

Board of *the*
Botanic Gardens *and*
State Herbarium



Collection Policies

2013

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Note: This policy document was endorsed by the Board of the Botanic Gardens and State Herbarium on 27 September 2013. This document will be reviewed in 2018, however, comments on the policies may be addressed to the Director or Board at any time.

Introduction

The Botanic Gardens and State Herbarium (BGA&SH) is the corporate entity which includes Adelaide Botanic Garden, Mount Lofty Botanic Garden, Wittunga Botanic Garden and the State Herbarium of South Australia. The Board of the Botanic Gardens and State Herbarium (the Board) operates pursuant to Section 6 of the *Botanic Gardens and State Herbarium Act 1978* (the Act) and is subject to the general direction and control of the Minister for Environment and Conservation. The Botanic Gardens and State Herbarium operates in accordance with the current Strategic Plan.

The Botanic Gardens and State Herbarium is a collections-based cultural and scientific institution. The Board is custodian of the unique collections which are held in the public trust. Part 2, Section 13 of the Act details the functions of the Board with regards to collections as follows:

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- *to establish and maintain botanic and other gardens for the use and enjoyment of members of the public on land vested in or placed under the control of the Board;*
- *to establish and manage in, or in connection with, its gardens exhibitions of interest in the fields of botany, horticulture, biology, conservation of the natural environment or history;*
- *to establish and maintain a herbarium and, subject to the Act, to retain original specimens included in the herbarium; and*
- *to accumulate and care for specimens (whether living or preserved), objects and things of interest in the fields of botany, horticulture, biology, conservation of the natural environment or history.*

The Botanic Gardens and State Herbarium manages the natural and cultural resources of the Botanic Gardens & State Herbarium to advance plant knowledge, conservation and sustainable horticultural practices, and to enrich society. (Mission Statement)

Or as articulated in the Strategic Plan for 2012-2017:

As keepers of collections and knowledge, we are champions and storytellers of how plants shape our future. We connect people with plants.

The Living, Herbarium and Cultural Collections of the Botanic Gardens and State Herbarium are used for the purposes outlined in the Mission Statement.

The Living, Herbarium and Cultural Collection policies are part of the strategy to conserve and enhance the Botanic Gardens of Adelaide and State Herbarium's role as an exemplary cultural and scientific institution. In particular, the policy provides a framework for maintaining, building and displaying collections and enhancing the richness and uniqueness of the Botanic Gardens and State Herbarium.

Staff members responsible for the management of the Collections shall conduct themselves in accordance with the South Australian Government's *Public Sector Management Act, 1995* and the Commissioner for Public Employment's *Code of Conduct for South Australian Public Sector Employees 2005*.

In addition, the *Code of Ethics for the Botanic Gardens & State Herbarium 2013* provides a framework for the decision-making, conduct and ethical responsibilities of an organisation that holds its collections in public trust for the benefit of society and science. This Code applies to members of the Board, staff and volunteers of the organisation.

Each Policy addresses the following issues:

- Function of the Collections Policy
- Authority and Delegation of Responsibility
- Collection Categories
- Scope of Collection
- Access to and use of Collection
 - *Photography*
- Acquisitions/Accessioning
 - *Laws and Permit Compliance*
 - *Loans and Material Transfer*
 - *De-accessioning*
- Collection Records
 - *Inventories*
 - *Collection Lists*
- Collection Management/Conservation
 - *Sustainability*
- Collection Insurance

These policies are due for review five-yearly. However, comments on the policies may be addressed to the Director or Board at any time.

1. Living Collection Policy

The Board of the Botanic Gardens and State Herbarium is the custodian of a unique living plant collection which is housed in three separate Botanic Gardens:

Adelaide Botanic Garden

The Garden was started on its present site in 1855 in response to a public appeal made to the then Governor of South Australia. It was opened to the public in 1857 and is said to have been influenced by British, French, German and Dutch styles which are reflected today in the heritage of the buildings and landscapes.

The Adelaide garden now displays living collections suited to its Mediterranean-type climate.

Mount Lofty Botanic Garden

A cool temperate Adelaide Hills garden, developed after the Board of Governors accepted a suggestion for a higher rainfall area of botanic garden to grow a wider range of plants in 1948. Purchased in 1952, Mount Lofty was opened to the public 25 years later in 1977. It now houses a wide selection of exotic taxa, natural stands of Mount Lofty Ranges vegetation as well as Australian natives and takes advantage of the cool moist climate of the Adelaide hills.

Wittunga Botanic Garden

A garden in the foothills of the Adelaide ranges donated to the South Australian Government and subsequently the Botanic Gardens of Adelaide in 1965 and was opened to the public in 1975. Originally a private garden established in the spring of 1902, it displays southern Australian and South African floras.

