# Barcode Recommendations

Last updated 21 September 2018 by Katelin Pearson

## Formatting



* **Above barcode:** name of institution (optional: location of institution)
* **Barcode:** “code 39” format, which includes letters and numbers
* **Below barcode:** barcode number, consisting of your Index Herbariorum (http://sweetgum.nybg.org/science/ih/) herbarium abbreviation followed by a unique number of a set number of digits.
	+ Decide ahead of time how many digits will be in your barcode. Any numbers shorter than the set length of your barcode should be left-padded by zeros. For example, if your barcodes will include 9 digits (which means your institution can have a maximum of 999,999,999 specimens), and you have barcode number 38, your barcode should read: INST000000038. We recommend following this format so that the records can be sorted appropriately in Symbiota, Excel , or other management softwares.
	+ We recommend including the IH abbreviation of your institution prior to the barcode number to maximize the “uniqueness” of this barcode number relative to other institutions’.

## Sourcing

 Cal Poly investigated purchasing barcodes from Reliance Barcode Solutions, Computype Inc, and Watson Label Solutions. Reliance Barcode Solutions was the most cost-effective at 2-4¢ per barcode, however, this printer is now out of business.

A recent quote from Watson Label Solutions can be found here:



Other sources include:

* Electronic Imaging Materials, Inc. <https://barcode-labels.com/use-case/museum-archival-library/>
	+ Used by Harvard University Herbaria and Museum of Vertebrate Zoology

The quotes from Computype, Inc. and Watson Label Solutions are shown below, for your reference:

**Computype, Inc.**



**Watson Label Solutions**

