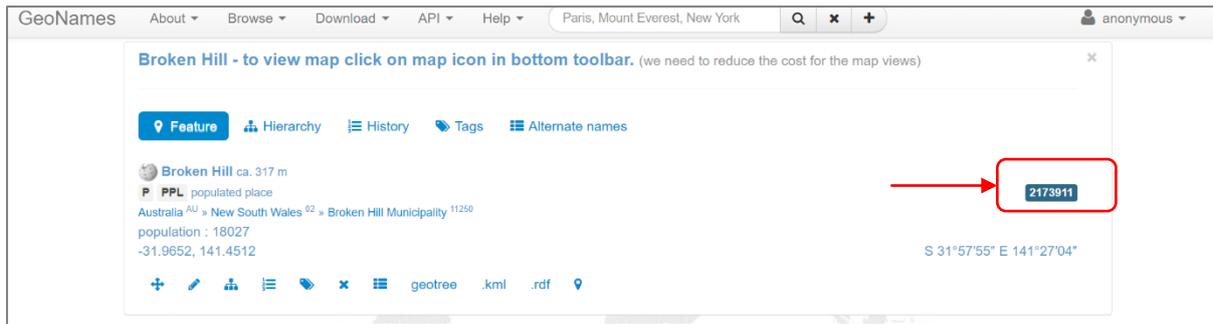
STEP 2: Left-click on the correct place name in the list.



The screenshot shows the GeoNames search results page. The search bar contains the text "Broken Hill" and the country dropdown is set to "Australia". The results table shows 35 records found for "Broken Hill". The first record is highlighted in green.

Name	Country	Feature class	Latitude	Longitude
1 Broken Hill BHQ,Broken Hill,Broken-Khill,Willyama,burokunhiru,Брокен-Хилл,ブロークンヒル	Australia, New South Wales	populated place population 16,027	S 31° 57' 54"	E 141° 27' 4"
2 Broken Hill Airport BHQ,YBHI	Australia, New South Wales	airport Broken Hill Municipality	S 32° 0' 5"	E 141° 28' 19"
3 Broken Hill Municipality	Australia, New South Wales	second-order administrative division population 19,048	S 31° 57' 0"	E 141° 26' 0"
4 Main Barrier Range Barrier Range,Barrier Ranges,Broken Hill Upland,Broken Hill Uplands,Main Barrier Range,Main Dividing...	Australia, New South Wales	mountains	S 31° 25' 51"	E 141° 29' 31"
5 North Broken Hill North Broken Hill	Australia, Tasmania	hill West Coast	S 42° 54' 0"	E 145° 39' 0"
6 Broken Back Knob Broken Back Knob	Australia, New South Wales	hill Clarence Valley	S 30° 2' 24"	E 152° 22' 4"
7 Broken Hill South Base Broken Hill South Base,South Base	Australia, New South Wales	triangulation station Broken Hill Municipality	S 31° 54' 54"	E 141° 29' 34"
8 Broken Hill North Base Broken Hill North Base,North Base	Australia, New South Wales	triangulation station	S 31° 52' 54"	E 141° 32' 4"

STEP 3: Next, a sheet will appear containing information about this place name. Right-click on the permanent link to this record (this is the blue number on the right) and select "copy link" by left-clicking.



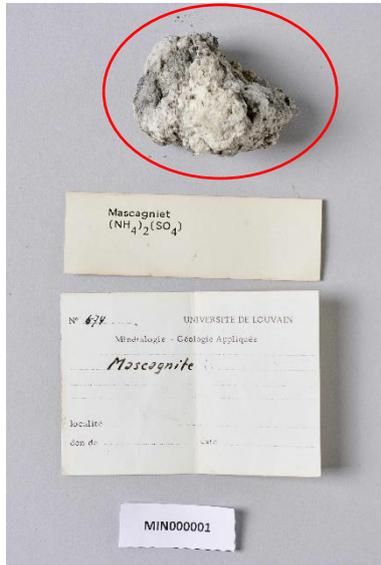
STEP 4: Return to the correct field on the DoeDat form. First left-click in this field and then simultaneously press the keys “ctrl” and “V” to paste the link in the empty field. If everything went well a URL will appear in the field, e.g. “<https://www.geonames.org/2173911/broken-hill.html>”.

