ENGLISH HERITAGE

~~12~~ collections and counting

Christopher Weddell, Senior Gardens Advisor

22 collections and counting

Christopher Weddell, Senior Gardens Advisor

Why English Heritage records plants

Organisations

Historic England

- National Advice and Information
  - Government Advice
- Heritage Protection and Planning
  - Designation
  - Heritage Protection
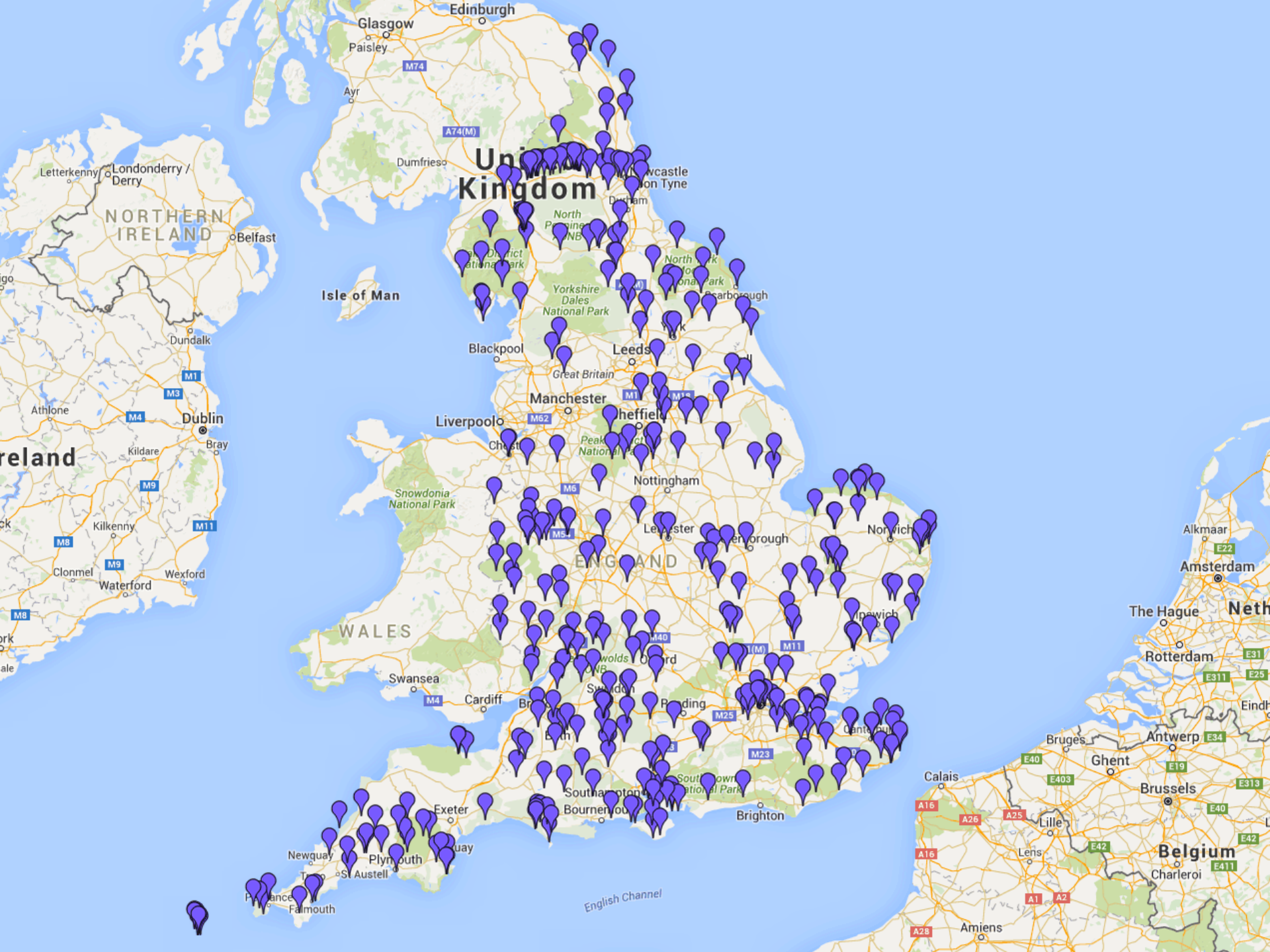 - National Planning
- Historic Archive

English Heritage

- National Collection
  - Historic Properties
  - London Blue Plaques
  - Curatorial

ENGLISH
HERITAGE

English Heritage

- 66 Castles
- 13 Agricultural & Industrial Sites
- 3 Municipal Buildings
- 6 Historical Bridges
- 53 Prehistoric Sites
- **23 Historic Gardens**
- 53 Roman Sites
- 27 Forts & Defences
- 2 Hill Figures
- 3 Medieval Villages

