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Chicago Horticultural Society
Collections Plan

Challenging the Future

Strategies for the Twenty-first Century

*Whatever you can do or dream, you can begin. Boldness has genius,
power and magic in it.*

Goethe

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Introduction

At the heart of every museum are its collections. These are held in the public trust and central to the mission of the institution. At the Chicago Botanic Garden there are four collections -- living plants, library, herbarium and fine arts collections. The living plant collection is primary. Plants are the foundation of the Chicago Botanic Garden and the reason for its existence. Yet, because the Garden is more than a pretty recreational area, it is a true museum serving as an important center for education, science and preservation, it also supports the three non-living collections that reflect the plant collection and complement it. They reinforce the living collection but are subordinate to it.

As do all museums, the Garden enriches the collective human experience through its collections. The audiences served include: visitors, students, members, gardeners, educators, horticulture professionals, research scientists, restoration biologists, naturalists, garden clubs, plant societies, donors, artists, media representatives, volunteers and staff. The collections, both living and non-living, are more than things. They exist with complex contexts and associated value-laden significance. The Garden's programming is built around the collections. Its research agenda grows from the collections and works to enhance them.

Comprehensive policies provide rigorous guidelines for collection management. The Garden views these collection policies as living documents; they are periodically reviewed and updated.

Each of the four collection plans has been refined to meet current museum standards and to reflect the Garden's evolving public mission. This document addresses the four primary collections within the institution: the Living Plant Collections; Horticultural Library Collections; Herbarium Collections and the Sculpture Collections. Within it are policies and development plans which provide direction for growth in specific plant groups. There is also a refined Living Plant Documentation Policy.

The Living Plant Collections Policy has been enhanced with an updated Development Plan for aquatics; bonsai; perennials; indoor culture; native habitats and woody plants (including trees, shrubs and vines).

This careful attention to the collections enables the Horticultural Society to expand and extend the beauty of the Chicago Botanic Garden and fulfill its mission of providing public education about and stimulating appreciation for gardening, botany and conservation.

Living Plant Collections Policy

MISSION STATEMENT FOR THE COLLECTIONS

The mission of the Chicago Horticultural Society is to stimulate and develop an appreciation and understanding of gardening, botany, and conservation by developing gardens, plant collections, and education and research programs of excellence while providing a continuing aesthetic experience at the Chicago Botanic Garden. To achieve this mission it develops, maintains, evaluates, and promotes its living collection of:

- horticultural plants best suited for the upper Midwest, and by doing so we create a palette of plants for temperate zones throughout the world.
- native flora and fauna
- plants for indoor environments
- plants for research

The purpose of the Plant Collections department is to acquire, document and study all permanent plants and their associated environments. Research results are disseminated through lectures, symposia and publications.

Plants are the foundational basis of the Garden and the reason for its existence. Plants are global and our collections reflect that. We focus on plants and communities found in, and appropriate for the upper Midwest. Our collections, and the related studies, are applicable to and respected by the public and professionals worldwide. We share our knowledge and germplasm to further the mutual goals of a global, scientific community.

The Permanent plant collections are divided into three categories related to collection depth.

- Specialty collections have depth and breadth within selected genera. They are hallmarks of the Garden, and their importance is recognized nationally.
- The secondary collections exhibit depth within taxa broadly adapted to general conditions in the Midwest. The Garden is a regional resource for these taxa.
- The general collections include limited number of taxa within each genus but higher number of genera for display.

The living plant collection is the central component of the Garden's mission. It:

- Provides visitors with a better understanding of plants; native environments; habitat management; biodiversity.
- Display ideas for gardening techniques and landscaping, a compelling aesthetic experience; and a haven and respite.
- is a documented repository of valuable genetic material.
- is a living textbook for educational programs and classes for the School.

SCOPE OF THE COLLECTION

The Garden's permanent living plant collection includes over 8,500 taxa and more than 1.8 million specimens from around the world. In addition to its permanent collection, the Garden maintains temporary collections to support research, display and educational needs.