Function of the Living Collection Policy

The Living Collection supports the Mission Statement for the Botanic Gardens and State Herbarium and is used for the purposes outlined in the Statement.

Through this policy the following tangible and intangible benefits accrue:

- Defined principles and criteria to evaluate all parts of the Living Collection
- Directions for the development of the Living Collection and displays
- Identified resources required for collection development and management
- A framework for separately defined policies for each garden
- A framework for the development of horticultural maintenance manuals for all Focus Collections and displays
- Living collections added to the Botanic Gardens are consistent with the cultural and scientific significance of the Gardens
- Appreciation of the beauty and diversity of plants
- The Botanic Gardens is a place of leisure and education about the interconnectivity of plants, people and culture
- Thoughtful, creative and joyful responses to the Botanic Gardens, plants and environmental concerns
- The Botanic Gardens' Living Collection of plants constitutes a valuable and significant scientific and cultural heritage which can be adequately managed, maintained and conserved
- Enhancement of the North Terrace Boulevard landscape
- Contribution to South Australia's Strategic Plan.

Precise details of the various collections, their location and management are set out in each Garden's detailed management plan.

Authority and Delegation of Responsibility

The Director, Botanic Gardens of Adelaide has decision-making authority and responsibility for acquisitions, de-accessions, collections care and use of the Living Collection. This authority can be delegated by the Director to a staff member from time to time as required.

Collection Categories

The Living Collection consists of:

- Plants on public display
- Plants held for research and conservation projects
- A seed bank collection used for conservation, research, and educational activities.

Scope of Collection

The Living Collection can be divided into seven primary themes:

- Geographical: A collection or display of plants based on a defined geographical area
- Biological and Ecological: Collections and displays of plants which grow together in biological or ecological communities defined by a particular range of environmental conditions
- Taxonomic and Evolutionary: A collection of plants which demonstrates principles of plant classification and evolution
- Ornamental and Landscape: A collection of plants grown for their ornamental and landscape qualities
- Historical and Cultural: Plants which display aesthetic, scientific, historical or social values for past and present generations
- Conservation: Plants which require protection due to their status in line with State, national or international conservation strategies. This will also cover the conservation of old cultivars and ornamental plant collections
- Research Collections: Plant collections which promote scientific research or are assembled for further research

More than one theme may apply to any of the collections. The multi-layered composition of many existing collections increases the potential for interpretation and research.

Focus Collections

Within the Living Collection several Focus Collections have been selected. Through these Collections the aim is to:

- Align with the Botanic Garden of Adelaide's Strategic Plan including;
 - State, national and international biodiversity conservation strategies
 - Community and school education programs
- Reflect the historical significance of the Collections
- Support the significance of the existing Collections
- Allow representation of both exotic and native plants
- Improve the Botanic Gardens of Adelaide's effectiveness in linking people to plants by the use of 'charismatic plants'.

Within each Focus Collection, 20–100 taxa will be selected to illustrate key concepts, messages and stories.

The Focus Collections are:

Dry Land Palms and Cycads

- *Cycads* (Mount Lofty, Adelaide): Cycads from the Australasian area
- *Palms* (Adelaide): A sustainable collection based on low water requirements

Rhododendrons (Mount Lofty): Species suited to South Australian conditions and relevant to the stories of plant discovery and habitat loss.

Tree ferns (Mount Lofty): Hardy members of the genera *Cyathea*, *Dicksonia* and allied taxa suited to Adelaide Hills conditions.

Flowering Trees (Mount Lofty, Wittunga, Adelaide): Ornamental flowering trees to promote the theme of sustainable and contemporary urban environments

Southern Hemisphere Conifers (Mount Lofty, Wittunga, Adelaide): Conifers native to the southern hemisphere which are under significant pressure in their native habitats and which also provide hardy options for sustainable landscapes.

South Australian Flora (Mount Lofty, Wittunga, Adelaide): A collection to highlight the breadth of South Australia's flora

Flora of Madagascar (Adelaide): Xerophytic taxa of south-western Madagascar

Rosa (Mount Lofty, Adelaide): South Australia's soils and climate are well suited to roses, reflected in the long tradition of rose growing in the Adelaide Botanic Garden.

Victoria amazonica and associated flora (Adelaide): The late 19th century pond in the 21st century Amazon Waterlily Pavilion houses the Amazon water lily and links visitors with the world of the plant hunters, especially the work of second Director Richard Schomburgk and his brother Robert.

Charismatic Plants (Mount Lofty, Wittunga, Adelaide): Plant species exhibiting unusual or bizarre modifications with obvious public appeal especially orchids, bromeliads and carnivorous plants

Mediterranean Garden (Adelaide, Wittunga): A distinct collection of plants from the five mediterranean climatic zones to demonstrate the water-wise landscape of modern Botanic Gardens

Plants that changed the world (Mount Lofty, Wittunga, Adelaide): A collection focussing on the indigenous use and economic development of the world's flora

Dahlia and other flowering perennials (Mount Lofty, Wittunga, Adelaide): Ornamental flowering garden plants to form links with specialist plant societies.

