	Minimum	**Better**	**Great**	**Best**
Plant records	Index cards Notebooks	Excel Filemaker (flat-file) Access (flat-file)	Relational database tools: Access BG-Base Filemaker, etc.	High-end DB tools SQL—Oracle, etc.
Facility map	Aerial photograph—usually donated	Aerial Photograph—usually purchased	Digital base map or CAD base map of facility (often already available from city or campus)	Surveyed base maps of land, extreme accuracy
Data capture tools	Walking around with pen and paper	"Head's Up Digitilizing"— draw 'on screen' on transparent digital layer on office computer	Ruggedized PDAs (Trimble, etc.) and GPS equipment for capture of points—lat/long accurate to 6-12"; mid-level workstation	"Total station"—digital capture of surveyed points of plants and features; mid- to high-level workstation
GIS analysis	Limited—requires access to experienced staff	ArcView	ArcGIS or open-source GIS	ArcGIS or open-source GIS

Excerpted from:

Rakow, D. A., and S. A. Lee. 2011. Public Garden Management. John Wiley & Sons, Inc., Hoboken, New Jersey. p. 264.