

Friends of Treborth Botanic Garden – Collections Subcommittee

Acquisition policy for Treborth Botanic Garden

Given that there is limited space in the gardens and the greenhouses, and limited labour to manage and maintain the Garden, it is desirable that TBG has a clearly understood policy on new acquisitions (excluding plants donated for sale). This applies not only to plants donated by the public, but also to the acquisition of new plants for the named collections (see Treborth Botanic Garden Collections Principles). The guiding objectives are that the collections should be ‘fit for purpose’ in that they are properly documented and make a positive contribution to research, conservation or education, while being as accessible as possible and providing visitors with an enjoyable and inspirational experience. The following policy statements and procedures are designed to promote these objectives.

1. **Acceptance of donated material.** Members of the Collections Committee (a minimum of two) will be responsible for the acceptance of newly donated material after consultation with the Curator, the Plant Sales Committee or the ‘keeper’ of the relevant named collection (see item 11). The plants would be allocated to a named collection, the general collection, plant sales, a compost bin or the bonfire as appropriate.
2. **Acquisition form.** When new material arrives, an acquisition form should be filled in, preferably by the donor, giving full information about the plant.
3. **Identifying label.** Each new specimen should have an identifying label so that its origin and fate can be traced.
4. **Holding area.** All new specimens must be placed in a holding area until accepted by the Collections Committee. Different holding areas would accommodate plants destined for the outside collections, the greenhouses or the plant sales.
5. **Collections data.** For each plant added to the collections, and especially to the named collections, the following information should be provided (so far as possible) and entered into the acquisitions book and the database:
 - i) Taxonomic details (Family, genus, species, sub-species, authority, provenance, cultivar etc.). Taxonomy should conform to APG III where possible.
 - ii) Name of person authenticating the identification.
 - iii) Place of origin of the plant material.
 - iv) Donor (including contact details).
 - v) habitat (elevation etc.), possibly including photographs, GPS or other information.
 - vi) Cultivation notes.
6. **Provenance.** New material of unknown provenance should not be accepted into a named collection.
7. **Cultivars.** Cultivars should not form too high a percentage of the collections – preference should be given to non-cultivars.
8. **Origin.** Gradual replacement of specimens of unknown origin should be considered for named collections, preferably propagated from plants of known provenance.
9. **Importation.** All acquisitions from abroad (including seeds) should comply with current import legislation and with CITES (Convention on International Trade in Endangered Species of Fauna and Flora).
10. **Voucher specimens.** It is recommended that voucher specimen sheets should be added to the herbarium, if feasible, for any new acquisitions that are added to the database, and a photograph taken.
11. **Named collections ‘Keepers’.** Each named collection should have a designated ‘keeper’ who would be responsible for management of the collection and for ensuring that data about new acquisitions are recorded by the database manager.