

## **ARCHIVES 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 an Archive collection. The purpose of this document is to guide, direct and manage the development of this collection at the Garden.

### **Legal & 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 archive 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 archive material is responsible for complying with copyright guidelines.

### **Purpose:**

The RSABG archive is the official depository for the collection and preservation of Garden records, publications, and professional papers. It is the policy of Rancho Santa Ana Botanic Garden (RSABG) to make its archival collections available to the RSABG community, the broader art and horticulture community, and the general public for teaching, research, publication, and exhibition. The nature and conditions of research use must be consistent with RSABG's commitment to the care and preservation of its collections.

### **Scope of Collection – Provenance:**

The RSABG archive collection is interpreted to include those materials owned outright by the Garden, as well as materials deposited by affiliates and individuals. The holdings are composed of written documents, records, photographs, slides, and artwork pertaining to the history and activities of Rancho Santa Ana Botanic Garden, its staff and affiliates.

**Acquisition:**

New accessions are acquired by the Garden through staff and affiliate/collaborator collecting activities in the field, on-site garden projects, or gifts. Acquisitions are accessioned into one of three categories:

1. Institutional records, includes all correspondence and other documentation produced in the course of official business of the RSABG. Institutional records assume many forms, including office files, grant applications, computer records, field notebooks, artwork, photographs, architectural records, and tape recordings. Those records selected for preservation in the Archives shall have long-term legal, fiscal, administrative, or research use.
2. Publications of the garden, defined as all publications produced by offices, department, and research units of the Garden; includes annual reports, newsletters, monographs, periodicals, minutes, brochures, flyers, and press releases.
3. Professional papers, includes correspondence, student course notes, laboratory and research notebooks, diaries, and other staff writings, photographs, artwork, files, and records of professional societies.

All staff members, members of the board, and research associates are urged to consider the Garden as a depository for their professional papers and to arrange for donation as part of their estate planning. Arrangement for the transfer of these papers shall be made through the librarian and/or the Executive Director.

**Utilization:**

The RSABG archives is open to RSABG staff, and qualified researchers, however, material is non-circulating. Qualified researchers include graduate students, library and museum staff, scholars and authors writing for publication, and others at the discretion of the RSABG Librarian and / or the Executive Director. Archival material should be handled with the utmost care at all times. Failure to adhere to archival policies and regulations may result in revocation of access privileges, at the discretion of the Librarian.

**Access:**

Due to security issues, archival materials are stored in a restricted, secured location in the library; only designated library and RSABG personnel have access to this area; archival material will be retrieved by library staff. Garden visitors wishing to use the archive collections must sign the visitor register in the front lobby and state their research interest; front desk personnel will notify library staff of their arrival. Appointments are required, as stated on the RSABG website. All researchers must observe the *Regulations for Use of the RSABG Archives* (see Appendix I). Reproduction of Garden Archives is controlled by the *Reproduction Policy for RSABG Archives* (see Appendix II) and a *RSABG Archive Reproduction Agreement Form*.

**Documentation, Records, and Inventory:**

A hardcopy inventory of the archival material is recorded as a Microsoft Word document in the

RSABG Archives logbook, which is shelved in the library office. The development of a comprehensive, readily accessible catalogue of the archive collection, including archival quality digital images, is an institutional goal.

**Collection Conservation and Stewardship:**

Rancho Santa Ana Botanic Garden will strive to fully implement and comply with the Trustee-approved Long Range Conservation Plan (2002 revision). Furthermore, the library expects to maintain museum and library standards and to hold its collections in the public trust.

**Deaccession:**

Deaccession of the archive collection is not done, however, archival material from private collections, or former staff member collections, may be considered for deaccessioning if they augment the holdings of outside institutions, or supporting research and activities consistent with the mission of the Garden.

**Loans:**

There is no history of outside loans of archival material.

**Exchanges:**

There is no history of outside exchanges of archival material.

**Gifts:**

Gifts are the unconditional, unilateral transfer of ownership of archival material between Rancho Santa Ana Botanic Garden and other institutions or individuals. RSABG welcomes the offer of privately owned material bearing on the history of the Garden; however, the Garden incurs no obligation to retain such material as an integrated collection of the Archives. Gifts from RSABG are typically given with the intent of augmenting the holdings of outside institutions, or supporting research efforts.

**Risk Management:**

Collections, staff, volunteers and visitors are to be protected to the best of the Garden's ability in the event of an emergency or disaster in accordance with the RSABG Disaster Preparedness Policy. In the event of a disaster, emergency response to protect and preserve the Archives will be undertaken in accordance with and as specified in the RSABG Disaster Preparedness Policy.

