

# Biocultural Artifact Collection Management Policy

William L. Brown Center | Missouri Botanical Garden

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# 1.1 Collection Management Policy

## Introduction

The Biocultural Artifact Collection Management Policy is written to establish policy governing the management of ethnobotanical artifacts accessioned at the Missouri Botanical Garden. This draft was completed on December 8th 2022, and was adopted December 8th 2022. It is intended as a working document and will be reviewed and updated as needed.

The Biocultural Artifact Collection of the Missouri Botanical Garden is maintained by the William L. Brown Center (WLBC), a center of excellence within the Garden’s Division of Science and Conservation dedicated to the study of useful plants, understanding dynamic relationships among peoples, plants, and their environment; the conservation of plant species; and the preservation of traditional knowledge for the benefit of future generations. The artifacts are collected as vouchers attesting to the cultural uses of plants, to support current and future research, to safeguard important cultural objects related to plants and their use, and to be used in exhibits, outreach and teaching. The Biocultural Collection managed by the WLBC is part of a broader thematic focus on ethnobotany collections and data which underscores the Center’s alignment with collections-based research, while allowing it to advance the field of ethnobotany in the curation, analysis, and ethical use of collections and associated data.

In alignment with the Missouri Botanical Garden’s mission, *to discover and share knowledge about plants and their environment in order to preserve and enrich life*, the Biocultural Artifact Collection demonstrates the intimate link between plants and human life through material culture objects. The aim of the collection is to preserve elements of this biocultural diversity and heritage through material culture, and be an accessible resource for research and education on the central role plants play in human life.

## Collection Scope

The Biocultural Collection includes ethnobotanical artifacts from the U.S.A. and around the world consisting of material objects of natural and cultural origin that have an emphasis on plant use. Artifacts fall in many places on the nature-culture spectrum; they are either a) minimally processed botanical materials accompanied by information about cultural use [e.g. a sample of plant fiber] or b) processed, plant-based cultural products [e.g. a textile produced with plant fiber]. Some objects are accompanied by documentary materials (letters, photos, articles, maps, etc...), which are kept in a separate document location ('Artifact File').

As of 2022, the collection contains objects from the 20th and 21st centuries with the majority initially collected between the 1960s to present. Some objects are older dating to the 1900s. Core strengths of the founding collection are economic botany, medical and edible plants, and geographical research areas of past or current WLBC or other Garden staff (e.g. Himalaya, Madagascar, Amazon).

In furtherance of the goal to be a model example of a 21st century, ethnobotany centered, Biocultural Collection, the scope moving forward will prioritize objects that:

- are linked to one or several botanical names in Tropicos (in most cases, objects contain plant material);
- are associated with rich metadata and / or linked collections to further document botanical identity and cultural information;
- are relevant to and support ongoing Garden research, education and conservation themes, programs, and ties to human communities.

It is expected that a natural source for future growth that fits these criteria will be the Garden's existing and new global field programs.

## Authority and Delegation of Responsibility

The ultimate authority for determining decisions related to the Biocultural Collections is the President and Board of Trustees of the Missouri Botanical Garden.

On a day to day basis, the Collection Manager has decision-making authority and responsibility for acquisitions, deaccessions, collections care, and use of the collection, in consultation with the director of the William L. Brown Center and other designated WLBC collection staff.

## **Collection Care**

The collection will be stored under the best possible environmental and physical conditions to protect it from deterioration and with particular consideration for the long-term conservation of materials for continuing research. Objects are individually packed with archival materials and stored in conditions out of direct light. They are currently stored in rooms kept within 40-60% humidity and 60-70 degrees Fahrenheit, but in the future, other designated spaces may be more fully climate controlled.

## **Storage Room Locations**

The collection is stored on Missouri Botanical Garden property in Saint Louis, Missouri, USA. The main location is presently located at: Bayer Center, WLBC Offices First Floor, 4500 Shaw Blvd., St. Louis, MO 63110 in locked drawers and cabinets; off-site, large object storage on open-shelving, is located at: Desmond Lee Building, 4475 Castleman Ave, Rm. 104, St. Louis, MO 63110. Individual object locations (drawer or cabinet number in Bayer and shelf number in Desmond Lee) is indicated on Tropicos artifact records.

Both collection storage locations are accessed through exterior MBG identification badge locked doors. Within the Bayer building, the WLBC office is accessed through two badge-controlled doors locked in evenings and weekends, and drawers and cabinets are individually locked with keys held by WLBC collection management staff. Within the Desmond Lee building, the artifact storage room is locked with a key held by WLBC collection management staff, with duplicates held by MBG General Services.