**Attention!** If you cannot find the corresponding placename in Geonames, or you are unsure which option to select in case of identical placenames, please leave this field empty.

## 4. Additional collection data & acquisition information

### Number of objects\*

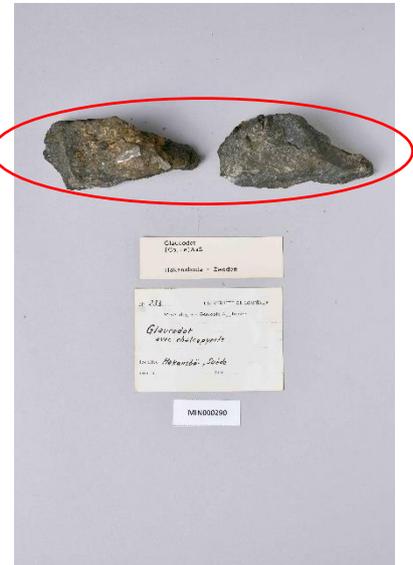
This numeric field documents the exact number of pieces that make up the specimen, e.g. "2".



Enter: "1".  
Photo ©KU Leuven. Imaging Lab.



Enter: "8".  
Photo ©KU Leuven. Imaging Lab.

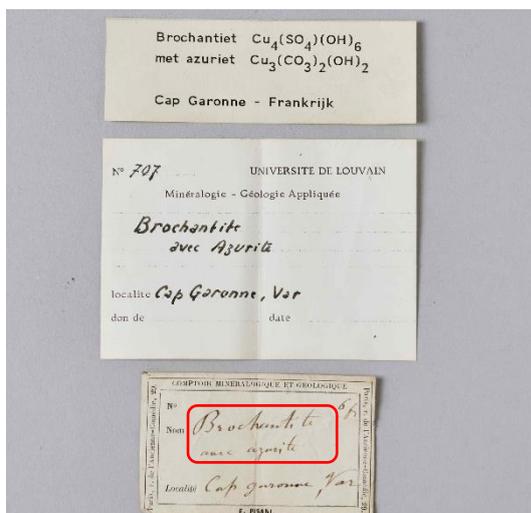


Enter: "2".  
Photo ©KU Leuven. Imaging Lab.

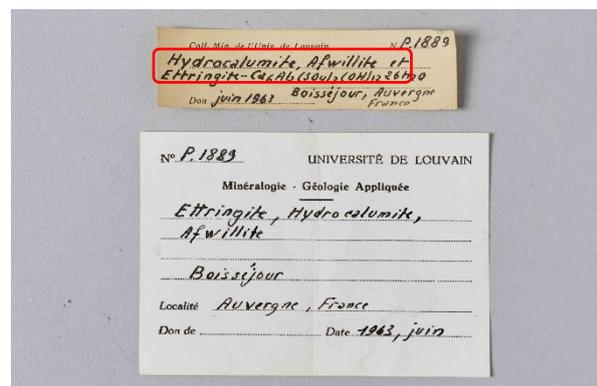
This field is mandatory.

### Multiple minerals in the same specimen?

In a limited number of cases, the same specimen might contain multiple minerals. If so, please check the box "Multiple minerals in the same specimen?". You can recognize these specimens by the fact that the same label lists multiple mineral names.



Check the box "Multiple minerals in the same specimen?". Photo ©KU Leuven. Imaging Lab.



