

UNIVERSITY OF DELAWARE BOTANIC GARDENS

Collections Policy

The collections policy for the UDBG must be consistent with its goals as stated in the mission statement. All plants added to the UDBG must be accessioned by notifying the UDBG Coordinator and Superintendent prior to planting and providing the Coordinator with necessary accessioning information.

MISSION STATEMENT

UD Botanic Gardens contributes to an understanding of the changing relationships between plants and people through education, extension, research, and community support.

Education is a critical part of the mission of UD Botanic Gardens. UD Botanic Gardens is a research center, a laboratory, and a classroom in which studies in plant biology, botany, plant pathology, landscape design, ornamental horticulture, and entomology are pursued through experiential learning. It also maintains a diverse and dynamic living plant collection that stimulates and engages, with more than 3,000 species and cultivars of perennials, shrubs, and trees. We work hard to promote an understanding and appreciation of plants in the landscape and natural environment.

METHODS FOR ACCESSIONING PLANTS

Plants will be acquired based on the goals of the UDBG. Primary emphasis will be given to teaching needs. Any plants, or collections of plants necessary for the teaching of undergraduate and graduate course in the Department of Plant and Soil Sciences will be acquired based on the requests of instructors. Instructors in other departments within the college of Agricultural Sciences may also request that plant be acquired but priority will be given to those from the Department of Plant and Soil Sciences.

Any plants necessary for research needs may be acquired by the researcher and accessioned into a garden to maintain a stock or type plant for the purpose of the research project. Multiple plants of the same taxon will not necessarily be maintained in the garden. Independent test plots should be established for the purpose of the research project proper. These test plots may be located in one of the gardens of the UDBG if it is deemed appropriate by the UDBG Operations Committee. The test plots should be considered temporary in nature lasting for the duration of the project. All such plots must be maintained, by the researcher, to the standards established by the UDBG Superintendent. If plots are not

maintained the researcher will be notified and plots could be removed if not maintained.

Any plants necessary for community support will be acquired and accessioned into the garden based on a request of a member of the UDBG Operations Committee. This request may be on the behalf of an individual, such as a faculty member from the college, or a group outside of the committee, such as the Delaware Association of Nurserymen. This acquisition may be for the purpose of promoting a plant, storing needed germplasm, acquiring stock for propagation, etc.

All requisitions will be given to the UDBG coordinator for purchase and accession, if funds and space are available. Plants will be accessioned if appropriate space within existing beds exists. Accessions requiring new beds to be established must be approved by the UDBG Operations Committee.

Plant Gifts - only unrestricted gifts may be accept.

Accession Policy

The University of Delaware Botanic Garden, like any other botanic garden, is a repository of botanical collections that supports the mission statement of the institution (See Mission Statement). It is imperative that these collections be documented. UDBG has an official Collections Policy that should be followed at all times, (See Collections Policy). But what happens after a plant is brought into the garden following the Collections Policy? If the proper plant documentation is not recorded as soon as possible, this information is lost and the plant is no longer worthy of the collection. The value of the collection is compromised if it is not properly documented in an organized fashion, following a defined protocol. This document outlines a protocol for accessioning plants.

WHAT MATERIAL IS ACCESSIONED AND WHEN?

- Plants that are slated to go out into the garden, that follow the Collections Policy, must come through the Fischer Greenhouse headhouse, so the proper accession information can be recorded.
- All plants are accessioned as soon as possible, so the staff can follow their progress as soon as they come into our care; whether they are on holding benches, or in the ground.

ALL PLANTS MUST HAVE A DEFINED SOURCE

- Plants that are to go into our collections must have a defined source, either a nursery, a garden, a collector who collects wild material, a donation, or a lineage of an accessioned plant, in the case of propagules.
- A mystery plant with an unknown source will not be accession and discarded or given away.

ALL PLANTS TO BE PLANTED OUT IN THE GARDEN OR NURSERY MUST HAVE AN ACCESSION NUMBER AND ACCESSION LABEL

- When a plant first comes into the greenhouse, it will receive an accession number, see below for instructions.
- It will be recorded in the Current Accession Log binder; this is located in the headhouse office.
- These newly designated numbers will then be entered into BG-Base, with the associated information, source, received date, size, etc..
- After the accession and plant records are created in BG-Base accession tag information will be recorded on the "Accession Label Request Forms" and yellow accession tags will be engraved and placed on the plant, before it leaves the padwall area in Fischer Greenhouse.
- Plants with accession tags will most likely be held until planting in the Fischer Greenhouse Complex, the old greenhouse, or the supporting plastic houses to the south. A designated bench, depending on space, will most likely hold these plants.
- Under no circumstances will a plant be planted out in the garden without a yellow accession tag and a record in BG-Base.

