



Lewis Ginter Botanical Garden

Non-Plant Collections Policy

Approved by Horticulture, Education, and Engagement Committee
April 17, 2017

1. Collection Purpose

Lewis Ginter Botanical Garden endeavors to enlighten and inspire its constituents through its library, heritage and archives, and art collections. Non-plant collections support the botanical and horticultural missions of the Garden.

Our Vision builds upon our accomplishments and expanded presence and responsibility as we have transformed from a local attraction to a national place of excellence.

Lewis Ginter Botanical Garden, including the new Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach initiatives.

Our Mission affirms the Garden as a primary resource for learning about the botanical world—its beauty, heritage, and significance to the web of life.

Lewis Ginter Botanical Garden connects people through plants to improve communities.

2. Policy Objective

This policy provides guidance in developing and maintaining the Garden's non-plant collections: Library, Heritage and Archives, and Art. This policy details responsible and appropriate collection development, management, and preservation methods and goals based on the highest professional standards.

3. Governance

The Non-Plant Collections Policy is approved by the Executive Director and Board of Directors. The Director of Education is responsible for implementation of this policy.

4. Scope

This policy has been developed in compliance with the guiding document: *Unearthing Our Potential: 2017-2022 Strategic Plan*. Three collection areas are covered by this policy.

4.1. Library

The Library collection consists of books, journals, serial publications and ephemera as well as subscriptions to electronic indices, electronic books, other online information tools, and Garden-developed special digitized collections, such as the GeniePlus-based digital archives.

4.2. Heritage and Cultural Archives

This collection includes all documentation of long-term value related to the creation and operation of the Garden, including newsletters, minutes, correspondence, policies and procedures as well as other publications that feature the Garden. The archives also include photographs of the Garden infrastructure, plant collections, and design and documentation related to the lives of Lewis Ginter and Grace Arents and their activities. Formats may include images, maps, video, paper and electronic files, audio recordings, organizational records, and artifacts.

4.3 Art Objects

The Garden maintains a collection of art in a variety of formats including, but not limited to, paintings, photographs, sculpture, porcelains, prints, and engravings. The collection has a strong connection to botany and horticulture, and to the Garden's history.

5. Functions

Materials that are part of the collections fulfill one or more of the following functions:

5.1. Heritage

Materials fulfilling a heritage function are those that have been identified as essential for preservation of the Garden's history, especially related to the lives and times of Lewis Ginter and Grace Arents.

5.2. Programming

These materials directly support long-term programming efforts such as exhibits, horticultural education, displays, interpretation, and membership activities.

5.3. Research

Materials fulfilling research functions are those materials recording the scientific, horticultural, or organizational intellectual property of the Garden. Research materials may be of interest to staff or outside researchers.

5.4. Business Operations

Materials fulfilling business functions are required for the organization to conduct the business of a public garden in the long-term. Marketing staff may need historic materials for publications. Certain administrative materials have legal requirements for permanent retention (especially legal documents and contracts.)

5.5. Education

Materials fulfilling the educational mission of the Garden will be collected using the criteria listed herein.

6. Areas of Focus

The collections' definitions must be focused to guide acquisition of new materials and retention of existing materials. Such an approach meets the organization's functional needs, assists with allocation of resources, and produces more noteworthy collections.

Each collection is focused around the Garden's mission as directed by the document: *Unearthing Our Potential: 2017-2022 Strategic Plan*

Following are key components of each collection.

6.1. Library

The key intent of the library's collection is to create a professional-level collection of the most accurate scientific, horticultural, and cultural knowledge as resource for professional development, education, programming, and research activities of the organization. More highly specialized or academic materials may be acquired for certain high priority organizational initiatives such as curating the plant collection or to foster the work around core plant collections, for example. Currently the collection is comprised mainly of print monographs and periodicals. To maintain currency in the collection, regular weeding and de-accessioning of dated or irrelevant materials is standard practice.

The library's collection of current monographs is largely concentrated on Botany (QK in the Library of Congress Classification scheme) and Plant Culture (SB in the Library of Congress Classification scheme). Arboriculture, floriculture, flower arranging, garden cultures, public gardens, landscape architecture and design, weed science, propagation, plant pathology, biology

of plants, soil science, national and regional floras, botanical art history and technique, as well as inspirational display and design materials are all in this component of the collection.

The remainder of the collection is comprised of works peripherally related to plants (anthropology and ethnobotany, landscape design, and related arts, for example), entomology, guides to the region (flora, fauna, area gardens and attractions), basic local and regional history, nature and gardening K12 curricula and learning materials, and non-horticulture professional practice (interpretation and marketing, for example) prevalent in public gardens.

The library maintains a collection of books for children on the topics of botany, horticulture, and nature study and other topics related to these disciplines. Materials cover ages infancy through middle school. The library also maintains a collection of materials located in the Children's Garden for use in educational programming.