The Botanic Gardens of Adelaide Master Plan Report (July 2006) contains further details regarding the Focus Collections and their development.

Interpretation of the Living Collection

The themes within the Living Collection will form a principal part of the draft Botanic Gardens Interpretation Plan and help to convey its overarching message *How Botanic Gardens Changed the World*.

Plant display labels, a traditional form of interpretation in botanic gardens, will also form a part of the Interpretation Plan.

Within some collections are taxa of great value for various reasons (e.g. threat status, medicinal or horticultural value) and interpretation of the collection as a whole should not increase the risk of theft or damage to individual components.

Seed Bank

The Botanic Gardens of Adelaide has established a significant long-term seed bank through the Seed Conservation Centre and the South Australian Collection of Rare and EnDangered (SACRED) Seed project to improve the effective conservation of South Australia's plant biodiversity. The SACRED seed project supports and complements *in situ* plant conservation programs by increasing seed collecting capacity, developing an improved understanding of the *ex situ* management of seed and of *in situ* and *ex situ* germination requirements and ecosystem functions of native South Australian plant species. This project underpins landscape restoration programs for South Australia and beyond.

Access to and Use of Collection

The Botanic Gardens is committed to making its Living Collection as broadly available as possible to the general public, students, scholars, members of the scientific community and landscape and garden professionals.

Public Access

Access to all of the Botanic Gardens' plant collections during normal operating hours will be encouraged with the following provisions:

- Access to the production glasshouses, nursery and propagation areas is restricted to staff or visitors accompanied by staff
- Written permission of the Director or his designate is required to obtain seeds or other propagules from any collection.

Access for Professional Colleagues

Professional colleagues are encouraged to visit the Botanic Gardens and confer with staff. Requests to use the Living Collection for research work should be addressed to the Director in the first instance.

Photography

Visitors to the Botanic Gardens of Adelaide are permitted to photograph plants in the Botanic Gardens. If used in publications, the Botanic Gardens of Adelaide must be clearly acknowledged as the source of the plant. The use of photographs that are the property of the Botanic Gardens of Adelaide will be covered by the Australian Copyright Act 1968.

Acquisitions and Accessioning

The selection of new acquisitions must follow the criteria set down in this Policy and reflect the agreed objectives and criteria for a particular collection or display. The criteria and objectives of the Botanic Gardens' Collections will be reviewed five-yearly.

All plant acquisitions shall be accessioned following existing procedures. All accessioned collections at the Botanic Gardens shall be recorded on the BG-BASE™ Living Collections Information System. Plants propagated from collections that have already been accessioned shall be given new accession numbers.

New collections and displays must be approved by the Director. Suitable proposals are forwarded to the Director through the Collections Development Officer.

Field collection trips for new collections and displays must be endorsed by the Director or his delegate following consultation with the Collections Development Officer and Manager for Collections and Horticulture.

When obtaining new acquisitions:

- Plants of Australian taxa are to be with full provenance details and herbarium vouchers and should be of known wild origin
- Plants obtained as seed from other botanical organisations or accredited collectors should, where possible, be without danger of hybridisation.
- Any cultivars or hybrids should, where possible, be able to be linked to their origin and reflect the development of plant breeding or selection
- Cultivars or hybrids should, where possible, have demonstrated authenticity (verified at source).
- Adherence to Access and Benefit Sharing guidelines and organizational policies is required

New acquisitions will be obtained through:

- Direct collection from the wild by Botanic Gardens of Adelaide staff. Procedures will be reviewed and guidelines prepared.
- Requests and exchange from other botanical organisations and accredited collectors

- Purchase from reputable nurseries or collectors able to provide necessary provenance information
- Donations from reputable sources
- Collection from old Botanic Gardens and nurseries in certain specific cases, e.g. historical significance

The following are not to be acquired:

- Plants that contravene the Convention for International Trade in Endangered Species (CITES)
- Prohibited imports
- Declared noxious weeds
- Known or potential weed species
- Plants regulated to control the transmission of diseases
- Plants identified by the Gardens with potential to cause hybridisation problems
- Plants regulated to control public health problems.

If there is any reason for acquiring a plant falling within one of these categories then full permission of all relevant authorities will be required.

Laws and Permit Compliance

Any plant material acquired must have been gathered and prepared in compliance with state, national, and international laws and regulations where appropriate, and must have been collected in a rational, scientific, and ethical manner. Materials of endangered species will be handled in compliance with the provisions of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), the *National Parks and Wildlife Act 1972* (South Australian Endangered Species, Schedule 7; Vulnerable Species, Schedule 8; and Rare Species, Schedule 9) and/or the *Convention on the International Trade in Endangered Species of Wild Fauna and Flora (CITES) 1977*. Any development of wetland collections will be done in compliance with the *RAMSAR Convention on Wetlands 1971*.

