

**RANCHO SANTA ANA BOTANIC GARDEN
LIBRARY POLICY
2015**

Mission Statement:

Rancho Santa Ana Botanic Garden promotes botany, conservation and horticulture to inspire, inform and educate the public and the scientific community about California's native flora. The Garden is devoted to the collection, cultivation, study and display of native California plants and to graduate training and research in plant systematics and evolution. Through all of its programs, the Garden makes significant contributions to the appreciation, enjoyment, understanding, and thoughtful utilization of our natural heritage.

Collections Policy:

In accordance with its mission statement, Rancho Santa Ana Botanic Garden will develop, assemble, document and maintain a library collection of botany related resources. The purpose of this document is to guide, direct and manage the development of this collection at the Garden.

Legal and Ethical Consideration:

Rancho Santa Ana Botanic Garden's collections, collecting policies, procedures, and activities strive to comply with all relevant international, national, state and local laws, and trustee policies and directives regarding these collections and collecting activities (e.g., CITES, ESA, Copyright, etc.). All library acquisitions and activities will comply and be consistent with the Trustee approved Code of Ethics (1998 revision). A facsimile of the Copyright Policy Statement is posted on the library copy machine. Any party making reproductions from library material is responsible for complying with copyright guidelines.

Purpose:

In accordance with the Garden's mission statement, the library will maintain its current collection of botanical and educational research material for use by staff and students of the Garden, staff and students of the Claremont Colleges, and visiting researchers to the library. The library will also acquire new works that will complement our collection and be beneficial to all library users.

Scope of Collection – Provenance:

The RSABG library holdings are defined as those items belonging to Rancho Santa Ana Botanic Garden, the taxonomic section of the Pomona Botany library, selected holdings of the Claremont Graduate School library and the Scripps College library. The collection is designed for education and research purposes, and intended for college and graduate studies as well as the general adult community. The collection is composed of books, periodicals, reprints, maps, nursery catalogs,

microfilm/microfiche, and digitized material. These materials focus primarily on systematic, floristic, and evolutionary botany, horticulture, California natural history, and ethnobotany of southwestern North America and California. Special collections include publications by RSABG staff, the personal libraries of early California botanists, Samuel B. Parish and Marcus E. Jones, as well as RSABG founder, Susanna Bixby Bryant. Rare, out of print, and first editions of some books are shelved in a secured locked room in the library.

Acquisition:

New accessions are acquired by the library through purchases, exchanges with other institutions, and gifts from individuals. Guided by the educational and research missions of RSABG, library staff identifies and selects library materials for purchase. RSABG staff and students also recommend or request materials for the collection. The Library Committee (which includes members of the research department including a student representative) is also consulted about purchases, especially major ones. Among the resources utilized to assist with selection are reviews in botanical and horticultural periodicals, descriptions in publishers' and booksellers' catalogs, and publication announcements. The library staff also works with book dealers specializing in botanical materials and related subjects. The library is a repository for botany related journals and periodicals obtained by the Claremont Colleges.

Utilization:

Researchers, staff, students, RSABG members and volunteers as well as the general public may use the collection; however, only staff and students of RSABG may borrow library material. Items from the Special Collections are available for viewing at the discretion of the librarian. All items from the Special Collections are non-circulating.

Access:

Garden visitors wishing to use the library must sign the visitor register located in the front lobby; front desk personnel will notify library staff of their arrival. Appointments are strongly encouraged. Research staff members and RSABG students are provided a library key, allowing them to use the library at their convenience. The library holdings are available through the Claremont Colleges on-line library catalog, Blais. Due to security concerns, the Special Collections room is locked and alarmed at all times; only designated library and RSABG personnel have access.

Documentation:

As collection documentation adds value to the objects in the collection, documentation should be as thorough and accurate as resources allow. All appropriate records will be maintained and periodic inventories conducted for the library collection. Collection records include (but are not limited to) documentation of provenance, accession number, deaccessions, exchanges, gifts, and purchases. The main record of a majority of the library's collection is cataloged in the

Claremont College's on-line catalog system, Blais. As a backup, each library book in the collection is accessioned and recorded on an office shelf list catalog card. The shelf list cards are filed using the Library of Congress number system. The library also maintains databases for inventory and control of its special collections, rare books and map collection. The development of a comprehensive, readily accessible catalogue of the library collections, including archival quality digital images, is an institutional goal.