The journal and periodical collection mirrors this subject profile and includes scholarly and newsletter publications from gardens, professional societies (botanical, horticultural, entomological, educational, and arboricultural, for example), trade organizations, and popular publishing companies (garden, design, and current trends, for example). Because of the large, diverse nature of the plant collections and professional interests of the staff, the library subscribes to several highly specialized publications.

The library's current publications and the audience it serves will continue to evolve. Also, within the larger social context, the delivery and format of information continues to evolve. Future collection development activities will strongly consider these two elements to improve the accessibility and usefulness of the collection. New formats (ebooks, for example) and strategies (multi-title full-text periodical databases for periodicals vs. individual print subscriptions) will be considered.

6.2. Heritage and Cultural Archives

Institutional records that are essential for the long-term functions are retained permanently by the organization in the historical archives. Institutional records falling outside this collection policy are included in a records retention policy for systematic retention and disposal. In addition, the historical archives may accept related materials that reinforce or document the development and operation of the Garden. Of particular interest are objects and documents related to the lives of Lewis Ginter and Grace Arents.

6.3 Art

The Garden maintains a collection of art for the enjoyment and education of its visitors. Art works relate to the botanical mission of the Garden and enhance and support the programming and education goals of the Garden.

7. Collection access

Generally, the Garden provides access to library and archival materials in the collection to staff, students, and volunteers during regular business hours or by special appointment. Online access to digital content is available to staff and volunteers twenty-fours, seven days a week.

The general public and all outside researchers may access the collections, but are required to make prior arrangements with the Garden staff. Access to objects on display is during regular business hours and is dependent on other considerations (weather, for example.)

7.1. Special considerations for Heritage and Cultural Archives

Archival, special, and rare materials may only be used on-site in the library or archives. Certain archival material may have additional access restrictions. Other types of archival documentation—human resources or financial records, for example—are open only to Lewis Ginter Botanical Garden staff in the course of normal job duties. Access by other staff and public is strictly forbidden.

7.2. Special considerations for loans

Requests to borrow special materials or exhibits are directed to the Librarian. Any request by an outside organization to borrow objects requires a completed and signed loan agreement form. Outside organizations must further agree to provide appropriate insurance for fair market replacement value.

7.3. Special considerations for digital content

Requestors of digital content, where copyright belongs to Lewis Ginter Botanical Garden, for non-Lewis Ginter Botanical Garden' publications or other projects must sign an Image Use agreement form and adhere to the document's guidelines.

8. Acquisition

Materials are acquired for the collection through legal means in accordance with all applicable regulations. In addition, Lewis Ginter Botanical Garden acquires only from individuals and organizations that share our values and high ethical standards.

8.1. Purchase

Materials can be purchased from reputable commercial sources that acquire their materials exclusively through legal means.

8.2. Donations

Donations of materials from individuals and organizations will be guided by the parameters set forth in this policy.

Individuals or organizations donating material must sign a Gift-in-Kind form. As defined by the Society of American Archivists:

The deed of gift is a formal, legal, agreement that transfers ownership of, and legal rights in, the materials to be donated. Executing a deed is in the best interests of both donor and repository. After discussion and review of the various elements of the deed, it is signed by both the donor or donor's authorized agent, and an authorized representative of the repository. The signed deed of gift establishes and governs the legal relationship between donor and repository and the legal status of the material.

Any appraisal or monetary value analysis of the donated material is the responsibility of the individual. Lewis Ginter Botanical Garden does not appraise donated materials for tax purposes.

For all gifts, signed Gift-in-Kind forms are retained as part of the organization's historical records.

Library, Heritage and Cultural Archives, and Art objects under consideration for acquisition or donation will be evaluated using the following criteria:

- Relevance to the Garden's history and mission
- Relationship to the lives of Lewis Ginter or Grace Arents
- Relevance to existing collections
- Relationship to botany, horticulture, or other closely allied botanical subjects
- Uniqueness
- Age and Condition
- Provenance
- Price
- Quality and craftsmanship of the materials
- Storage, conservation, and maintenance requirements
- Financial support adequate to address the present and future needs for essential storage, conservation, maintenance, and display
- Technology support to address current and future maintenance of items
- Availability of curatorial or collections care support of items accepted

Items meeting one or more criteria may ultimately be declined if it is determined that the cost and required expertise for storage, conservation, maintenance, and display of the item exceeds the Garden's resources.

8.3. Subscription or leased materials

Certain materials such as magazines, electronic full text databases, electronic books, or other licensed online content may be acquired through subscriptions renewed annually.

8.4. Exchange

The Garden may enter into exchange agreements with other organizations to trade de-accessioned or duplicate materials.