Material Transfer

The Botanic Gardens of Adelaide upholds the spirit of the International Convention on Biological Diversity and seed or other plant material is supplied to other Botanic Gardens and research institutions on the following basis:

- The seeds or other plant material are used for the common good in the areas of research, conservation and the development of credible Botanic Gardens
- Permission is required from the Botanic Gardens of Adelaide if the recipient seeks to commercialise either the genetic material, its products or research derived from it
- The genetic material, its products or research derived from it may not be passed to a third party for commercialisation without permission from the Botanic Gardens of Adelaide
- According to Article 15 of the Convention, any commercial use comes under the jurisdiction of the countries of origin
- Publications resulting from the use of the plant material supplied by the Botanic Gardens of Adelaide must acknowledge this institution as the supplier.
- All plant material provided to third parties will be subject to a Materials Transfer Agreement.

All transfers must be done through the Collections Development Officer.

De-accessioning

De-accessioning of collections must be endorsed by the Director. Suitable proposals are forwarded to the Director through the Collections Development Officer. The role of any collection in education or interpretation must be considered as part of the proposal.

Seed Bank

Detailed guidelines on the collection of seed for the Seed Bank are available from the Seed Bank Curation Officer.

Collection Records

The primary responsibility for the Living Collections Information System lies with the Collections Development Officer and the Plant Records Officer. The Botanic Gardens of Adelaide has a collective responsibility to keep these records up-to-date in a shared role, involving Managers, Horticulturists, Collections Development and Plant Records Staff.

Inventories

As a part of the Botanic Gardens record keeping, all collections will be regularly inventoried.

Collection Lists

A census of the Living Collection is available through the Collections Development Officer.

Seed Bank

Details of the information held for samples in the Seed Bank are available from the Seed Bank Curation Officer.

Collection Management

Detailed management plans have been produced for each Botanic Garden and will be regularly reviewed.

As a part of the conservation and maintenance of the Living Collection, the Botanic Gardens of Adelaide has an Integrated Pest Management (IPM) program to protect the Collection from pests and diseases. The objective of IPM is to balance the most favourable treatments for the Collection against safe conditions for staff and visitors.

Sustainability

The Botanic Gardens' contribution to the achievement of sustainable landscapes will continue to be achieved through a range of activities including:

- A Sustainable Landscapes program
- The assessment of all new plantings against the issue of tolerance to water stress
- The continuing focus on water in community and school education programs
- Significant improvements in reticulation infrastructure, irrigation technology and application management
- A new focus on research in seed ecology, climate change, evolution of arid plants and landscape restoration
- The Gardens' partnership with the Australian Arid Lands Botanic Garden.

In a broader sense, the Botanic Gardens and State Herbarium, as a part of the South Australian Government's *Greening of Government Operations Framework*, is committed to sustainability being achieved through changes in its own practices so as to minimise environmental impact. It is also a member of the Australian Botanic Gardens Weed Network.

Seed Bank

Detailed guidelines for seed storage are available from the Seed Bank Curation Officer.

Collection Insurance

The sites of the Botanic Gardens of Adelaide are covered by the South Australian Government Captive Insurance Corporation (SAICORP). While the Living Collection as a whole is not insured, plants are insured against damage during events held in all the Botanic Gardens or in Botanic Park.

2. State Herbarium Collection Policy

The Board of the Botanic Gardens and State Herbarium is the custodian of a unique Herbarium Collection and its management is the responsibility of the State Herbarium of South Australia.

The State Herbarium supports scientific research both within and outside South Australia by:

- Providing facilities for herbarium specimen preparation and conservation
- Managing and organising storage facilities suitable for long-term specimen care
- Providing access to specimens and their associated data
- Establishing policies that ensure the ongoing availability of specimens for present and future research.

Function of the State Herbarium Collection Policy

The State Herbarium Collection supports the mission statement for the Botanic Gardens and State Herbarium and is used for the purposes outlined in the statement.

Through this policy the following tangible and intangible benefits to the State Herbarium are generated by:

- Defining the principles and criteria to evaluate collections held by the State Herbarium
- Providing directives for the on-going development of the State Herbarium Collection
- Defining the breadth of the State Herbarium Collection so as to determine what resources are required for Collection development and management
- Identifying the need for separately defined guidelines for collections within the State Herbarium
- Encouraging the on-going review of curation procedures for the State Herbarium Collection
- Ensuring that collections added are consistent with the scientific significance of the State Herbarium
- Fostering an appreciation of the diversity of plants
- Nurturing the role of the State Herbarium as a place of learning and scientific endeavour
- Ensuring that the State Herbarium's collection of plant specimens constitutes a valuable and significant scientific and cultural heritage which can be adequately managed and conserved.

