



**Plant  
Collections  
Network**

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AMERICAN PUBLIC GARDENS ASSOCIATION

## Collection Development Planning Guide

The primary goal of a Collection Development Plan is to guide the growth of a plant collection in meaningful, strategic, and measurable directions. Development plans are unique for each institution and should be tailored in a way that best suits the needs and goals for each specific collection. This Collection Development Planning Guide poses a series of considerations as a starting point for assessing, planning, and goal setting for each plant collection.

### 1. Mission and Purpose

- **Institutional Connection**
  - *Have you considered how this collection advances your institutional mission and conforms to your plant collections policy?*
  - *Have you considered what avenues of collection growth best support your mission?*
- **Institutional Commitment**
  - *Have you considered what resources will be needed, and have you obtained approval from senior leadership to provide dedicated resources for long-term support of this collection?*

### 2. Scope of Collection Potential

- **Wild diversity**
  - *Have you considered number of potential taxa, sampling range, global rarity, taxonomic treatments, barriers for obtaining?*
- **Cultivated diversity**
  - *Have you considered scope of cultivated forms varieties, group authorities, sources of germplasm/collaboration?*

### 3. Assessment of Collection

- **Background and Benchmarking**
  - *Have you considered the historical context of your institution's collection?*
  - *Have you considered your collection's significance and overlap within the public garden community?*
- **Site and Space Considerations**
  - *Have you considered and defined the limits of collection growth related to physical space, resources, climate, pests and disease, and expertise of staff?*

### 4. Collection Development Goals, Objectives, and Action Plan

- **Collection Goals**
  - *Have you considered and explicitly defined goals for collection development?*
  - *Have you considered the scales of time and resources for achieving your goals?*
  - *Have you considered goals that may be important for the plant group, but are not attainable at your institution? If so, are there logical partners or collaborators to consider?*
- **Collection Plan**
  - *Have you considered an action plan or punch-list to organize and allocate resources over defined time periods?*
  - *Have you considered qualitative and quantitative metrics for evaluating your plan over time?*
- **Collection Team**
  - *Have you considered the input and preparedness of all staff involved with executing your plan over many years, and involved senior leadership in strategic decision-making?*

## 5. Appendices

- **Definition**
  - *Have you considered defining staff and partner roles, when/how the plan will be assessed/revisited, and what outcomes would be viewed as successes?*
- **Documentation**
  - *Have you considered including current analyses of your collection, e.g., inventory, maps, important attributes, or historical documents pertaining to cultivation, documentation, MOUs, MTAs?*
  - *Have you considered listing sources of authority, citations of scholarly research, and other important references or sources of information exist for your collections?*