

 *ArbNet Collections Policy Overview*

Excerpted from:

Rakow, D. A., and S. A. Lee. 2011. Public Garden Management. John Wiley & Sons, Inc., Hoboken, New Jersey. p. 259.

The purpose of a collections policy is to guide collection development and assessment so that the collections support the garden's mission and its programs. The policy usually establishes a management process that indicates who is involved in decision making and subsequent management. A collections policy often has these specific elements:

* Collections mission
* Collections scope, including invasives policy
* Acquisition and documentation standards
* Deaccession/disposal standards
* Access, intellectual rights, ethics

Every garden customizes these and additional elements to fit the institution's particular context and history. In addition, other types of reports and policies may be necessary for specific situations, such as how donor or memorialized trees and objects are handled, how reviews are conducted, or how artworks are integrated into gardens and landscapes.