Authority and Delegation of Responsibility

The Chief Botanist has decision-making authority and responsibility for acquisitions, de-accessions, Collection security and use of the State Herbarium Collection. This authority can be delegated by the Chief Botanist to appropriate State Herbarium staff.

Collection Categories

The State Herbarium Collection consists of:

- Vascular plants (pteridophytes, gymnosperms and flowering plants)
- Algae – particularly marine
- Bryophytes (mosses, hornworts and liverworts)
- Fungi (mostly macro-fungi and non-pathogenic forms)
- Lichens
- Fossils
- Scientific illustrations (refer also to the Cultural Collection Policy)

In addition to dry-preserved State Herbarium material, the Collection may contain liquid-preserved plant parts, photographs and other images, microscopic slide preparations, silica gel-dried specimens suitable for DNA or other chemical extraction and other preserved materials.

Scope of Collection

The State Herbarium Collection is composed of preserved plant parts or samples that are used to support the taxonomic research of the Herbarium's staff as well as national and international associates and students.

The Herbarium's priorities for its Collection are:

- An outstanding assemblage of plants, algae and fungi specimens from Australia, especially South Australia
- Specimens from botanically unique areas or places that are being rapidly destroyed or modified
- Specimens of taxa within the special interests and expertise of staff members
- Collections from significant smaller short-term herbaria collections that might otherwise be dispersed or lost through neglect
- A representative collection of taxa from the remainder of the world, with a particular focus on climates similar to South Australia
- Vouchers for the Botanic Gardens, the South Australian Government and other research studies.

In addition, loans of extra-institutional material obtained to conduct scientific research are also held on a temporary basis.

The State Herbarium Collection currently comprises approximately one million specimens in the following categories:

- Fungi
- Lichens
- Bryophytes
- Algae
- Pteridophytes
- Gymnosperms
- Angiosperms

Current figures are included in the Annual Report.

Access to and Use of Collection

State Herbarium Collection

The State Herbarium Collection is available for use by any bona fide researchers at the discretion of the Chief Botanist. It is primarily to support studies using traditional types of non-destructive morphological measurements and dissections to obtain data. Specimens may be studied in the State Herbarium or by means of loans.

Visitors to the State Herbarium are required to register with the Collections Manager and will be provided with *Guidelines for the Use of the State Herbarium of South Australia Collection*.

Written authorisation must be obtained for removal of any material for destructive sampling, SEM or anatomical study. This includes material for DNA extraction, pollen, spores, leaves, wood or any other structure. The document *Specific Guidelines for Destructive Sampling* is available from the State Herbarium.

Electronic Data

Specimen data in electronic form will be available to *bona fide* researchers according to agreements with other institutions. Data users will be expected to observe any ethical restrictions that apply to data to which they have access, and to abide by applicable laws or policies with respect to access, use or disclosure of information.

Data considered to be limited-access may be made available on a specific request and approval basis but the distribution of limited-access institutional data without express written consent is forbidden.

Photography

Photographing specimens in the State Herbarium Collection is permitted for *bona fide* researchers at the discretion of the Chief Botanist. If used in publications, the State Herbarium of South Australia must be clearly acknowledged as the source of the specimen. The use of photographs that are the property of the State Herbarium will be covered by the *Australian Copyright Act 1968*.

Acquisitions and Accessioning

Specimens for the State Herbarium Collection are acquired through staff collections, exchange, donations, bequests or purchases. The State Herbarium assumes ownership of all acquisitions unless it is formally agreed with the donor/supplier that they are on loan.

Accessioned specimens should, to the extent possible, be:

- Fertile, complete, and in good condition
- Associated with appropriate data on collector, date, locality, ecology, and specific specimen information
- Collected legally.

Specimens which do not meet these criteria may be refused, especially if the collection is duplicated in another established herbarium. Such decisions will be made after consultation between the Collections Manager and appropriate research staff. Special considerations for acceptance may apply.

Laws and Permit Compliance

Any plant materials acquired must have been gathered and prepared in compliance with state, national, and international laws and regulations, and must have been collected in a rational, scientific, and ethical manner. Preserved materials of endangered species will be handled in compliance with the provisions of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), the *National Parks and Wildlife Act 1972* (South Australian Endangered Species, Schedule 7; Vulnerable Species, Schedule 8; and Rare Species, Schedule 9) and/or the *Convention on the International Trade in Endangered Species of Wild Fauna and Flora* (CITES) of 1977.

Loans

Specimens from the State Herbarium Collection are available for loan both nationally and internationally, but can only be lent to recognised research institutions for *bona fide* research projects.