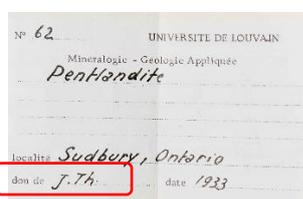
Check the box "Multiple minerals in the same specimen?".  
Photo ©KU Leuven. Imaging Lab.

**Attention!** The fact that the same specimen consists of several objects does not automatically imply that multiple minerals are present in this specimen. Likewise, the number of labels does not provide information about this.

### Acquisition source (as given)

The acquisition source is the person or institution through which KU Leuven acquired the specimen. This may have been in the form of a purchase, a gift, bequest, exchange, etc. The name of the person or institution usually appears after the French words “don de ...” or can be inferred from the original labels which might, for instance, mention the name of the museum or antique shop.

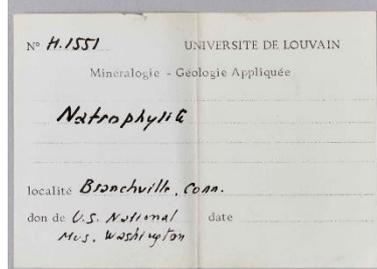
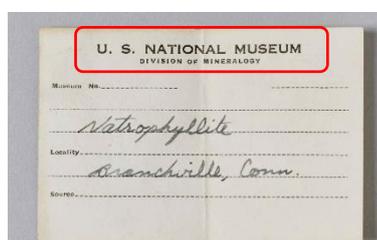
Enter the name(s) of the acquisition source in this field, spelled exactly and in the order they appear on the label (e.g. read “J. Th. ”, type “J. Th.”).



Enter: “J. Th.”.  
Foto ©KU Leuven. Imaging Lab.



Enter: “Mason”.  
Photo ©KU Leuven. Imaging Lab.



Enter: “U.S. National Museum, Division of Mineralogy”  
Photo ©KU Leuven. Imaging Lab.



Enter: “Chistiana Bergbureau. Cand. Mineral. Ansgar Guldberg”  
Photo ©KU Leuven. Imaging Lab.

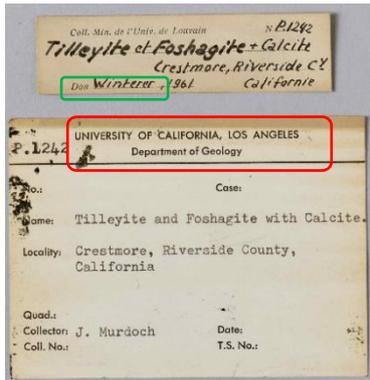
### Acquisition source (standard)

Choose from the list the acquisition source in the format “[last name], [first name or initials]” or “[institution]” which matches the one appearing on the label, e.g. read “J. Th. ”, search and choose “Thoreau, Jacques”.

**This field is mandatory:** If you cannot infer the acquisition source from the label, choose “S.N.”. If there is no clear correspondence and in all other remaining cases, choose “(alia)” (Latin for “others”).

### Previous owner (as given)

In addition to information about the acquisition source, some labels also contain information about the previous owner. In this field you enter the name(s) of the previous owner(s), spelled exactly and in the order they appear on the label, e.g. read “Winterer”, type “Winterer”.



Enter:

- Acquisition source: "Winterer"
- Previous owner: "University of California, Los Angeles, Department of Geology"



Enter:

- Acquisition source: "Van Meerssche"
  - Previous owner: "Ward's Natural Sciences Est., Inc., Rochester, N.Y."
- Photo's ©KU Leuven. Imaging Lab.

### Previous owner (standard)

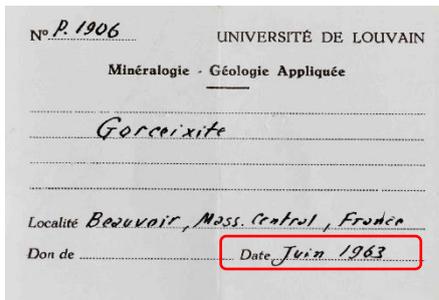
Choose from the list the previous owner in the format "[last name], [first name or initials]" or "[institution]" which matches the one appearing on the label, e.g. read "J. Th.", search and choose "Thoreau, Jacques".

