Worcestershire Biological Record Centre

General Recording - please email to records@wbrc.org.uk

GUIDANCE NOTES

Although we are interested in all Biological Records, there are physical limitations on the amount of data that we can store, and resource limitations on the amount that we can type in to the system. If you are a producer of lots of records, then we would encourage you to contact us with a view to using the Recorder package, which enables very fast transfer of data. For medium users an Excel or similar spreadsheet is suitable, whilst for the non-computer user paper or simple e-mail records are still better than not passing on the records at all.

How often should you record? One record per site per year is probably enough, unless you can see a good reason for more, or less. 'Sites' for common species should normally be no closer than 100m apart i.e. the grid reference will be different, and for common species 1 km spacing is adequate. For phenology, some people prefer to record first and last dates in the year.

The necessary items are shown in red. It is possible to add more columns to send more information - click on the link below

Do you want to add more to your records?

Date: In 06/05/2005 format please; or July 2005, or just 2005

Grid References: Please give your records a 6-figure grid reference wherever possible, or even an 8 or 10-figure for rarities

Location: If this is a Nature Reserve, than use that name, otherwise the nearest place name on the 1:25000 map, or the 1:50 000. This is mainly as a check on the Grid Reference

NumberMF: Not essential. Use **3m, 2f** to record 3 males, 2 females. a for adult, j for juvenile, i for immature, l for larva(e), words for anything else

Record Type: For mammals, e.g. dead on road/corpse/tracks/hair/dung pit/occupied sett/live sighting

For other records, Field observation/collected/in bottle or can/pitfall /in grass tussock/trapped

Recorder:

Name	
Address	Not necessary if we already know you
Telephone	Not necessary if we already know you
email	

DATE	GRID REF	LOCATION	SPECIES	NUMBER MF	RECORD TYPE	COMMENT

DATE	GRID REF	LOCATION	SPECIES	NUMBER MF	RECORD TYPE	COMMENT