

**253.5 SUBJECT: POLICY - PLANT COLLECTIONS**

**:1..OBJECTIVE:**

To provide policies and procedures governing the acquisition, accession, records, inventory maintenance, deaccession, disposal, use, access and maintenance of both the overall and the specific plant collections at Harry P. Leu Gardens.

**:2..AUTHORITY:**

This procedure adopted by City Council February 10, Item 7 BB.

**:3..DIRECTION:**

Board of Trustees, through Executive Director.

**:4..FUNCTIONS:**

A. ..Acquisitions

1. ..Plants and seeds must be acquired to meet specific collection criteria to maintain continuity and consistency with the overall mission and objectives of the Harry P. Leu Gardens and its Master Plan as reviewed and approved by the Design/Review Committee of the Board.

Acquisitions must have demonstrable, educational, conservation, historical, research or landscape value. The following categories of plants will be emphasized in the acquisition strategy:

a. ..Species from similar geoclimatic regions of the world.

b. ..Horticultural cultivars that possess outstanding landscape or educational value.

c. ..Historical camellia cultivars intended to add to the diversity of the existing collection.

2. ..General Guidelines for Acquisition:

a. ..Plants or seeds may be acquired by exchange, donation, collection, and purchase.

b. ..Potential acquisitions will be evaluated by the Horticultural Manager to determine their suitability in supporting the mission of the Harry P. Leu Gardens with approval by the Executive Director.

c. ..Plants which have the potential of overly aggressive behavior, genetic pollution, or have the ability to introduce pests and diseases will not be acquired.

B. ..Accessions

1. ..Complete, accurate and up-to-date records shall be maintained for all newly acquired plants and seeds and for plants and seeds already in the

collection including those in the greenhouses, nursery, and outdoor gardens.

2. ..Accessioning Procedure

a. ..A current year accession number for the correct year's accession log will be assigned to the plant or seed upon acquisition.

b. ..A permanent metal tag will be prepared and will accompany the plant or seed as long as it is a part of the collection.

c. ..All information about the plant or seed including the accession number will be entered into the data base within two weeks after acquisition. This includes deaccessioning and changes in location.

3. ..The following categories of plants will not be accessioned:

a. ..Plants for sale.

b. ..Plants on loan.

c. ..Plants or seed used for seasonal displays.

d. ..Plants for educational purposes of a temporary nature.

4. ..It is the responsibility of staff members to immediately inform the Plants Records Office of any change in the status of any item within the collection.

C. ..De-accessioning and Disposal

1. ..Once accessioned, all collection items must remain in the data base even if the item has been physically removed from the collection.

2. ..Plants can be considered for removal from the collection by the Horticulture Manager with approval by the Executive Director for any of the following reasons:

a. ..The plant has died or is dying and cannot be saved.

b. ..The plant is unhealthy, detracts from the beauty of the garden or poses a safety hazard to persons or property.

c. ..The plant is occupying space needed for plants of higher priority.

d. ..The plant no longer conforms to the objective of the collection.

e. ..The plant can be replaced with a more desirable taxon or cultivar.

3. ..Prior to disposal, all disposal requests must be approved by the Executive Director.

4. ..Plants may be disposed of by sale, donation, exchange or destruction. Monies received from the sale of deaccessioned plants will be returned to general revenue.

#### D. ..Inventory

1. ..Plant location inventories will be performed at three year intervals by the Plant Record Specialist.

2. ..The Plant Record Specialist will verify the following for each accessioned item and modify the inventory as needed.

a. ..Location.

b. ..Status of accession label and interpretive label.

c. ..Status of plant.

d. ..Pathology report (if applicable).

3. ..The date of the last inventory will be added to each plant file.

#### E. ..Collection Access

The collecting of plants, plant parts or seeds from the Harry P. Leu Garden is prohibited unless prior authorization is granted in writing by the Executive Director. In all cases, collectors must be accompanied by Harry P. Leu Gardens staff

#### F. ..Collections Maintenance

1. ..It is the responsibility of the Horticulture Manager to maximize plant health within the collection by employing proper and effective maintenance practices, including, but not limited to:

a. ..Providing a weed free environment.

b. ..Utilizing an environmentally sensitive and effective integrated pest control program.

c. ..Ensuring Adequate irrigation. Applying appropriate nutrient supplements when needed.

d. ..Pruning to eliminate diseased plant parts, for rejuvenation, and for safety reasons.

e. ..Applying mulch.

2. ..No technique, process or material will be used in the Harry P. Leu Gardens which the staff has reason to believe will adversely affect or deplete any known natural ecosystem.

G. ..Individual Collection Policies

1. ..Each collection will have a brief explanation that details:

- a. ..The purpose of the collection and how it contributes to the mission and objectives of the Harry P. Leu Gardens.
- b. ..The size, extent, and location of the collection and how it achieves its purpose and relates to the mission of the Gardens.
- c. ..The criteria used for acquisition, accession, and deaccession for the specific collection.
- d. ..The space allocated for each specific collection and/or the maximum and minimum number of items that each collection shall contain.
- e. ..The policy for each collection will be part of the appendix to this policy.

2. ..Each individual collection will be reviewed every year by horticultural manager and executive director to assess content, display, diversification of the collection and its continuing justification within the overall mission of the Harry P. Leu Gardens.

:5..FORMS:

None.

:6..COMMITTEE RESPONSIBILITIES:

Not applicable.

:7..REFERENCE:

This procedure adopted by City Council on February 10, 1997, Item 7 BB.

:8..EFFECTIVE DATE:

This procedure effective February 10, 1997.