In order to ensure that these collections are used in the best interest of appropriate contemporary studies and are protected and effectively preserved in the interest of future research, the recipient of the loan must fulfil the requirements outlined in the *State Herbarium's Mandatory Loan Conditions*.

De-accessioning

As a rule, collections that have been accessioned will not be de-accessioned.

However, in exceptional circumstances, specimens which have significantly deteriorated may be de-accessioned. De-accessioning of a specimen will be undertaken only after careful consideration and consultation between the Chief Botanist and appropriate staff.

Collection Records

All specimens that become part of the State Herbarium Collection are given an accession number when they are mounted. The label data of the Australian collections of the State Herbarium is being entered into a computer database.

All available label data are kept, including plant family, genus, species, authority, detailed plant and habitat descriptions, plant associates, date of collection, collector's name and number and the exact location where collected including GPS coordinates since 1998. All State Herbarium computer records are currently backed up and duplicated at the end of data entry session and stored off-site.

Details of incoming shipments of specimens are recorded in both electronic and paper form. All paper documentation is archived, while electronic records are regularly backed-up and stored off-site. Specimens that are sent out on loan, as exchange or gifts or returned to their home institution also have corresponding paper and electronic documentation.

Inventories

Specimens are only inventoried when they are removed for loan outside of the institution.

Collection Lists

The State Herbarium is a node in Australia's Virtual Herbarium (AVH). The AVH is an on-line botanical information resource which provides immediate access to some of the data associated with plant specimens held in the State Herbarium.

Collection Management and Conservation

All specimens will be stored under the best environmental and physical conditions possible to protect the collection from deterioration and with particular consideration for the long-term conservation of the material for future research. To the extent possible all dried specimens will be stored in boxes on compactus or fixed shelving. Specimens that are improperly mounted or damaged will be repaired before being re-filed or sent on loan.

As a part of the conservation and maintenance of the State Herbarium Collection an Integrated Pest Management program is required to ensure protection of the Collection from harmful pests. This includes the use of a variety of methods to safeguard the Collection including the freezing of incoming specimens and good housekeeping so as to reduce or eliminate environments suitable for pests.

The vulnerable nature of the dried specimens dictates that a fire suppression system is required to protect the collection against loss or damage.

Maintaining good environmental controls on collection storage spaces also produces suitable storage conditions for all material in the Collection. The balance between conditions providing the best atmosphere for the Collection and usable working conditions for the staff is required to reduce the possibility of harmful conditions for the Collection or staff.

Sustainability

The State Herbarium, as a part of the South Australian Government's *Greening of Government Operations Framework (2004)*, is committed to sustainability being achieved through changes in its own practices so as to minimise environmental impact.

Collection Insurance

The State Herbarium Collection is covered by the South Australian Government Captive Insurance Corporation.

3. Cultural Collection Policy

The Board of the Botanic Gardens and State Herbarium is the custodian of a unique Cultural Collection. This collection serves far more than just the purpose of beautification – it connects people to the history and core business of the Board and the Botanic Gardens and in doing so increases the richness of the visitor's experience. It contributes to the heritage and style of the Botanic Gardens and promotes the Botanic Gardens as a place of cultural life and creativity.

For the purpose of this policy, the Cultural Collection comprises artworks on paper, paintings, an economic botany collection (and the Santos Museum of Economic Botany as an entity), statuary, sculpture, memorials, artefacts, medals, library (including rare books), archives, photographs, slides, craft, historical equipment and *objets d'art* acquired or collected during the last 150 years.

The Cultural Collection forms an important part of interpretation in the Botanic Gardens by capturing interest and provoking curiosity in the bigger picture. It encourages the use and enjoyment of the Botanic Gardens by promoting its educational, historical, cultural, scientific and recreational values. The blend of art, science and culture makes a visit to the Botanic Gardens enjoyable, intellectually stimulating and memorable.

Function of the Cultural Collection Policy

The Cultural Collection supports the Mission Statement for the Botanic Gardens and State Herbarium and is used for the purposes outlined in the statement.

Through this policy tangible and intangible benefits to the Botanic Gardens will accrue by:

- Providing a sustainable framework for the care and conservation of the Botanic Gardens' unique collection of cultural heritage
- Providing guidance for assessing future donations, bequests, commissions and exhibitions
- Enabling the Botanic Gardens to achieve collections maintenance and development and facilitate public access and visitor inspiration in line with the Botanic Gardens' current Strategic Plan
- Ensuring that artworks acquired by the Botanic Gardens are consistent with the aesthetic and cultural significance of the Gardens
- Fostering an appreciation of the beauty and diversity of plants as depicted in works of art
- Nurturing the role of the Botanic Gardens as a place of leisure and of learning about the interconnectivity of plants, people and culture
- Encouraging thoughtful, creative and joyful responses to the Botanic Gardens and environmental concerns.
- Ensuring that the Botanic Gardens' collection of artworks and cultural objects constitutes a valuable and significant cultural heritage which can be adequately managed, maintained and conserved
- Developing an exhibition program that brings together the artistic fabric of the Botanic Gardens in ways that contribute to the understanding of the Botanic Gardens' unique environment and history
- Keeping up with contemporary art and museum practices
- Contributing to the North Terrace cultural boulevard and to cultural tourism for the State.

