All the *genera* of each *family* are kept together, and the families arranged in a consecutive order according to some recognized system of classification. *They should not be arranged alphabetically.* Gray's Manual of Botany (seventh edition) gives most of our British Columbia plant families in natural sequence, although for the determination of our native species it is of very little value.

The best "Floras" for British Columbia plants are Howell's "Flora of Oregon" (now out of print); Piper's "Flora of Washington"; and Clements and Clements' "Rocky Mountain Flowers." Neither of these deal with all our species, and all include species not found here.

It is necessary to have a small library of "Floras" and other publications in order to determine the species of all our British Columbia plants. Many mistakes are made by amateurs in classifying specimens by the aid of inadequate "Floras."

The Botanical Office has arranged to render as much assistance as possible in the identification of plants for correspondents, the only condition being that good duplicates are sent, accompanied by the locality, date, and collector's name.

Duplicates should bear the same number as the specimens retained by the sender, and later collections should be consecutively numbered; that is, the numbers on the second collection should begin where the first collection ended, and so on. Duplicates received for identification are retained for the Provincial Herbarium. In special instances where the collector cannot supply a duplicate on account of the rarity of a specimen, arrangements may be made to return the original if desired.

If the collector is situated within a day's journey of Vancouver, it is desirable to have the specimens sent as fresh as possible, so that they will reach the Botanical Office within two days from the time they are collected; otherwise they are liable to suffer, especially during hot weather. The specimens should be carefully laid together, each with its number on a label attached as shown in Fig. 3. They may then be wrapped in a sheet of oiled or paraffined paper—such as is used by florists—and the whole wrapped firmly in strong paper, the address and stamps being placed on a label-tag (addressed label-tags for this purpose are supplied by the Botanical Office). If the stamps are placed on the wrapping-paper, the package is liable to get damaged by post-office officials when cancelling the stamps.

When specimens are likely to arrive at the Botanical Office three or four days after being collected, it is advisable to lay them between sheets of old newspaper and send them flat. Many correspondents, however, press two or more specimens of each species and send collections of duplicate herbarium specimens at intervals during the summer, and some send the whole set at the end of the season.

On receipt of the specimens—whether fresh, or dried as herbarium specimens—a list of the numbers and the names of the specimens bearing those numbers is sent to the correspondent, who can then name his or her specimens by comparing the numbers on the list with the numbers on the specimens retained. The correspondent will then be able to refer to his plants by their proper name.

In labelling the specimens the following should be indicated in the order given: Family, botanical name, English or local name, locality, collector's name, date. Labels should always be placed at the *right bottom corner* of the sheet.

Special Sets for Nature-study or Botany Lessons.

In school herbaria it is often desirable to have sets of specimens to illustrate particular studies of plant-life. These should be made up from duplicates in the collection illustrating the local flora, plus other native or introduced species.

For example, sets may be prepared to illustrate lessons on "climbing plants," "methods of protection," "pollination," "leaves" (including form, margin, apex, pubescence, etc.), and other subjects.

It is occasionally desirable to illustrate certain features by the use of introduced species, and by including them in special illustrative sets it saves mixing exotic species in the collection of native plants.