## **Insurance**

The Biocultural Collection is covered under the Garden-wide insurance policy.

## **Inventories**

The collection was last inventoried in spring 2021, and is periodically ‘spot-inventoried’ on an ongoing basis whenever objects are pulled for loan, exhibit or use.

## **Integrated Pest Management Policy**

Consistent with the Herbarium, the Garden’s IPM policy is set to assure isolation of the collection from harmful pests. The Garden uses a variety of methods to safeguard the collection including freezing of incoming material, pheromone traps for monitoring, general cleanliness, and archival packaging to reduce the mechanical damage to artifacts or their contact with external concerns.

All new objects are first recorded in the WLBC, within the Bayer building, where all plant material, and objects are either frozen or held in quarantine upon arrival. The objects which are to be frozen should be sealed in bags of heavy plastic and placed in the freezer for approximately

one week. When objects are removed from the freezer, they are given some time to acclimatize to the temperature of the room before opening the bag, to reduce the risk of condensation forming on the object. Objects containing materials which cannot be frozen are quarantined for a month. Objects not to be frozen include: a) objects coated in lacquer, b) objects that have any sort of paint on them, c) liquids, d) objects stored in glass containers.

Insect pests and other environmental factors are monitored and appropriate measures taken, regularly, and more as needed to mitigate any threats. Preventatively, mouse traps along with cigarette beetle and carpenter beetle traps are set along the perimeter of both storerooms year-round. If there is an outbreak in one location movement of objects between locations ceases until the threat is eliminated.

## **Documentation**

All paper documentation related to the collection is permanently retained, and when feasible and appropriate these materials are also kept in object records in the collection catalog maintained in Tropicos. All documentation, both electronic and paper, are managed by designated WLBC collection staff. Paper files are kept in the ‘Artifact File’ located in a filing cabinet located in the WLBC. When possible all documents are scanned and uploaded to our electronic ‘Artifact File’ hosted on the Garden server. Both contain documents often referred to as “validation documents”, which can include: letters, deed of gifts, titles, field notes, and notebooks, maps, citation of the specific object, or the publication itself, etc. Documents for accessioned objects are filed by accession number (via Folder and file names) in the paper and electronic ‘Artifact Files’. Documentation in these files can include: collection forms (incl. permits, consent forms, field notes/books, and shipping documentation), donation forms (incl. letters from donors, etc.), loan (incl. condition reports) materials, exhibit or object use materials, articles in reference to, or citing the object, etc.

## **Entry Book**

All new collections and donations are given an entry book number (EBN) to log their arrival, and to preserve their original organization. Therefore this number can relate to a single object or many. The EBN preserves the original grouping of a collection or accession telling the story of the Biocultural Collection as a whole, while tracking the total number of accessions in a given year, and over time. The EBN format consists of the present year and the sequential accession number. For example 2022.67 which would mean the object(s) is the 67th entry to the collection in 2022. All EBNs are logged electronically, in Tropicos, and excel, which is backed up on Garden files, and numbered newly on the 1st of every year.

## **Catalog Number**

The BCC has a different numbering sequence that does not equal the total number of artifacts in the collection. The catalog number is the unique identifier given to an object after a decision has been made to include it in the collection as part of the accession process. The catalog number sequence is maintained and applied by the WLBC Collection Management team. The catalog number creates a link between the object and its associated information. The catalog number can be found on the label which is physically attached to the object, which are never to be removed unless with authorization and documentation by collection staff. All catalog numbers are logged electronically, in Tropicos, and excel, which is backed up on Garden files.

## **Exit Book**

Following the same format as the Entry Book, the collection Exit Book logs all deaccessioned items in Tropicos and Excel (as described below under deaccession).

## **Code of Ethics**

THE WLBC Collection Team. Garden staff, volunteers and visiting researchers will conduct themselves in accordance with the Garden-wide [Code of Ethics](#) with further expectations regarding cultural sensitivity to some objects as expected by the WLBC. Defining these priorities, and their intersection with cultural data access in other Garden collections remains an active area of policy development as of 2022.

## **Using the Biocultural Collections**

### **Access**

The Biocultural Collection is available for consultation by MBG staff and authorized visitors in-person and on-site in St. Louis, Missouri, USA. The Collection's catalog is available online via the Garden's database, [Tropicos](#), complete with images. Coordinating a visit can be done via [ethnobotanycollections@mobot.org](mailto:ethnobotanycollections@mobot.org). Visitors are required to register upon arrival and are oriented to the policies of collection use and the physical organization of the collection by a member of the WLBC.