Collection Conservation Stewardship:

RSABG's library collection constitutes a significant scientific, horticultural, educational, and conservation resource for a community and region where species and habitat loss are critical issues. The library expects to meet museum and other professional standards and to hold its collections in public trust. The Rancho Santa Ana Botanic Garden Library will strive to fully implement and comply with the Trustee-approved Long Range Conservation Plan (2002 revision).

Deaccession:

Deaccession of the library collection is normally not done; however, deaccession of library material may be necessary and may only be done by library staff under the following conditions:

- a) When material is no longer appropriate to the scope of the library collection.
- b) When material is damaged beyond reasonable repair.
- c) When material is missing (lost, stolen, or destroyed).
- d) When material is an unnecessary duplicate.

All data relating to such accessions will be maintained in perpetuity.

Loans:

Outside loans of library material is limited to extraordinary circumstances (e.g., other botanical or horticultural libraries, RSABG Trustees, Overseers, volunteers; faculty of the Claremont Colleges). Loans will be made at the discretion of the librarian, and / or the Executive Director.

Exchanges:

Library exchanges are formal reciprocal transfers of special publications or reports published by other botanical and academic institutions in exchange for RSABG's journal, *Aliso*. Formal exchange programs are designed to build and augment institutional holdings. Decisions regarding the exchange program are made by the Library Committee members or Executive Director in accordance with the library's collection policy.

Gifts:

Gifts are the unconditional, unilateral transfer of ownership of books or other collection material(s) between Rancho Santa Ana Botanic Garden and other institutions or individuals. Gifts from RSABG are typically given with the intent of augmenting the holdings of outside institutions, or supporting research and

activities consistent with the mission of the Garden. Gifts to the library collection at Rancho Santa Ana Botanic Garden are typically accepted with the expressed intent of augmenting the Garden's existing collections in a manner consistent with the library's collection policy. Decisions regarding gifts to or from the library collection holdings are made by library staff or the Executive Director. Gifts may be claimed as tax-exempt donations; the library will provide a written acknowledgement but it is strictly prohibited from specifying the value of donated material.

Risk Management and Disaster Planning:

In the event of an emergency or disaster, the library will adhere to the institutional Risk Management and Disaster Plan. Library staff will take all reasonable measures to protect and preserve the library collections and the safety of staff, volunteers and visitors in accordance with and as specified in the Institutional Disaster Preparedness Policy.

Policy Review / Revision:

Senior library staff shall review the Library Policy not less than once every five years. The Library Policy must maintain consistency with the Garden's Comprehensive Collections Policy. Any revisions to the Library Policy shall be presented to and approved by the Collections Committee. If no revisions are deemed necessary, the policy shall be noted as reviewed and dated.

APPENDIX:

I. Regulations for Use of RSABG Library

Appendix I to the Library Policy Regulations for Use of the RSABG Library

1. The materials housed in the library collection are non-circulating. Some are in fragile condition and to a great extent irreplaceable, hence certain precautions are necessary.
2. Please sign in and out in the daily visit log each day when entering and departing.
3. No food, beverages, smoking, pets, or animals are permitted in the Library. Children under 12 must be accompanied by an adult and supervised at all time.
4. Hands should be clean for the handling of materials. Please avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage.
5. Use only pencils when taking notes.
6. Do not lay paper or cards on an object when writing notes. This practice leaves an impression that will shorten the life of the material.
7. Do not lay books open face down, or employ harmful bookmarks such as pencils, rulers, other books, etc. Broken spines and torn pages are the result of such treatment.
8. If paper slips must be used as bookmarks, please take extra care to remove all of them before returning the material. If left in place, they put strain on the spine and can eventually cause discoloration of the paper.
9. Do not attempt to open uncut pages in a book. Please consult the library staff in each case.
10. Do not rearrange the order in which materials are delivered to you. No marks may be added to or erased from any material.
11. While material from the collection is in your hands, it is your responsibility. Please respect it and handle it with care.
12. Do not photocopy material without first asking the Library staff. Some material is too fragile to be photocopied or requires special handling. Staff reserves the right to refuse photocopying requests.
13. The Library staff reserves the right to inspect all research material and all personal articles before a patron leaves the area.
14. Use of materials may be restricted by donor request, if in poor physical condition, to protect personal privacy or legitimate proprietary rights, to maintain reasonable administrative confidentiality, or if unprocessed.