**This field is mandatory:** If you cannot infer the previous owner from the label, choose "S.N.". If there is no clear correspondence and in all other remaining cases, choose "(alia)" (Latin for "others").

### Acquisition date (as given)\*

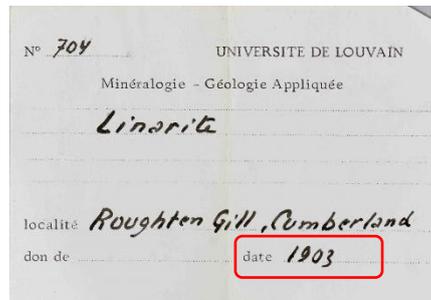
Enter the date on which the specimen was acquired by KU Leuven, spelled exactly and in the order it appears on the label (bv. read "Juin 1963", type "Juin 1963").

**This field is mandatory:** If the acquisition date is missing, enter "3000".



Enter: "Juin 1963".

Photo ©KU Leuven. Imaging Lab.



Enter: "1903".

Photo ©KU Leuven. Imaging Lab.

### Acquisition date (standard)\*

Enter the date on which the specimen was acquired by KU Leuven in a standardized manner, using the fields: day (DD), month (MM) and year (YYYY).

If there is a precise date on the label, only complete the first line (e.g. read "Juin 1963", type "06/1963"). If it is a period, use the first line to enter the start date and the second line to enter the end date of the period (e.g. read "May-June 1937", type from "05/1937" to "06/1937").

**This field is mandatory:** If the acquisition date is missing, enter "3000" as the year number.

## Collector(s) (as given)

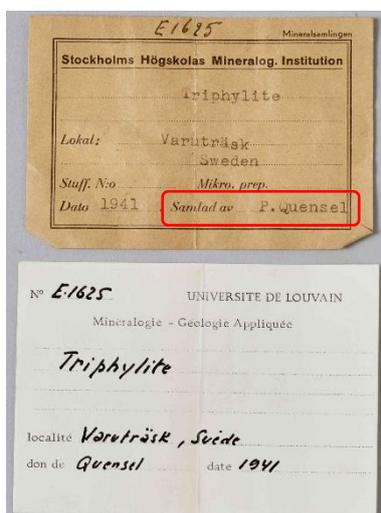
The collector is the person who collected the specimen. His/her name appears on the label after the words "Collector/Samlad av/Verzameld door/...". Enter the name(s) of the collector(s), spelled exactly and in the same order as written on the label (e.g. read "P. Quensel", type "P. Quensel").

**This field is mandatory:** If no collector is indicated on the label, enter "S.C." (mind the capitals and the points). The Latin expression "sine collectore" means "without collector".

## Collector(s) (standaard)

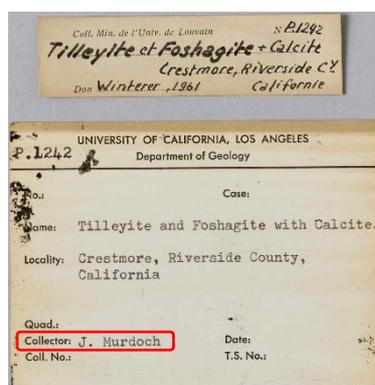
Choose from the list the collector name in the format "[last name], [first name or initials]" which matches the one appearing on the label (e.g. read "J. Thoreau", search and choose "Thoreau, Jacques").

**This field is mandatory:** If no collector is indicated on the label, choose "S.C.". If there is no clear correspondence and in all other remaining cases, choose "(alia)" (Latin for "others").



Enter:

- Collector (as given): "P. Quensel"
  - Collector (standard): "Quensel, Percy Dudgeon"
- Photo ©KU Leuven. Imaging Lab.