Users of the Biocultural Collection will be expected to observe any ethical restrictions that apply to any particular object. This includes access to artifacts with sensitive content that will be restricted depending on agreements with respective knowledge keepers or providers. Restriction details will be articulated in an agreement and will be shared with both parties and kept in the Collection's Artifact File.

Users will also abide by on-site object handling instructions set by WLBC staff, specified in the Garden's Collection Use Procedures guide. Filing, or reshelving the objects must be done correctly either with a staff member, or be left in a designated area for a staff member to file to ensure the objects are not misplaced.

Destructive sampling for genetic and or chemical research will be considered by the WLBC Collections Team on a case-by-case basis; collection managers will make such decisions in alignment with institutional sampling and other policies for herbarium specimens.

### **Electronic Data – Tropicos**

The WLBC recognizes that access is key; therefore, the catalog record is published, and maintained, on the Garden's online database Tropicos, (<https://www.tropicos.org/home>). Data management of information related to the Biocultural Collection follows Tropicos data access policy, detailed in the Herbarium collection policy.

### **Exhibition**

The WLBC maintains the Biocultural Artifact Collection in a private location, with in-person visitation available upon request. The Garden reserves the right to limit in-person visitation of the Collection, or parts of the Collection, at any time. Additionally, parts of the collection may be accessed via temporary or, on occasion, long-term displays in exhibitions at the Garden's Stephen and Peter Sachs Museum in St. Louis, other Garden locations, or at other institution(s).

### **Publication Policy**

All Missouri Botanical Garden specimens or artifacts should be cited with the Garden's standard international acronym "MO", along with the catalog number (Ex. MO-02376) in any publication. When possible, a copy of any publication resulting from studies based on objects in the Biocultural Collection should be obtained and uploaded to Tropicos and or kept in the Artifact File.

### **Annotation & Species Determination Policy**

Annotations of botanical, or non-botanical material as well as cultural use is appreciated and must be provided in writing to the collection staff who will enter it into Tropicos, and will write it in pencil on the object's label.

### **Photography**

Users of the Biocultural Collection will be permitted to make images of any item in whole or part, provided there are no restrictions attached from the original provider. Use of these images in scientific publications or presentations is permitted as long as the Garden is clearly

acknowledged and identified as the source of the item and catalog number is mentioned (see publication policy above).

The Garden retains copyright to the images of artifacts taken by the Garden and made available in various media for other users. These images may be made available for use in non-commercial scientific publications and presentations without cost, as long as the Garden is clearly acknowledged as the copyright holder and provider of the image. If there is a significant cost associated with the preparation of images and other media, the Garden may seek reimbursement of expenses associated with the generation of such media. Use of these images for commercial purposes may be permitted with payment of the appropriate licensing fees and in agreement with the WLBC Collections Team, associated staff, and MBG Communications department and will be subject also to the Garden's policies in relation to such use of specimens for commercial purposes.

## **Acquisition Policy**

The WLBC Director and collection management staff (WLBC Collections Team) determine and maintain the strategic growth of the collection, through acquisitions within the broader framework of the Garden's strategic plan. All correspondence may be conducted via [ethnobotanycollections@mobot.org](mailto:ethnobotanycollections@mobot.org).

The priority is to acquire and make available for research an outstanding assemblage of objects culturally derived from plants, or related to plant use. These will primarily be plant materials but may also include other related biological or non-biological materials which meet the collection scope (e.g. tools used to process plant materials etc). Additional strategic growth priorities are established by WLBC collection staff in accordance with changes in the content of the collection and in line with the Garden's strategic directions and policies. Items will be accessioned once in-hand and not prior to their arrival to the WLBC.

## **Acquisition Criteria**

Objects to be considered for inclusion in the Biocultural Collections must meet the following criteria. Objects not meeting the following will likely meet our deaccession criteria and will not be accepted.

Objects must:

1. Meet the Garden's mission
2. Meet the Collection scope
3. Not excessively duplicate items already in the collection
  - a. Objects that duplicate another by type, or style or model, but have unique provenance will be considered



4. Be presented in sound condition and not in need of extensive conservation, unless approved by collection staff
5. Have significant, compelling provenance
  - a. Items with provenance connected to Garden history may be better housed in Archives or elsewhere in the Garden in safe and secure locations
6. Fit the WLBC collection care capabilities
  - a. Storage or care limitations due to size, weight, safety concerns, or cultural needs beyond our capacity to provide are restricting factors.
7. Donated objects are to be donated without restriction and come from a source with clear title of ownership.
  - a. If accession would compromise national or cultural groups' unique biocultural heritage an object will not be accepted.