PLANTING ACCESSIONED PLANTS IN THE GARDEN

- When planting a plant in the garden or nursery the person planting (a student, intern, volunteer, etc.), must fill out a "Planting Out Log".
- A specific location code, for the bed to be planted, must also be known, these can be found on the garden map or on BG-Base.
- After the form is filled out, the designated person who enters the records into BG-Base will update the record.
- Initially each plant's original location will be where it was placed after coming in (example Old Greenhouse Room 4), this will be updated with the most current location after planting.
- All plants planted into the gardens will be located with the GPS unit and entered into BG-Map on a monthly/quarterly schedule.

Accessioning a New Plant

CURATORIAL RECORDS

The curatorial records for the UDBG will be maintained in BG-base plant data base by the UDBG Coordinator. All woody plants will be accessioned. At a minimum, the scientific and common names, date of acquisition, source, accession number and location in the garden will be recorded. If additional information such as nativity, plant size, contact person at the nursery, etc. is available it will be recorded based on the fields within BG-base. The accession

will be composed of 1) the last two digits of the year in which the plant was accessioned, 2) a number representing the chronological order of that particular purchase within the year specified, and 3) a number ranging from 1 to the number of specimens of that particular taxon accessioned from that acquisition, specific to each plant.

Example: 3 *Acer rubrum* ‘Red Sunset’, 3 *Acer rubrum* ‘October Glory’, 5 *Acer rubrum*, 12 *Clethra alnifolia*, and 1 *Viburnum sieboldii* from nursery X and 5 *Acer rubrum* from nursery Y arrive on the 5 March 1996 and there have been 17 plants acquired to date in 1996, the accession numbers for these plants would be:

For those from Nursery X

5 <i>Acer rubrum</i>	96-17-1 through 96-17-5
3 <i>Acer rubrum</i> ‘Red Sunset’	96-18-1 through 96-18-3
3 <i>Acer rubrum</i> ‘October Glory’	96-19-1 through 96-19-3
12 <i>Clethra alnifolia</i>	96-20-1 through 96-20-12
1 <i>Viburnum sieboldii</i>	96-21-1

For those from Nursery Y

5 <i>Acer rubrum</i>	96-22-1 through 96-22-5
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All plants will have 2 labels, display label and accession label. The accession label will be a 3.5 x 1.25” yellow, plastic engraved label including the scientific name, variety/cultivar (if appropriate), family, and accession number. The label will be attached to plants when the plant is received (if the plant is obtained from an outside source) or when UDBG propagated plants are potted into a 1 gallon or larger container. The display label will be a 3 x 5” engraved plastic label, either green for plants native to the eastern United States (east of the Mississippi) or black for all other plants. This label will include scientific name, variety/cultivar (if appropriate), common name, common name for the family, and source where the UDBG obtained the plant. Nomenclature will follow M. A. Dirr, Manual of Woody Landscape Plants, when appropriate, for the purpose of consistency with the plant materials courses. Other sources will also be considered (see attached bibliography).

Plant records for plants that are removed (deaccessioned) will be placed in an inactive file but the information will be maintained on that particular plant for future reference. Plant accession records will not be disposed even if the plant is no longer in the collection.

DEACCESSIONING PLANTS

All plants in the UDBG are subject to removal if they are no longer deemed necessary to fulfill a goal of the UDBG. This decision will be made in consultation with the instructor or researcher who initially made the request to obtain the plant(s) and the UDBG Operations Committee. In addition, plants in poor health, diseased or dead may be slated for removal by the UDBG coordinator

and/or superintendent after consulting with the individual who initially requested the plant.

PROPAGULE DISSEMINATION POLICY

Any individual or organization that would like to secure propagation material for personal or commercial use should make a written request to either the UDBG Coordinator or Superintendent prior to collecting material. This is not to deter the use of the collection but to document its use. We also ask that the collection of the material be coordinated so that either the UDBG Coordinator or Superintendent can accompany the individual to assure that plants are not abused. We believe that the UDBG can provide a useful service to the nursery industry and other horticultural groups by providing propagules. It also is imperative to document these activities and to assure that the plants are not destroyed in the process. The UDBG will not provide vegetative propagation material of patented or trade-marked plants. Any costs associated with the collection of propagation material will be passed on to the requestor.

INVENTORY PROCEDURES

Inventories will be done as resources permit. At a minimum, each garden should be inventoried every 5 years or when a major renovation to the garden occurs. Accession records and maps should be updated whenever plants are added or removed from the garden.