Most of the plants within the Garden are part of the permanent collection. The permanent collection includes those plants that are expected to remain at the Garden for their full life span. They are accessioned according to the highest museum standards and subject to rigorous museum record-keeping protocols. Also part of the permanent collection is a seed bank dedicated to the *ex situ* preservation of threatened and endangered taxa indigenous to the Upper Midwest. Seed is collected from wild and cultivated populations of both Illinois state-listed and federally-listed rare plants and preserved in a freezer, thereby serving as a repository that can be utilized for research and restoration in the event of loss of the indigenous populations from the wild.

The permanent collection is supplemented by plants that are held by the Garden for a limited period of time. These non-permanent collections exist temporarily at the Garden for specific research, educational or seasonal display purposes. The plants receive the same high standards of maintenance as the permanent collections do, but have differing record-keeping requirements and regulations depending on their specific purposes.

The research collections are of scientific merit. Selection of taxa reflects approved staff research programs in ornamental plant development and conservation science and include research specimens of plants of special Garden interest.

The plant evaluation research collection is composed primarily of target genera of commercially available horticultural plants being grown for comparative trials, plants from the Plant Breeding Program. Plants from exploration trips are in some cases, being evaluated for potential inclusion in the permanent collections and commercial introduction to the gardening public. Target genera are determined and reviewed by a committee initiated by the Director of Ornamental Plant Development and composed of staff, representatives from academic settings, and professional horticulture personnel (including nurserymen, landscape architects and landscape contractors). Taxa from exploration trips are selected and reviewed by a committee initiated by the Director of Plant Collections and composed of staff from Administration, Plant Collections, Horticulture, Conservation Science and Ornamental Plant Development.

The Director of Ornamental Plant Development institutes a periodic review, which includes staff and outside specialists to determine if the collections are effectively meeting the evaluation program goals. Evaluation collections are normally housed in the nursery and the evaluation gardens. Woody plants may be established in other areas of the Garden. Placement of plants in display areas requires approval by the Directors of Plant Collections and Horticulture.

The plant breeding research collection is composed of both herbaceous and woody taxa being grown

for the development of new ornamental plants through the science of plant breeding and selection. The taxa are selected by the Director of Ornamental Plant Development in consultation with Garden staff and representatives from academic settings and professional horticulture personnel. The best plants from this collection enter the plant evaluation collections for further evaluation, and ultimately may be placed in the permanent collections as well as commercially distributed through the Plant Introduction Program.

A number of taxa are also maintained in the tissue culture laboratory. These include both endangered and horticultural plants being propagated for utilization in Conservation Science and Ornamental Plant Development. Most of these taxa are only temporarily housed in the laboratory and are subsequently transferred to other living collections at the Garden. It may prove necessary to permanently house some endangered taxa in the laboratory should it prove impractical or impossible to preserve them through seed banking or as living collections outside of the laboratory. The taxa in the laboratory are selected by the Director of Ornamental Plant Development and the Director of Conservation Science in consultation with garden staff and outside conservation experts.

Elements of the research collections may move into the permanent collection after the research trials are completed.

The education collections, such as the touch-me carts and stock plants for classes, require limited record keeping. They are used for teaching, public edification and program support.

Seasonal displays, too, require limited record keeping. They are used to support seasonal festivals and themes.

ACQUISITION/ACCESSION

The Chicago Botanic Garden is a repository of native and non-native plants. Plants are in existence worldwide and our collections reflect that. Our displays are both aquatic and terrestrial. They are also differentiated by plants native to this immediate area and exotics from afar. As a whole, our plant collections are representative of plants found in an analogous “climatic” band worldwide.

The Development Plan in this document focuses on building a well-guided and balanced collection of native and exotic plants, which are viable for our constituents, in concurrence with the work of others in the country and fall within the mission of a botanic garden.

The Chicago Botanic Garden follows a policy of selective plant acquisition. Because of limitations in planting space, and conservation and maintenance requirements, it is neither feasible nor ethical to allow indiscriminate growth of the plant collection. There are specific collection objectives for each display.