## **Laws & Permit Compliance**

All objects, either collected or donated, must have been gathered and prepared in compliance with existing indigenous, state, national, and international laws and regulations, and must have been collected in a rational, scientific, and ethical manner. This includes items and materials identified within the following legislation:

1. Native American Graves Protection and Repatriation Act (NAGPRA) of 1990
2. Endangered Species Act (ESA) of 1973
3. Convention on the International Trade in Endangered Species of Wild Fauna and Flora (CITES) of 1977.
4. Convention on Biological Diversity
5. The Indian Arts and Crafts Act of 1990 (US)
6. Missouri Indian Arts & Crafts Act 407.315 of 2018 (MO)

*Any items or materials which do not meet the requirements of these protections will not be accepted for inclusion in the Biocultural Collection.*

## **Minimum Data Criteria**

In order to serve the Garden's mission and the aim of this collection, accessioned items should, to the extent possible, meet the following minimum criteria (although other special considerations for acceptance may apply):

1. Artifact Name (identifying descriptor)
  - a. May be assigned by collection management staff if necessary
  - b. Name in local language & English translations (if Artifact name other than English)
2. Plant taxon/taxa name(s) (scientific and common names)

- a. Must be available in a form that allow collection management staff to link to a scientific name in Tropicos
  - b. Local and common names if given
  - c. additional materials used, if relevant
3. Ethnobotanical Use(s)
    - a. Must be available in a form that allow collection management staff to assign a Use Category in Tropicos
    - b. If available, information that allows assignment of a Use Sub-Category is preferred
  4. Collector and/or Donor Name and title, role or position.
  5. Collection location and date
  6. Creator Name
  7. Creation Location and Date

## **Right of Refusal**

Acting on behalf of the Garden, the WLBC Collection Team (Director and collections staff of the WLBC) may decide an object does not meet the collection criteria and may refuse any object or donation in whole or in part for any reason. Refused items will politely be declined, returned to collector or donor, or in rare cases where the donor is unknown, the collection team will decide the best alternative to rehome the objects in a respectful manner following our Deaccession & Disposal Policy.

## **Acquisition Methods**

### **via Purchase**

WLBC staff may purchase or commission objects which fit the collection scope and accession criteria and uniquely suit collection priorities, when funds for this purpose are available and with approval from the WLBC.

### **via Garden Staff Collections**

Garden research staff may collect objects during Garden sponsored work. Garden staff must employ WLBC collection standards for ethnobotanical objects detailed in the “Biocultural Artifact Collection Form” (Appendix I) ensuring prior informed consent from the previous makers and or keeper(s) of said artifacts(s) and high-standard, data-rich collections. Such collection shall follow all relevant Garden policies and practices, such as, for example, being in line with the terms of relevant national and international legislation (see section on Laws & Permit Compliance’. Associated collections of herbarium specimens, audio, video, etc. are highly encouraged.

### **via Donation**

Historically, Garden staff or affiliates have donated items. This trend is expected to continue, with donations from Garden collaborators, partner institutions (e.g. universities), trustees, and members. As awareness about the collection grows, donations from public individuals are also expected. For any donation the donor must fill out the “Biocultural Artifact Donation Form” (Appendix II) for each item to the best of their ability. Artifact(s) are accepted for their representative quality, demonstrating plant use or other ethnobotanical value, and must meet collection scope and accession criteria. Acceptance will be granted with the understanding that the donor forfeits ownership of the object(s) giving the WLBC full rights to use for non-commercial, educational use. When unpreventable, objects donated and not accessioned will be returned or with the permission of the donor, be sent as a gift to an appropriate institution or non-profit organization within the Missouri Botanical Garden network.

### **via the Sachs Museum**

Objects used in exhibits at the Garden’s Stephen and Peter Sachs Museum, may be considered when they fit the collection scope and accession criteria. Additionally, in collaboration with the Museum Curator, objects may be purchased, either by the Museum or WLBC for the exhibit. If purchased by the WLBC artifacts will be accessioned prior to being loaned.