Authority and Delegation of Responsibility

The Director of the Botanic Gardens and State Herbarium has decision-making authority and responsibility for acquisitions, de-accessions, collections care and use of the Cultural Collection. This authority can be delegated by the Director to the Cultural Collections Manager.

Major acquisitions (more than \$AUD 50,000) are to be approved by the Director in consultation with the Board. Where it is deemed advisable, an independent appraisal should be obtained for such objects. The Director is to approve acquisitions up to \$AUD 50,000 with consultation of the Cultural Collections Manager. The Cultural Collections Manager is to approve acquisitions up to \$AUD11,000 in consultation with the Director.

Collection Categories

For the purpose of this policy, the Cultural Collection is comprised of:

- Artworks on paper
- Paintings
- Archives
- The economic botany collection
- The Santos Museum of Economic Botany
- Library incl. Rare Book collection
- Statuary and sculpture
- Photographs & slides
- Plant-based craft
- *Objets d'art* including memorials, artefacts, medals.
- Historic scientific equipment

Scope of Collection

Objects in the Cultural Collection have been chosen to:

- Be relevant to the Botanic Gardens in terms of subject matter (botany, horticulture, conservation, education) and appropriateness (special historical significance linked to the Botanic Gardens' cultural heritage, location, history and reputation)
- Play a part in the Botanic Gardens' Interpretation Master Plan.
- Fit well with the overall design and concept of the Botanic Gardens and the existing culture (for new artworks, public art and commissions)
- Have provenance that reinforces its historical or other relevance to the Botanic Gardens
- Align with the Botanic Gardens' activities, mission and planning
- Reinforce the Botanic Gardens' cultural role and enhance the image of the Botanic Gardens as a place of cultural importance
- Build a broader understanding of the visual culture of the Botanic Gardens
- Contribute to the Botanic Gardens' ability to attract visitors for enjoyment, discovery and learning
- Be suitable for enhancing public spaces
- Provide opportunities to collaborate with the cultural programs of other cultural institutions
- Be of demonstrable excellence (taking into consideration the reputation and standing of the artist)
- Be perceived as an important work, nationally or internationally
- Be complementary in style to other artworks in the Botanic Gardens (especially for public art)
- Enhance or enrich the Botanic Gardens and/or the collection
- Contribute to recreational enjoyment and celebration of the Botanic Gardens
- Attract positive publicity for the Botanic Gardens
- Engage local communities, visitors, tourists and students
- Provide opportunities for image building or merchandising

- Be in good to excellent condition (and durable enough for public display)
- Contribute to creating the Botanic Gardens as a place where people of every background can be touched by the art
- Be in harmony with the Botanic Gardens' physical features, maintenance or other activities in the Botanic Gardens
- Require only reasonable ongoing maintenance or storage costs
- Be reliable in terms of public liability (especially for public art)
- Have regard for living collections or infrastructure (especially for public art)
- Not alienate any part of the Botanic Gardens for significant periods
- Reinforce the Botanic Gardens' Mission Statement
- Bolster the Botanic Gardens' reputation for excellence in all its activities
- Be unique in subject matter or by artists not already well represented in the Collection

Access to and Use of Collection

The Botanic Gardens of Adelaide has a key role in making its Cultural Collection accessible to the public, including local visitors, tourists, students and researchers. The Botanic Gardens will mount exhibitions and display its own or other collections to encourage the use and enjoyment of its spaces in a manner that promotes and enriches the cultural, historical and educational values of Botanic Gardens.

The primary exhibition space will be the Santos Museum of Economic Botany, but other spaces such as the Lothian Hall or the Goodman Building could also be used. The grounds of the Botanic Gardens will be the showcase for existing statuary and sculptures as well as new public art and temporary outdoor exhibitions. Alternative short-term exhibition space is at the discretion of the Director or Board.

A public program may be developed around permanent displays, temporary exhibitions and public art located in the grounds of the Botanic Gardens proper.

Public programs will raise awareness of the Botanic Gardens as the custodian of a unique collection of cultural heritage items, as well as encouraging an appreciation of art in science and culture as it pertains to plants.

Guidelines for access to the different collections in the Cultural Collection will be prepared.

Photography

Visitors to the Botanic Gardens of Adelaide are permitted to photograph cultural collections in the Botanic Gardens. If used in publications, the Botanic Gardens of Adelaide must be clearly acknowledged as the source of the collection. The use of photographs that are the property of the Botanic Gardens of Adelaide will be covered by the *Australian Copyright Act 1968*. Requests for permission should be directed to and approved by the Cultural Collections Manager.