The Permanent Collection consists of an extensive and current representation of the best plants available for the upper Midwest and serves as a repository of valuable germplasm in several ways. The horticultural displays are presented in an aesthetic landscape manner. Native habitat displays are representative of native communities. Aquatics are in our pools, lake displays and found at the land-

water interface. Collection growth and development is guided by Curators who are responsible for evaluations of the plant's performance, effectiveness and pertinence to its site. Specific recommendations for plant acquisitions for an area originate with the Horticulturist or Ecologist who submits their choices to the appropriate Curator who reviews their selections. Choices are then approved by the Director of Plant Collections. The Horticulturist or Ecologist is responsible for the inclusion of acquisitions in the appropriate display or community.

Annually the display gardens, grounds, native habitat areas and aquatic displays are reviewed for content and display quality by an Assessment Committee consisting of the Executive Vice-President and Director of the Garden, Director of Horticulture, Director of Plant Collections, Vice President of Visitor Programs, Director of the School of the Botanic Garden, the appropriate Curator, Manager, Horticulturist, Ecologist and/or Supervisor. There are different levels of review for display quality, collections content, plant health and relevance to Garden programs. Care and maintenance are influenced by these reviews and site-specific schedules for each garden exist or are being created.

Seed obtained from Index Semina, private, and commercial sources should originate from a wild collected or known source.

Information required for plant accessioning includes: documentation of source, scientific name and date received. Collection Documentation (accessioning, mapping and labeling) is carried out as stated in the Garden's Living Plant Documentation Policy.

Plants, which have been illegally collected or imported, cannot enter the collection. Plants, which have the potential to threaten the genetic diversity of local native populations, have overly aggressive behavior (weedy), or the ability to introduce pests and diseases will be screened and evaluated before being accepted or rendered nonviable, if necessary. **These acquisition criteria have been reinforced with an Invasive Species Policy. A working group will add target taxa as needed for either exclusion, additional evaluation or interpretation.**

Gifts of living plants will be accepted only if they serve to meet the objectives of the Garden and are donated without condition. The Botanic Garden staff will not make appraisals of gifts. All appraisal costs must be borne by the donor. Under unusual circumstances, exceptions may be made by the Executive Vice-President and Director of the Garden.

The permanent collections contain the best plants for ornamental qualities, cultural adaptability, ecosystem representation and pest resistance for the upper Midwest.

Horticultural Displays: These display gardens serve as aesthetic exemplars and as educational models for all that are interested in plants and gardening. These displays contain both plants native to this region and exotics from around the world. Specific acquisition objectives for existing garden areas are as follows:

Aquatic Garden: Colorful displays of waterlilies and lotuses, together with examples of emergent aquatic plants in containers, which highlight expanded uses of water-loving plants.

Bonsai: A broad diversity of bonsai styles, sizes and plants, which provide seasonal interest and exhibit the range of possibilities in bonsai.

Botanic Garden Center: A modern American garden to reflect the clean lines and style of the building.

Bulb Garden: Hardy perennial bulbs, with an emphasis on unusual and connoisseur bulbs, that flowers throughout the growing season plus non-bulb plant complements to provide interest when bulbs are dormant. Accented with non-hardy and unusual bulbs.

Circle Garden: Displays to exemplify the versatility of annual flowers and foliage; the myriad ways to combine and accent these beautiful plants with bulbs, perennials, grasses, tropical plants, trees and shrubs throughout the seasons in a changing display of color, texture and form.

Dwarf Conifer Garden: Slow growing and dwarf conifers complemented by deciduous and herbaceous plants and groundcovers creating a demonstration garden for home landscapes.

Education Greenhouses: Plants for particular interest that thrive in an indoor culture in this environment.

Enabling Garden: An exemplar of barrier-free garden design, structures, tools and plants. Its aim is to encourage participation in gardening by all people and advance the use of horticultural therapy.

English Oak Meadow: An aesthetic, informal hillside display of annual and perennial flowers, which acts as a transition between the Dwarf Conifer and English Walled Gardens.

English Walled Garden: Diverse annuals, bulbs, vegetables, perennials and woody plants combined in the unique mixed English planting style to form an English Walled Garden exhibit that provides excellent examples of plantings for small spaces.

Evening Island: A garden for contemplation where sweeping beds of herbaceous perennials and ornamental grasses with subtle color accents and well-placed stands of trees provide a serene environment where visitors can rest and view the lakes.

Fruit and Vegetable Garden: Appropriate examples of fruits, vegetables and nuts that exhibit good pest and disease resistance, have good eating qualities and are well suited for the Chicago area.