### **via the Garden’s Antique Shop ‘Little Shop Around the Corner’**

Objects from the Garden’s antique store the ‘Little Shop Around the Corner’ which have been donated to the Garden by members or others may be considered when they fit the collection scope and accession criteria. Staff involved must fill out a ‘LSAC to WLBC Transfer Agreement’ (Appendix III) for each object.

### **via Garden Activities**

Vouchers for, or objects from Garden sponsored studies, events (e.g. Floral Shows), field programs, or its living collection may be considered when they fit the collection scope and accession criteria.

## **Deaccession & Disposal Policy**

Deaccession and disposal decisions will be undertaken only after careful consideration and consultation between the Director of the WLBC and collection staff. Artifacts which meet any or all of the following criteria may be deaccessioned:

1. Does not fit Garden mission (Relevancy)
2. Does not fit Collection Scope (Relevancy)
3. Redundancy (Duplicated)
4. Quality (Deteriorated)
5. Authenticity (Lack of Provenance)

6. WLBC can no longer provide proper care (Best practice)
7. Restitution or repatriation (not likely, but possible)

Deaccessioned objects may be disposed of by the following methods in decreasing order, a) returned to donors, b) sent as gifts or exchange, *never by sale*, to appropriate institutions, or c) if they have deteriorated to the point where they have no evaluated use, artifacts may be discarded. All deaccessions will be logged in the collection's Exit Book. Prior to the record being inactivated from public view the artifact record in Tropicos will be keyworded with "Deaccession", or "Deaccessioned – SNR" if gifted to Shaw Nature Reserve as a teaching/display item.

## Artifacts Found in the Collection

The Biocultural Collection has been inventoried, and drawers remain locked. However, on occasion, misplaced objects may be found in the collection. Objects found in the collection or WLBC office will first be assessed to see if the object has been accessioned and if so, will be refiled. If not the artifact could be considered for accession if it meets the minimum criteria for accession. If not considered for accession, the object will be removed from the collection area.

## Loan Policy

The WLBC will make limited short-term loans for research or exhibition of stable material to internal Garden departments and approved external institutions. Items which are fragile, extremely rare, and difficult to transport or which are needed for internal use will not be loaned. All other permanent collection items will be considered and approved for loan on a case-by-case basis by collection staff. In order to insure that loaned materials are used in the best interest of the object and collection as a whole, and are protected and effectively preserved for future research, the following stipulations are made:

## Loan Conditions

- Loans will only be granted to vetted organizations and institutions, though exceptions may be made.
- Written *loan requests* must be submitted to the Collection Management team via [ethnobotanycollections@mobot.org](mailto:ethnobotanycollections@mobot.org) and include the following:
  - The name(s) of the workers on whose behalf it is made
  - Institutions, department and contact information
  - A brief statement of need, which could include a) exhibit (with description), or b) study (with type being undertaken, along with techniques to be used)
  - Conditions under which artifacts will be stored and exhibited
  - Timeframe
- Once a request is accepted, the loan must be articulated in the 'Biocultural Collection Loan Agreement' (Appendix IV) before there is a transfer of objects.

- Loans are made for a maximum period of one year. If there is need for further retention of the material being studied, a request for extension of the loan period can be requested.
- Loans may be transferred only after permission is obtained from all institutions involved. Loaned material may not be shared with third parties not specified in the loan agreement.
- There shall be no removal or sampling of any objects or materials. Loaned material is expected to be returned in full, undamaged condition, as specified in the ‘Biocultural Collection Condition Report’ (Appendix V).
  - Written authorization must be obtained for destructive sampling, SEM or anatomical study. This includes material for DNA extraction, pollen, spores, leaves, wood or any other structure. Specific guidelines for authorized sampling will be provided on request. Please request approval and guideline by contacting the collection management team.
- This loan policy applies only to the Biocultural Artifact Collection; for other collection items, including herbarium specimens, borrowers must follow the Garden’s *Herbarium Loan Policy* or loan policies of the appropriate collection.
- Object loan history will be recorded in the object's individual Tropicos records.
- The Garden reserves the right to request and require the return of its material at any time and for any reason.

## Appendices:

### Appendix I Biocultural Artifact Collection Form

#### **Biocultural Artifact Collection Form**

**Version Date:** December 2nd, 2022

The information below may be used by MBG staff (collector) in order to ensure prior informed consent appropriate to the context in which they are working.

The Missouri Botanical Garden (MBG) is collecting the following artifact(s) for their representative quality demonstrating plant use or other ethnobotanical value. It/they will be stored in MBG’s Biocultural Collection, 4344 Shaw Blvd, St. Louis, MO 63110.