9. Record Keeping

Accurate recordkeeping and intellectual control over the collection is critical to proper stewardship and access for business operations, display or study. Collections will be cataloged using professional best practices for each collection as defined by the American Library Association, Society of American Archivists, and the American Association of Museums. A complete inventory of rare or valuable materials will be made available to Risk Management annually.

9.1. Library Collections

Library materials are catalogued using a variety of online catalog resources such as the Library of Congress and other botanical gardens. Cataloging will use current standard practice and cataloging rules.

Electronic library catalog software, *e.g.* Lucidea (Inmagic), is used to provide access to cataloging records that describe its collections. The web-accessible catalog is searchable by staff, volunteers, and general public.

9.2. Heritage and Cultural Archives

The Garden will follow recommended professional best practices as defined by the Society of American Archivists to document acquisition, processing, arrangement, and intellectual content. A cataloging and inventory control software system will be implemented for management and access of intellectual access and inventory.

9.3. Art and Art Objects

Records for art objects will be created following standard art cataloging procedures. A case file will be maintained for each acquisition. All original documentation including correspondence, loan agreements, legal agreements, invoices, catalog and exhibition records, conservation reports, documentation images, and Gift-in-Kind forms are maintained in the file as part of the historical archival records of the organization.

10. Collection Care

Conservation and protection of the non-plant collections are essential elements of stewardship practice. The American Association of Museums' *Accreditation Commission's Expectations Regarding Collections Stewardship* states:

Stewardship is the careful, sound, and responsible management of that which is entrusted to a museum's care. Possession of collections incurs legal, social, and ethical obligations to provide proper physical storage, management, and care for the collections and associated documentation, as well as proper intellectual control. Collections are held in trust for the public and made accessible for the public's benefit. Effective collections stewardship ensures that the objects the museum owns, borrows, holds in its custody, and/or uses are available and accessible to present and future generations. A museum's collections are an important means of advancing its mission and serving the public.

Appropriate efforts should be made to protect collections from damage, to slow down deterioration, and to extend the lifespan of these collections for future generations. Preventive conservation is defined as the planned and controlled change to the environment and surroundings of an object to reduce or eliminate, as far as possible, the known aspects of that object's deterioration.

Library staff will make appropriate efforts to protect collections from damage, to slow deterioration and to extend the lifespan of collections. The following measures will be implemented:

10.1. Environmental control

Archival and historical materials will be stored in a managed environment that minimizes the rate of deterioration, using the following control factors and methods: relative humidity, temperature, visible light, UV radiation, display case construction, and inert storage containers. Other lower priority materials will be stored securely in the best possible facilities available. Where long-term display is desired but would be detrimental to items, surrogates or a frequent rotation schedule will be implemented.

When necessary, staff may identify and make arrangements to duplicate high risk or fragile items and replace originals on display with such surrogates.

Techniques of preventive conservation will be used especially with respect to heritage objects, artwork, rare books, and other objects. Preventive conservation is defined as the planned and controlled change to the environment and surroundings of an object to reduce or eliminate, as far as possible, the known aspects of that object's deterioration.

Appropriate restoration services will be used to repair and conserve damaged or worn collection items. Strong preference will be placed on using reversible techniques for all repair and conservation so as not to destroy the original integrity of the item.

10.2. Disaster planning

Disaster plans for non-living collections will be developed in accordance with the Garden's overall Disaster Plan and then regularly reviewed and updated.

11. De-accessioning

The Garden will de-accession, or decline to accession, materials or objects that are not related to the mission of the organization or no longer fulfill any of the functions of the collection. Other rationales for deaccessioning may include but are not limited to: little or no value relative to defined functions; dated content or specious or outdated scientific information; poor condition, damaged or deteriorated beyond repair; provenance is found to be spurious; or requiring storage and conservation methods outside of the Garden's resources.

Materials removed from the Library, Archives, and Art collections will be processed to remove all cataloging records from appropriate databases. Each item removed from the collection will clearly be marked "Withdrawn" before disposal.

The disposal of de-accessioned materials must be in accordance with the Garden's ethics policies as well as meeting the guidelines of professional organizations such as American Library Association and the American Association of Museums.

Additionally, the Code of Ethics of the American Association of Museums expressly states that the:

"Acquisition, disposal, and loan activities (of the institution) conform to its mission and public trust responsibilities; disposal of collections through sale, trade, or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections."

The Garden adopts this standard as the guiding principle regarding the de-accessioning and disposal of materials from its collections.

Withdrawn materials may first be made available to libraries at other public gardens, arboreta, and museums. If no institutional peer wants the items, materials will be made available to selected reputable dealers in exchange for materials not in the Garden's collections or sold. Revenues from sales will be directed back to acquisition and care of the collections. Items not sold or distributed as stated may be given away or otherwise discarded for recycling