Acquisitions and Accessioning

The Botanic Gardens will continue to acquire artworks and other collection objects that attract new audiences and reinforce the Botanic Gardens' importance in the cultural life of the South Australian community. In considering proposals for acquisitions, regard will be paid to the long-term positive contribution such an object would make to the physical, artistic, historical, scientific or educational quality of the Botanic Gardens.

Works of art and other collection objects will be acquired only if legal title is obtainable, clear of restrictions or qualifications. The owner or depositor will be required to transfer ownership and to acknowledge conditions on which the objects are deposited.

The Botanic Gardens will maintain records of all acquisitions, and will notify donors, when possible, of any necessary repair, change of location or proposed de-accession.

The Director or Board may vary the location of any object in the Garden at any time, at their discretion, without the need for prior consultation or agreement with the original donor. Where relocation is necessary, attempts will be made to accommodate the donors' original preference.

Commissions

A key aim is the integration of new art within the Botanic Gardens through an insistence on relevance and meaningful connections between the work and the Botanic Gardens (site and location). Commissioned works should also meet these criteria.

Strategic partnerships with Government and the private sector may be formed to fund commissioned pieces.

Loans

The loan of objects from the Botanic Gardens' Cultural Collection is at the discretion and on the conditions determined by the Director, the Board and Cultural Collections Manager. Loans will be made only to cultural institutions that can adequately exhibit objects under appropriate conditions. The highest priorities are the preservation and security of the Collection.

De-accessioning

Although de-accessioning will only be considered in exceptional circumstances, it must be recognised that not all objects are permanent. After adequate consideration and review, the Board and the Director in consultation with the Cultural Collections Manager, may decide to de-accession objects which are determined not to contribute significantly to the Botanic Gardens or to a particular collection.

The Botanic Gardens has the sole right to determine the date of de-accession and the method of disposal, including the use of any resulting funds. Items in the Collection may be disposed of by sale, gift, or exchange for another work or by destruction.

Collection Records

The documentation of the Cultural Collection is the responsibility of the Cultural Collections Manager.

A database and documentation guidelines for the Cultural Collection will be prepared.

Inventories

Specimens, works and objects will be inventoried on an ongoing basis whenever they are lent or used.

Collection Lists

A list of the collections will be prepared.

Publications

Catalogues, monographs and articles detailing aspects of the collections will be prepared where appropriate.

Collection Management and Conservation

The “Collection” refers to the existing library, museum collection, artworks and other items of cultural significance, as described above, belonging to the Board and will include all additional artworks and objects that are purchased, commissioned, acquired by donation or otherwise by the Botanic Gardens.

The Collection is recognised by the Botanic Gardens as being of great value and cultural significance requiring museological standards of management, care and conservation so that this unique cultural heritage is preserved for future generations.

The following collection management strategies will be implemented:

- The Botanic Gardens will exercise a high standard of curatorial care and management of its Collection
- The Botanic Gardens will aim, where possible, to function in accordance with professional standards and codes of conduct
- Each item in the Collection is to be properly documented, catalogued and researched to enable identification, informed management decisions and the provision of information to the community
- The Botanic Gardens will ensure that valuation of the Collection takes place in accordance with State Government guidelines
- The Botanic gardens will ensure that the Collection is adequately secured during storage and display.
- Detailed plans and procedure documents will be developed for:
 - *Collection Management*
 - *Acquisitions, including gifts and bequests*
 - *Exhibitions and Displays.*

While all reasonable measures will be taken to care for objects, the Botanic Gardens cannot guarantee full protection from public interference for any object that is placed in a publicly accessible location.

As a part of the conservation and maintenance of the Cultural Collection, the Botanic Gardens of Adelaide requires an Integrated Pest Management program to assure protection of the Collection from harmful pests. This includes the use of a variety of methods to safeguard the Collection including good housekeeping so as to reduce or eliminate environments suitable for pests.

Maintaining good environmental controls on collection storage spaces will produce suitable storage conditions for all material in the Collection. The balance between conditions providing the best atmosphere for the Collection and usable working conditions for the staff is carefully monitored to reduce the possibility of harmful conditions for the Collection or staff.

Conservation advice will be sought from Artlab as required.

Sustainability

The Botanic Gardens and State Herbarium, as a part of the South Australian Government's *Greening of Government Operations Framework*, is committed to sustainability being achieved through changes in its own practices so as to minimise environmental impact.

Collection Insurance

The Cultural Collection is covered the South Australian Government Captive Insurance Corporation (SAICORP). When there are exhibitions at the Botanic Gardens that are on loan SAICORP must be advised of the collections' value.