The artifacts:

- Will be chosen so as not to remove unique cultural heritage from its community of origin.
- Will be made available for scientific study to MBG staff and authorized visitors in-person.
- Will be digitally imaged, cataloged, and published in MBG’s online database Tropicos (<https://www.tropicos.org/home>).
- May be used in temporary displays at MBG’s Sachs Museum and exhibit spaces in St. Louis or other MGB locations, and/or loaned to other institution(s) for further scientific research, conservation or exhibit.

- May be sampled (for example for pollen, DNA, or chemicals) for scientific research purposes, adhering to international agreements that prohibit commercialisation unless benefits are shared fairly and equitably with the residents of the country of origin of the material.

**Please provide as much information as possible where applicable. It is all right to leave blank or for any content to exceed the space provided. For excess information, please attach as a supplementary document with its heading and add “see attached” in the appropriate cell.**

	Yes/No
<b>Have you ensured prior informed consent?</b>	
<b>Is there proprietary intellectual property included within the object?</b>	
<b>Do we have permission to share? Under what conditions?</b>	
<b>Are there cultural restrictions that should be respected? If yes, please explain.</b>	

<b>Artifact Name</b> (Local Name and Language Used)	
<b>Artifact Name</b> (English translation(s))	
<b>Artifact Description</b> (Including if possible dimensions, label transcriptions and translations, number of artifacts, anything physical artifact specific)	
<b>Materials Used</b> (List all organic and inorganic materials. Include, <b>1</b> ) the scientific, common and/or local names when possible, <b>2</b> ) the part of the material used, <b>3</b> ) if the plant is cultivated or not, <b>4</b> ) season of harvest/collection, <b>5</b> ) conservation status, <b>6</b> ) please give associated herbarium voucher numbers if collected.)	
<b>Cultural Background &amp; History</b> (Including, <b>1</b> ) how the artifact was made, <b>2</b> ) how it is used, <b>3</b> ) cultural significance, <b>4</b> ) its individual story, etc.)	

<b>Ethnobotanical Use(s)</b> (Please see list below and add at least one primary category and an accompanying sub category per cultural 'use'. There may be multiple uses per artifact)	
<b>Production Location</b> (Village, District, State/Province, Country)	
<b>Production Date</b> (dd/mm/yyyy)	
<b>Maker's Name</b>	
<b>Maker's Background</b> (Occupation/Expertise/Education/Focus etc.. )	
<b>Language</b>	
<b>Ethnic Group</b>	
<b>Collector</b>	
<b>Collector Number</b>	
<b>Mode of acquisition, from where &amp; price?</b> (Purchased, gift, etc..)	
<b>Collection Location</b> (Village, District, Country)	
<b>Collection Date</b> (dd/mm/yyyy)	
<b>Supplementary Information &amp; References</b> (Please attach and include citations, URLs, etc referring to artifact, its history etc..)	
<b>Internal MBG Collector Notes</b> (Any internal information to share about artifact)	
<b>Image(s) provided &amp; taken with PIC?</b> (Images intended for public viewing in Tropicos. Only with PIC, please attach.)	
<b>Image(s) taken by:</b>	
<b>Location where images were taken.</b> (Village, District, State/Province, Country)	
<b>Date Image(s) were taken.</b> (dd/mm/yyyyy)	

**Accession Data for MBG St. Louis, Missouri, USA Staff Only:**

<b>Received at MBG by</b>	
<b>Received on</b> (dd/mm/yyyy)	
<b>Donor Name</b> (If different from collector please specify)	
<b>Donor Title/Status/Role and organization, if applicable</b>	
<b>Contact Information:</b>	
<b>Donation Date</b> (dd/mm/yyyy)	
<b>Entry Book Number</b>	
<b>Accession Number</b>	

## Appendix II Biocultural Artifact Donation Form

### **MOBOT 2022 Biocultural Artifact Donation Form**

**Version Date:** December 2nd, 2022

The Missouri Botanical Garden (MBG) is very grateful to all institutions and individuals who donate material and associated data to MBG's Biocultural Collection in support of the Garden's mission, "*To discover and share knowledge about plants and their environment in order to preserve and enrich life*".

By selectively accepting donated biocultural material, we are able to ensure that space and resources are targeted to artifacts that support this mission. Artifact(s) are accepted for their representative quality, demonstrating plant use or other ethnobotanical value and will be stored in MBG's Biocultural Collection, 4344 Shaw Blvd, St. Louis, MO 63110.