Gateway Center: A transition from less formal areas to the formal geometry of the visitor's center and the main garden. Modern American garden style that includes Chicagoland Grows® selections and native plant material. Designed to create an inviting entrance and provide spectacular views to café patrons.

Grounds: Informal landscape screening, for display of large collections or evaluation of woody and herbaceous plant genera and for plantings adapted for shoreline stabilization.

Heritage Garden: A demonstration of the taxonomic characteristics of plant families, the geographic origins of plants and plants used in early medicinal gardens. This garden must provide a colorful impact most of the year as it is the initial garden visited.

Home Landscape Demonstration Gardens: A series of small, individual, interconnected displays of interest to home gardeners including: a representative herb collection, perennial plants that perform well in varied conditions (shade, moist, full sun), ericaceous plants and a rock garden with well-adapted plants for this area.

Lakes: Diverse collections of submergent floating-leaved, and emergent aquatic plants, which provide aquatic habitat and help stabilize shoreline soils.

Lakeside Gardens: These frame and amplify the view from McGinley Pavilion and are transitional from the Main Island to the Prairie. This area is naturalistic in its design showcasing flowering shrubs and perennials with an emphasis on the spring floral display of crabapples, which encircle the Great Basin. The juxtaposition of light and shadow are important components of this Basin Walk.

McGinley Pavilion Walk: Area featuring ferns and hostas to enhance the Garden experience for visitors using the McGinley Pavilion and help direct pedestrians on their route between the English Walled Garden and the Buehler Enabling Garden.

Naturalistic Garden: A small, home-scale landscaped planting composed of midwestern native plants including representatives of woodland, prairie, and riparian zones.

Research Building Courtyards: A setting of serenity, with a Japanese influence -- stones, bridge, and bonsai display.

Rose Garden: All types of hybrid teas, grandifloras, miniature climbers, species and old-fashioned roses of historical significance are on display. Emphasis is shifting to low maintenance and or/landscape shrub roses. Silver/gray companion plants complement the rose collection.

Sansho-En: Plants, not necessarily of Japanese origin, used to create an authentic Japanese stroll garden.

Sensory Garden: Diverse plants with tactile, fragrant, or morphological features that focus on senses other than sight.

Spider Island: Birch and Alder woodland walk surround a flowering meadow creating a natural, secluded area of peaceful quiet.

Tram Stop Garden: A colorful blend of perennials and annuals to enhance the area where people wait for the tram.

Water Gardens: This display includes native and exotic plants, which demonstrate techniques to aesthetically stabilize shorelines and improve aquatic habitats while capitalizing on the distinct

qualities of specific terrestrial and aquatic vegetation. A colorful palette of waterlilies and lotuses will be a summertime highlight.

Waterfall Garden: Demonstration of plants that complement the waterfall feature.

West Collections area: A conceptual master planting plan provides a flexible framework to guide the establishment of collections over time. This will be a rich landscape with distinct moments, rooms and places that are revealed and discovered.

West Flower Walk: A broad representation of daylilies, hosta and peonies, which display the range of flower color, plant habit, and leaf form of these plant groups.

Native Habitat/Conservation Gardens: Native Habitat collections are of local origin, acquired by *in situ* collection or from known provenance. In the case of endangered or threatened plants, only seeds from *in situ* sites or propagules of known cultivated provenance should be acquired. Garden conservation areas include an existing oak woodland, a recreated prairie and an urban river corridor and localized pond created initially with the Botanic Garden.

Dixon Prairie: The Prairie serves as a model for urban reconstructed prairie where the science and practice of habitat creation and management are being actively studied. The Prairie contains six community types found in Northeastern Illinois, which illustrate the ecology of their naturally occurring counterparts.

McDonald Woods: An oak woodland made up of a diversity of plant communities, which contain both existing and introduced species known to occur in oak woodlands of the Chicago Region. The woods contain one state endangered and three state threatened plant species.

South Pond: A small water body is made up of indigenous trees and shrubs associated with wetland settings. The South Pond is unique at the Garden as a permanent body of water, which does not rise or fall. As a naturalized environment, the South Pond offers opportunities for wildlife, which prefer isolation.

