

Mounting Guidelines

1. Place the acid-free herbarium sheet on a piece of cardboard. Mount the herbarium label in the bottom right corner of the herbarium sheet. Make sure that the label does not hang over the edges of the herbarium sheet (leave an 1/8" - 1/16" edge). Run a single line of glue (Elmer's glue) along the top edge of the label. Flip the label over and line it up so as to leave a small right margin but overlap the bottom of the label by 3/4" to 1". Then with an upward motion push the label into place. This smears the line of glue to a width equivalent to your overlapping distance. Only the top inch or so of the label needs to be glued down. Labels are much easier to change or correct if they aren't completely glued down.
2. Examine the plant and determine which side should face up to display as many floral and vegetative features as possible. "Dry fit" the specimen(s) on the herbarium sheet experimenting with different arrangements. Make sure the plants do not overlap onto the label or off of the herbarium sheet. Where possible arrange plants to be upright, as they would appear in their natural habit. Avoid congregating many small plants in the center or in a corner, spread them out uniformly. Also, try to leave room for a fragment envelope in one of the top corners (preferably top left).
3. After "dry fitting" the plants on the herbarium sheet pick them up one at a time and glue the backside using MO glue (Missouri Botanical Garden type). For small specimens tweezers (forceps) may be used to hold the plant while gluing. Concentrate on gluing main stems and larger leaves where they will contact the herbarium sheet. Put dots of glue on other fruits, flowers and smaller leaves and stems. Do Not Use Excessive Glue! Place the specimen, glue side down, on the acid free herbarium sheet and press lightly. Avoid sliding or moving specimen once it has been glued and set in place! Thus the purpose of "dry fitting". Remember to not let the plant overlap the label or hang off the sheet.
4. Put spots of glue under any loose pieces of the specimen and press them down. A small paintbrush and probe can also be used to spread glue in or under tight spaces. If the stem is thick, one or more pieces of special gummed herbarium tape may be placed across the stem to help hold it in place.
5. When space permits, glue an empty fragment envelope in one of the corners, preferably in the top left corner. Make sure the envelope does not hang over the edges of the herbarium sheet (leave an 1/8" - 1/16" edge). Do not glue down the envelope over the mounted specimen. Use adequate but not excessive glue (Elmers) to cover the backside of the packet, and mount.
6. Place a piece of wax paper over the specimen and then a piece of cardboard. Place an object with equally distributed weight on top of the cardboard (a large heavy book works well). The goal is to hold down as much of the plant as possible until the glue has completely dried. Avoid placing weights directly over exposed glue. Damage will result when trying to remove a glued weight from a specimen.
7. Carefully set the herbarium sheet with the cardboard base aside and let dry.

Pull out another herbarium sheet, place it on another piece of cardboard and repeat the mounting process. You may carefully stack specimens about 8-10 plants under each weight before beginning a new stack. Let dry for about one day.

8. After one day check for glue dryness. Also, check for plant parts that were not glued down properly. If such parts are found repeat the process from step 4. If loose pieces are found or were broken off and you're unsure of how to glue them back, place them in the fragment envelope associated with the sheet.