Donated artifacts:

- Will be accepted so as not to remove unique cultural heritage from its community of origin.
- Will be made available for scientific study to MBG staff and authorized visitors in-person.
- Will be digitally imaged, cataloged, and published in MBG's online database Tropicos (<https://www.tropicos.org/home>).
- May be used in temporary displays at MBG's Stephen and Peter Sachs Museum in St. Louis or other MGB locations, and/or loaned to other institution(s) for further scientific research, conservation or exhibit as long as care and integrity are assured.
- May be sampled (for example for pollen, DNA, or chemicals) for scientific research purposes, adhering to international agreements that prohibit commercialisation unless benefits are shared fairly and equitably with the residents of the cultural group of origin of the material.



<b>Donor will be notified within 2 weeks whether or not the donation will be accepted.</b>	
<b>Donor Name</b>	
<b>Donor Title/Status/Role and organization, if applicable</b>	
<b>Donation Date</b> (dd/mm/yyyy)	
<b>Contact Information</b>	
<b>In the case the object(s) are not accepted, would you like it returned OR repurposed?</b>	

**Please provide as much information as possible where applicable. It is all right to leave blank and for any content that exceeds the space provided, please attach as a supplementary document with its heading, and add “see attached” in the appropriate cell in the right column.**

<b>Artifact Name</b> (Local Name and Language Used)	
<b>Artifact Name</b> (English translation(s))	
<b>Artifact Description</b> (Including if possible dimensions, label transcriptions and translations, number of artifacts, anything physical artifact specific)	
<b>Materials Used</b> (List all organic and inorganic materials. Include, <b>1</b> ) the scientific, common and/or local names when possible, <b>2</b> ) the part of the material used, <b>3</b> ) if the plant is cultivated or not, <b>4</b> ) season of harvest/collection, <b>5</b> ) conservation status, <b>6</b> ) please give associated herbarium voucher numbers if collected.)	
<b>Ethnobotanical/Cultural Background &amp; History</b> (Including <b>1</b> ) how the artifact was made, <b>2</b> ) how it is used, <b>3</b> ) cultural significance, <b>4</b> ) its individual story, etc.)	

<b>Production Location</b> (Village, District, State/Province, Country)	
<b>Production Date</b> (dd/mm/yyyy)	
<b>Maker's Name &amp; Background</b>	
<b>Language</b>	
<b>Ethnic Group</b>	
<b>How did you come to possess the artifact(s) and what was the mode of acquisition?</b> (Purchased, and for what price, gift, etc..)	
<b>Have there been previous owners?</b> (Please elaborate to show its life history.)	
<b>Collection Location</b> (Town, District, Country)	
<b>Collection Date</b> (dd/mm/yyyy)	
<b>References</b> (Please attach any supplementary materials and include any citations, URLs, etc referring to artifact, its history etc..)	
<b>Image(s) provided Y/N:</b> (Images intended for public viewing in Tropicos. If people are included, please indicate their permission to use image).	
<b>Image(s) taken by:</b>	
<b>Location where images were taken</b> (Village, District, State/Province, Country)	
<b>Date image(s) were taken</b> (dd/mm/yyyy)	
<b>Additional Notes</b> (Please add any additional information not covered above that you wish to include).	

I hereby donate the artifacts stated above, *transferring ownership*, and associated data to the Missouri Botanical Garden to use for the stated purposes and declare that to the best of my knowledge the information that I have given in this document is accurate.

**Signature:**

**Printed Name:**

**Position & Institution (if applicable):**

**Date (dd/mm/yyyy):**

**Accession Data for MBG St. Louis, Missouri, USA Staff Only:**

<b>Received at MBG by</b>	
<b>Received on</b> (dd/mm/yyyy)	
<b>Donor Name</b> (If different from collector please specify)	
<b>Donor Title/Status/Role and organization, if applicable</b>	
<b>Contact Information:</b>	
<b>Donation Date</b> (dd/mm/yyyy)	
<b>Entry Book Number</b>	
<b>Accession Number</b>	

**Appendix III MBG's Little Shop Around the Corner  
Transfer Agreement**

**LSAC to WLBC Biocultural Collection  
Merchandise Transfer**

**Little Shop Around the Corner**  
*Missouri Botanical Garden*  
4474 Castleman Ave.  
St. Louis, MO 63110  
Phone 314-577-0891



*Little Shop Around the Corner*

**Transfer to WLBC Date:**

COMMENTS OR SPECIAL INSTRUCTIONS:

NAME	DESCRIPTION	Lot Code/IDfier	Accompanying Docu. & Data Y/N

**Transfer of the above object(s) from the Little Shop Around the Corner to the WLBC Biocultural Collection incurred no profit or fee. The transfer is permanent. Re-transfer is prohibited.**

The LSAC acknowledges full ownership of the object(s) prior to transfer, and that the information associated with the object(s) is true.