Skokie River: A remnant stream corridor made up of floodplain, upland wetlands and wet and mesic prairie savanna. Enhancement and created habitat areas are a showcase for riparian urban habitat development and management.

CARE AND MAINTENANCE OF COLLECTIONS

As an institution committed to plants and the environment in which they grow, the Garden plans its collections, trains its staff, and organizes its maintenance program to ensure the highest quality of display and the best care of the collections in the most environmentally-sound manner. Because of the Garden's commitment to reducing the level of pesticide use, it maintains a sophisticated IPM (Integrated Pest Management) approach in its Plant Health Care Program. This program is holistic and strives to be proactive to grow strong, healthy plants that require little pest-control intervention.

Key components for the success of this Program include: plant selection, plant replacement, plant maintenance, collections monitoring, and careful selection of pest control methods.

- A. Ongoing procedures: Qualified horticulturists are responsible for routine collection maintenance. They must regularly water, fertilize, weed, and take measures to protect the plants from insects and disease. The Garden's Plant Health Care Department monitors the collections year-round and is responsible for managing pest problems. Treatment for different plants occur at different times of the year according to a schedule designed to anticipate possible problems such as insects, diseases, animals, or cultural conditions. Degree-days, records from past seasons, continuous monitoring, and knowledge of specific plant types are used to help anticipate, discover, and evaluate plant problems requiring special attention. Plants that require particular attention are identified through review of records and knowledge of specific plant types. Treatment schedules are created according to set priorities. Problems that threaten the life of the plant are given highest priority. Lesser problems are treated according to the seriousness of the threat posed. Written records include: reports of every plant treatment, weekly monitoring records from field observations, files of disease reports and yearly soil test results.
- B. Staff training: Staff expertise and current conservation practices are essential for the proper care of the collection. Staff is offered short courses on site as appropriate, use of tools, communications, etc. Staff is also encouraged to attend seminars in their areas of specialty and offered tuition reimbursement for courses related to their work.
- C. Assessment: Horticulturists are responsible for the year-round care and quality of their specific display. The horticulturists initiate protective care in response to unanticipated threats and coordinate with the Plant Health Care staff. The annual review conducted by the assessment team provides an overview of design and establishes large-scale corrective strategies where necessary.
- D. Conservation measures: Where possible, the best plants make up the collection to reduce the need for special care. Good sanitation, watering, weeding and other cultural practices are followed. Areas such as the Rose Garden require higher maintenance. The native habitat areas require special management.

ACCESS TO COLLECTIONS

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

- A. Public access: Access to all of the Botanic Garden plant collections during normal operating hours will be encouraged with the following provisions:
 - 1. Access to the production greenhouses, nursery and lathhouse areas is restricted to staff or visitors accompanied by staff.

2. Permission of the Director of Plant Collections or his designate is required to obtain seeds or propagules from any permanent collection. Permission of the Director of Ornamental Plant Development or his designate is required to obtain seeds or propagules from the Research collections. Out-of-Garden transfer forms will be filled out as appropriate as detailed in the Living Plant Documentation Policy.

B. Access by professional colleagues:

1. Professional colleagues are encouraged to visit the Garden, confer with Garden staff, and carry out research projects on Garden collections in association with the Garden.
2. Arrangements can be made for plants to be distributed as plants and cuttings by mail and through personal visits. Procedures are outlined in the Living Plant Documentation Policy.
3. The Chicago Botanic Garden upholds the spirit of the International Convention on Biological Diversity signed in Rio de Janeiro in 1992. As a result of this Convention, seeds are supplied to other botanical gardens and research institutions on the following basis:
 - a) The seeds are used for the common good in the areas of research, conservation, and the development of public and private gardens.
 - b) Permission must be sought from the Chicago Botanic Garden if the recipient seeks to commercialize either the genetic material, its products, or research derived from it.
 - c) The genetic material, its products, or research derived from it may not be passed to a third party for commercialization without permission from the Chicago Botanic Garden.
 - d) According to Article 15 of the Convention, any commercial use comes under the jurisdiction of the countries of origin.
 - e) Publications resulting from the use of the plant material supplied by the Chicago Botanic Garden must acknowledge this institution as the supplier.
 - f) By ordering seeds or other plant material from the Chicago Botanic Garden these conditions are accepted.

