



ARCHIVES POLICY

Revised 2020

Mission Statement:

California 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, California 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:

California 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 California Botanic Garden Archive is the official depository for the collection and preservation of Garden records, publications, and professional papers. It is the policy of California Botanic Garden to make its archival collections available to the California 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 California's commitment to the care and preservation of its collections.



Scope of Collection – Provenance:

The California Botanic Garden 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 California 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 California Botanic Garden. 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 California Botanic Garden Archives is open to Garden 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 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 garden personnel have access to this area; archival material will be retrieved by library staff. Researchers wishing to use the archive collections are required to make an appointment. Upon their arrival, they will sign in at the front desk and given a visitor's badge for the duration of their visit. The badge should be returned upon departure. All researchers must observe the *Regulations for Use of the California Botanic Garden Archives* (see Appendix I). Reproduction of Garden Archives is controlled by the *Reproduction Policy for California Botanic Garden Archives* (see Appendix II) and a *California Botanic Garden Archive Reproduction Agreement Form*.

Documentation, Records, and Inventory:

A hardcopy inventory of the archival material is recorded in the Archive's Logbook, and 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:

California Botanic Garden Archives will strive to fully implement and comply with the Garden's 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 California Botanic Garden and other institutions or individuals. California Botanic Garden 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 California Botanic Garden 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 California Botanic Garden 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 California Botanic Garden Disaster Preparedness Policy.

Policy Review/Revision:

The librarian shall review the Archives Policy 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.