**LSAC Name & Signature:**

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The WLBC acknowledges receiving and ownership of the above object(s) and associated information from the LSAC. The WLBC also acknowledges the sale of LSAC items is prohibited.

**WLBC Name & Signature:**

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## Appendix IV Biocultural Collection Loan Agreement Form



MISSOURI BOTANICAL GARDEN

### William L. Brown Center

ADDRESS: Bayer Center, First Floor, 4500 Shaw Blvd., St. Louis, MO 63110

CONTACT: Biocultural Collection Manager, [ethnobotanycollections@mobot.org](mailto:ethnobotanycollections@mobot.org)

#### OUTGOING LOAN AGREEMENT

LENDER: The William L. Brown Center (WLBC) of the Missouri Botanical Garden

BORROWER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATES OF LOAN: \_\_\_\_\_

DATES OF EXHIBIT: \_\_\_\_\_

#### DESCRIPTION OF LOAN MATERIAL

Accession Number(s):

Artifact Name:

Condition Report Received Y/N:

METHOD OF SHIPMENT: \_\_\_\_\_

VALUE FOR INSURANCE: \_\_\_\_\_

#### CONDITIONS OF LOAN

##### Transportation

1. The Borrower shall arrange and bear the cost of shipping and packing.
2. Method of shipping must be agreed upon by both parties.
3. Property will be returned packed in the same or similar materials as received unless otherwise authorized by the Garden.
4. Unpacking and repacking shall be done by experienced personnel and under competent supervision.

##### Insurance and Protection

1. The Borrower agrees to provide all-risk wall-to-wall insurance covering in full the declared value of the loan material as stated on the face of this Agreement (no deductible or co-insurance provisions) at all times while the loan is in transit and in the Borrower's possession from the time it leaves the Garden's premises until it is returned there and received by the Garden's authorized representative. Borrower must provide a certificate of such insurance coverage naming the WLBC as an additional insured prior to the shipping of loan material.
2. Borrower agrees to protect the Loan Material from exposure to direct sunlight or unfiltered fluorescent light, and to provide a secure area for the display of the exhibition.

##### Care and Protection

1. If any damage or loss occurs in shipment or at any time during the loan, Borrower will immediately inform the WLBC in writing about the nature and extent of damage or loss. Borrower agrees to inspect shipment thoroughly at the time of delivery and will inform the Garden of any damages.
2. Borrower agrees to protect all Loan Material from exposure to direct sunlight or unfiltered light. Temperature and relative humidity where objects will be displayed and/or stored will be maintained between 50-68 Fahrenheit and 40-50% relative humidity in any given 24 hour period. Foot candles for paper objects and photographs will not exceed five foot candles (50 lux).
3. The Loan Material, including any associated frames, mats, or cradles, shall not be cleaned, repaired, retouched or altered in any way unless a) immediate action is required to protect the

Loan Material or other property in the custody of the Borrower or b) the Loan Material has become a health or safety hazard. Such consent may be obtained by telephone and will be confirmed in writing.

4. Handling of Loan Material is to be kept to a minimum.
5. Loan Material is to be kept in a secure area, before, during and following the period of exhibition.

Other

1. Loan Material may be photographed and reproduced in any media for non-commercial use and may be photographed (without flash) by visitors for their personal, non-commercial use.
2. Borrower shall provide two complimentary copies of any book, catalog or checklist published in conjunction with the exhibit.
3. Borrower agrees to credit The Garden in all printed material and photographs and publicity using the credit line: **The William L. Brown Center of The Missouri Botanical Garden, Saint Louis, Missouri.**
4. Additional: In the event of a conflict between this Agreement and any forms or other documents of the Borrower, the terms of this Agreement shall take precedence.
5. This Agreement shall be governed by the laws of Missouri, without reference to principles of conflicts of laws. Borrower agrees to the jurisdiction of and venue in the courts of Missouri.

Authorized signature for Borrower accepting terms of this agreement:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Authorized signature for The Missouri Botanical Garden

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_