**Policy Review/Revision:**

The librarian shall review the Archives Policy not less often than once every five years. The Archives Policy must maintain consistency with the Garden's collection policy. Any revisions to the Archives 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.

**APPENDICES:**

- I. Regulations for Use of RSABG Archives
- II. Reproduction Policy for RSABG Archives

## **Appendix I to the Archives Policy**

### **Regulations for Use of the RSABG Archives**

The objects housed in these collections are noncirculating materials. Some of them are in fragile condition and to a great extent irreplaceable, hence certain precautions are necessary.

1. All briefcases, purses, coats, and other personal articles are to be deposited outside the reading room.
2. Please sign in and out in the daily visit log each day when entering and departing. All papers must be inspected upon departure.
3. No food, beverages, smoking, pets, or animals are permitted in any area of the Archives. 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. Use the proper book supports if supplied by the Archives staff to support volumes. Use a snake or other approved means of holding an item open.
8. 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.
9. If paper slips must be used as bookmarks, please take extra care to remove all of them before returning the material. If left inside, they put a strain on the spine and can eventually cause discoloration of the paper.
10. Do not attempt to open uncut pages in a book. Please consult the archivist in each case.
11. Do not rearrange the order in which materials are delivered to you. No marks may be added to or erased from any material.
12. Do not make tracings or rubbings of archival material without specific permission and assistance from the archivist.
13. While material from these collections is in your hands, it is your responsibility. Please respect it and handle it with care.
14. Do not photocopy material without first asking the Archives staff. Some material is too fragile to be photocopied or requires special handling. The Archives reserves the right to refuse photocopying requests.
15. The Archives reserve the right to inspect all research material and all personal articles before a patron leaves the area.
16. 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.

## **Appendix II to the Archives Policy Reproduction Policy for the RSABG Archives**

The policy outlined below is intended to help us balance the preservation of archival material with their utilization for publication purposes. The reproduction of archival material will be permitted only to an extent that ensures no damage or destruction to the overall quality of the material. While the value of for these kinds of items for research is understood, the quality of the collection is undoubtedly impacted. Decisions concerning reproduction will be made on a case-by-case basis. Archive material will be assessed individually and approved for reproduction if material is able to withstand handling, is not fragile and copying or replication will not compromise the integrity of the material.

Requests for archival reproduction of material(s) from the archive collection should be addressed to the Librarian. Please read this policy statement outlined below, complete the *RSABG Archive Reproduction Agreement Form*, and include a list of requested materials.

**Absolutely no material may be reproduced without prior consent of the Librarian and/ or the Executive Director. Permission for reproduction of material, when given, is contingent upon adherence to the following guidelines:**

1. Material approved for reproduction must be handled with care and impacted as minimally as possible. Approval will only be granted when material can be safely handled, is not fragile and copying or replication will not compromise the integrity of the material.
2. Material or images may not be cropped, over-printed, or altered in any without written permission from the Librarian, and /or the Executive Director.
3. In granting permission to reproduce items from the Archive Collection, the Archives of RSABG acts only as owner and custodian of the physical objects, including manuscripts, drawings, prints and printed books and disclaims any and all responsibility for the grantee's possible infringement of any copyright or other artistic or literary rights that may be owned by others. It is entirely the grantee's responsibility to ascertain whether any rights in the materials are owned by others, and if so, to obtain the appropriate permissions from those owners prior to publication.
4. The RSABG Archives must be acknowledged in any print or electronic publication, or Internet web page, in which material was used, with credit line to read:  
***Reproduced with the permission of the Archives of Rancho Santa Ana Botanic Garden, Claremont, California USA.***
5. Permission for reproduction use applies only to the publication or Internet use specified in Reproduction Agreement and is intended for one-time use only.
6. The Library of Rancho Santa Ana Botanic Garden is to receive one free copy of the publication mailed directly to: Rancho Santa Ana Botanic Garden, Attn. Library, 1500 North College Ave. Claremont, CA 91711-3157.

7. Use of RSABG archival material for webpage purposes must include a live link to Rancho Santa Ana Botanic Garden's website for the duration of online presence.
8. Whenever material is reproduced, archives must be annotated with reference to what material was removed, by whom, for what purpose, the project, institution, date, and ideally, any resulting publication.

Persons wishing to use or reproduce material from the Rancho Santa Ana Botanic Garden Archive Collection, for website or publication purposes, and agree to the above conditions, must complete the *RSABG Archive Reproduction Agreement Form* and include a list of material requested. Completed form and list should be returned to Irene Holiman, Library Specialist, Rancho Santa Ana Botanic Garden, 1500 North College Avenue, Claremont, CA 91711-3157; or as an email attachment to [iholiman@rsabg.org](mailto:iholiman@rsabg.org).