DEACCESSION, DISPOSAL, AND LOAN OF PLANTS

The Director of Plant Collections or his designate is responsible for the proper disposal of permanent plants. Plant disposal may occur by exchange, distribution to other institutions, sale, or destruction. Reasons for deaccession or disposal include deterioration, collections development, authenticity, loss of relevance or usefulness to the collections, and lost identification. The Garden's goal is to display the best plants for the region. When plants are no longer considered to be the best, they are replaced.

Deaccessioning and disposal of rare material will be completed once assurances have been obtained that the specific plant or genotype is in existence in another collection. Other nonprofit botanic gardens and arboreta will receive priority for permanent plants deemed excess.

- A. Dead or diseased plants will be removed from display areas by the horticulturist in charge of that area and the appropriate Curator once an accurate determination has been made for the plant's decline. The cause will be recorded in the Living Plant Documentation Department.
- B. Plants with red-colored tags are under the purview of the Manager of Plant Evaluation. Blue colored accession tags with stamped notes will not be moved or removed without first obtaining the approval of the Director of Plant Collections or his designate.
- C. Plants will not be removed from the Research collections without first obtaining permission of the Director of Ornamental Plant Development.
- D. The Director of Horticulture will be responsible for the proper and ethical disposal of non-permanent plants from the horticultural displays.
- E. Plants may be loaned to further the purpose of the Society upon permission of the Executive Vice President and Director of the Garden.
- F. Disposal of collections through sale, trade, or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.

COLLECTIONS DOCUMENTATION

The Chicago Botanic Garden shall maintain comprehensive records for all plants in the permanent collections. Included within the permanent collections are: trees, shrubs, vines, groundcovers, perennials, tropicals, bulbs, aquatics and certain annuals adapted to this climate. Specifically excluded from extensive record keeping are various plants used in temporary displays or for educational purposes and then disposed of. The records document the collection and core scientific investigations related to it. They are made available to numerous constituents including students; teachers; amateur and professional gardeners; scientists and practitioners in the fields of landscape architecture, agriculture, horticulture, biology, taxonomy, the environmental and conservation sciences; and the staff of botanic gardens.

The Living Plant Documentation Manager is responsible for the management of the records, labeling and mapping systems for the plants in the permanent collections. Non-permanent horticultural research collections are documented by the Manager, Plant Evaluation. Curatorial staff are responsible for providing timely information for the Living Plant Documentation staff when adding plants to and removing plants from the collections, and when transferring them to other locations. The Curators of Native Habitats, Perennials, Aquatics, and Woody Plants are responsible for the

verification of their respective collections. Summaries of plant accessions and deaccessions will be reported annually to the Society by the Manager, Collections Documentation.

A system for mapping and locating all plants in the permanent collections shall be kept up to date with a five-year review schedule. The mapping process is ongoing. At this point woody plants are being mapped. Perennials will be in the future. Collections are computerized with the permanent plant lists reviewed annually in November by Horticulturists and Curators for database accuracy. Living Plant Documentation will provide the Division of External Affairs and the Plant Resource Center with maps and plant lists. Data on individual donor plants are maintained through the Tribute Gift Program with the Development Department.

Public access to the Collections records will be available during normal operating hours in the Library. Copies of Garden records may be obtained for a fee, which covers the costs of duplicating and handling. Records associated with rare and endangered species and all plants within the Conservation Science Department will be of limited access to the general public for conservation and protection reasons.

SECURITY

Ongoing: Security staff regularly monitor visitor activities and make sure that visitors respect the site. The security force is on duty 24 hours and makes hourly rounds to assure that artificially controlled environments are maintained at appropriate levels. Heating, ventilating and air conditioning levels are linked on a computerized alarm system to Security and through modems to the home of specified staff members. Bonsai plants not on display are protected behind a high fence with a locked gate in an area with an alarm system. Bonsai plants on display are connected to an alarm, which sounds if the plants are disturbed. Research and nursery beds are protected from animal pests with electric fences.