Enter:

- Collector (as given): "J. Murdoch"
  - Collector (standard): "Murdoch, Joseph."
- Photo ©KU Leuven. Imaging Lab.

## 5. Other data

### Formula

The labels always state the chemical formula of the mineral (e.g. FeCO<sub>3</sub>). This information should **not** be copied.

### Incomplete transcription?

Check this box if you were unable to transcribe all the information present on the label into the form. This should be exceptional, but may apply in the case of foreign scripts, if the handwriting is very

difficult to decipher, or when information is given in a format that cannot be entered via simple text input (e.g. drawings, diagrams).

**Attention!** Since most labels do not contain all categories of information, it is perfectly normal for certain fields on the form to be left blank. However, any information that is available must find its way into one of the fields of the form (if no specific field is available, enter the information in the field “*Miscellaneous*”).

### Miscellaneous

Enter here any other information mentioned on the label for which no specific field exists elsewhere. Some original labels contain for instance information on the purchase price of the specimen.

## 6. Notes

### Your notes

This is your space! Enter here any pertinent information you think might be helpful when validating this task.

**Attention!** Information on the label for which you cannot find a suitable field, should be entered in the field “*Miscellaneous*”. The field “*Your notes*” is only for your personal input, not for information listed on a label.

### How to save a task?

All the information available on the specimen label should find its way to one of the fields in the form. Once you have done that, you have completed this task!

**Attention!** The available fields on the form correspond to the information that is found most often on mineral labels, but not every specimen will have all the information all the time, quite on the opposite. You should therefore not worry when you finish a task and most fields remain empty: that is completely normal!

If you have transcribed all the information, please click the **Save** button at the bottom of the page. Here, you can also save an unfinished task which you want to continue later (up to 2 hours), skip a task, or post a question about this specimen on the Forum:

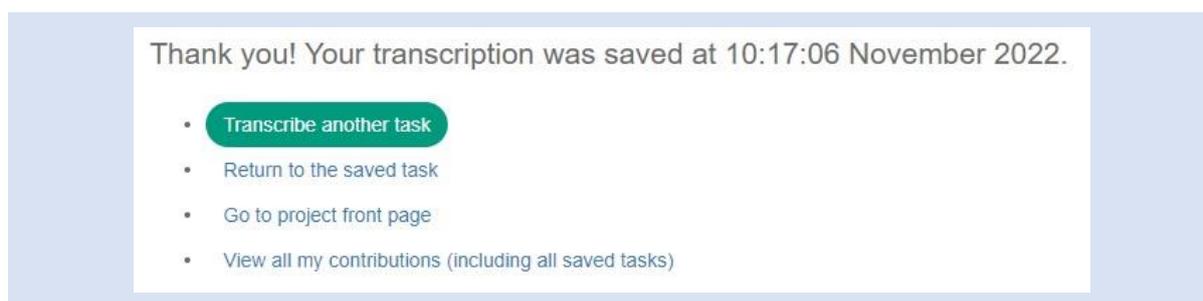
Save

Save unfinished task

Skip

Create forum topic

In the next window, you can choose your subsequent action:



And that was it!

In case of doubts or questions, it may be useful to visit our **Forum** where you can search for existing topics or post a new one.

If the available help buttons ( ? ) and the forum contributions do not suffice, you can **get in touch** via email (see the contacts listed under Contact on the main page). We will try to answer as soon and clearly as possible.

Finally, we would like to remind you that every contribution, big or small, regular or sporadic, is greatly appreciated!

Do your best while keeping in mind the guidelines above and the instructions of the help buttons ( ? ), but never take a DoeDat-project as a chore or worry too much! Everyone makes mistakes and all data will be validated afterwards. Make sure to progress at your own pace while enjoying a nice cup of tea, some background music and, of course, the history and beauty of our many minerals!

**Thank you** for joining us in our mission!