Disaster: As is feasible, rare and endangered plants are propagated and the propagules are placed in more than one area. In some instances, plants are given to other institutions. In the event of a natural disaster, propagules of the plants would be returned to the Garden. Valuable specimens are not placed near areas that flood. Plants are documented to varying degrees with accession records, tags and mapping. Records are backed up daily and kept off site with an archival service (Vanguard Archives) that ensures their safety. In the event of a declared national disaster, these records would provide documentation to agencies such as the Federal Emergency Management Agency that provide reimbursement.

Insurance: The Garden is self-insured as a whole. The Bonsai collection has been assessed and values assigned to each plant.

SUSTAINABILITY

The Garden's Development Department collaborates with the Collection and Horticulture staff to garner the public and private funds necessary to maintain and enhance the collection. The Plant Collection and Horticulture Departments share the responsibility of fostering the growth of revenue

for the permanent living plant collections.

Raised revenue: The Garden relies on solicitation to private donors, corporations, foundations, and government entities. The specialty collections provide attractive funding opportunities and are being given increased attention. The program for memorial gifts is being given increased attention, as is the program for endowments to support staff and gardens.

Earned revenue: Potential sources for increased revenue include: developing special publications such as *Best Trees over 20 Years*, the sale of specially grown plants of collection highlights, and special collection events (e.g. 'A Rare Affair' auction).

COLLECTIONS DISSEMINATION PROCEDURE

The Plant Collections at the Chicago Botanic Garden reach out to visitors in many ways and are a documented repository of genetic material. Recognizing the need to diversify the selection of plants available to the public, our collections are available to growers, collectors and retail operations under certain conditions.

Seeds and cuttings of native and non-native plants may be obtained by institutions, commercial operations and individuals by submitting a written request to Galen Gates, Director, Plant Collections. The person making the request should state the scientific name of the plant and whether seeds or cuttings are desired. Collecting by any person (visitors, staff and horticultural professionals), without expressed written permission is not permitted.

MAIL REQUESTS

Requests for propagules to be sent by mail will be accommodated with the following conditions:

1. Plants must be uncommon in the trade. Commercial sources may be suggested as an alternative to collecting from plants in the Garden's collections.
2. Where sufficient stock is available at CBG, cuttings will be taken.
3. Plants protected by patents or trademarks cannot be made available.
4. Plants being researched for release by the Chicagoland Grows program are not distributed prior to their introduction.
5. Seed should not be taken from open-pollinated cultivars, as the results may not grow true to type.
6. Overseas requests for any material must be accompanied by the appropriate import permits. A minimum fee of \$50 will be charged when propagules are shipped to cover the cost of inspection by the USDA and for a phytosanitary certificate.
7. It should be noted that the United States has not signed the Convention on Biological Diversity and it is the responsibility of the recipients to abide by these regulations as relevant.

Cuttings will usually be taken at the time requested, packed in moist sphagnum moss and shipped.

The staff person distributing propagules will fill out an out-of-garden transfer form, to be signed by the Director, Plant Collections and submitted to Plant Records.

IN-PERSON VISITS

Interested parties may arrange an appointment through the office of the Director, Plant Collections. Providing a list in advance will enable us to review the availability of the plants for collecting prior to the scheduled visit. The collector will be accompanied by staff. An out-of-garden transfer form is filled out by staff after cuttings and seeds are collected and approved by the Director, Plant Collections.

When working with individuals outside the Garden, the Staff accompanying the requestor will call Horticulturists in appropriate gardens to let them know collecting is taking place in their garden area.

Glossary

Accessioning - the process by which an acquired plant is recorded in the Living Plant Documentation system.

Cultivar – a cultivated variety, race or clone possessing unique characteristics that has originated and been maintained through cultivation.

Deaccessioning – the process whereby an accessioned plant is removed from the active part of the Living Plant Documentation system.

Endangered plant – a plant that is in immediate danger of extinction; continued survival unlikely without implementation of special protective measures; ordinarily occurring in small numbers in a limited range.

Genera – (plural for genus) – the taxonomic group between family and species; includes one or more species that have certain characteristics in common.

Taxon – (plural for taxa) - a general term applied to any taxonomic element, population or group irrespective of its classification level, e.g., species, variety, form or cultivar.

Threatened plant – a plant that will become endangered in the immediate future if current trends and conditions continue.