- 47 Halls, Houses & Domestic Dwellings
- 47 London Statues
- 7 Palaces
- 1 Battlefield
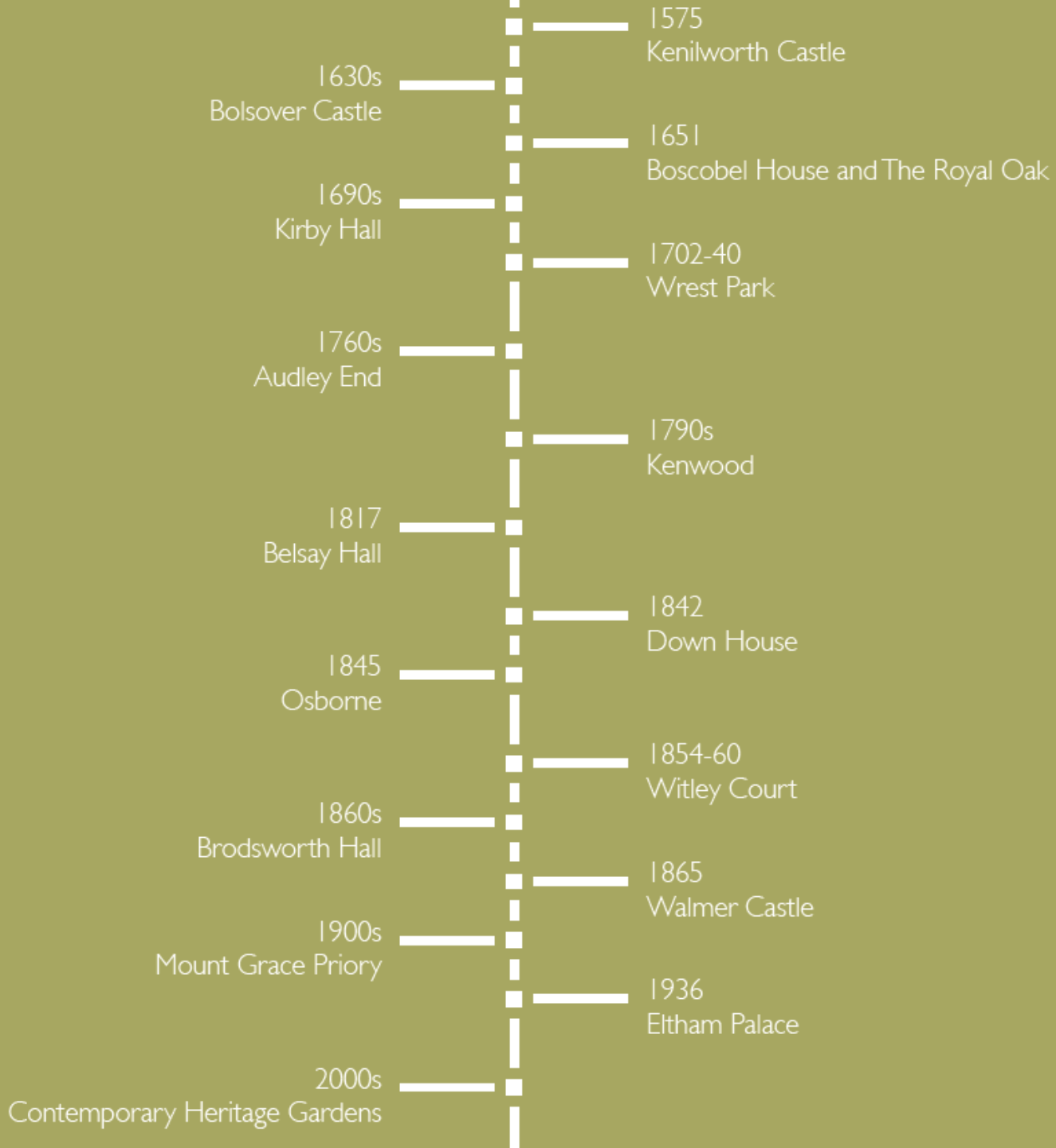- 1 Cold War Bunker
- 84 Ecclesiastical Sites

ENGLISH HERITAGE

1575
Kenilworth Castle

1630s
Bolsover Castle

1651
Boscobel House and The Royal Oak

1690s
Kirby Hall

1702-40
Wrest Park

1760s
Audley End

1790s
Kenwood

1817
Belsay Hall

1842
Down House

1845
Osborne

1854-60
Witley Court

1860s
Brodsworth Hall

1865
Walmer Castle

1900s
Mount Grace Priory

1936
Eltham Palace

2000s
Contemporary Heritage Gardens

References

A. The House
B. Stable Offices
C. The Green House
D. Porters Lodge
E. The High Road to London
F. The Road to Walden

A Scale of Feet.

Why English Heritage records plants

- Plants are part of the national collection, as much as furniture, paintings, museum exhibits.

- English Heritage gardens are valuable historic resources which provide a living record of planting designs, landscape features, etc.

- Many hours of research spent to uncover historical information on each site and it is our responsibility to maintain the accessibility and continuity of this information for future custodians of our gardens and landscapes, and to share it with the public.

- Without historical records much of our work would lack cultural and historical significance and continuity.

- Support decision making, allows changes to be tracked.

IrisBG and IT Teamwork

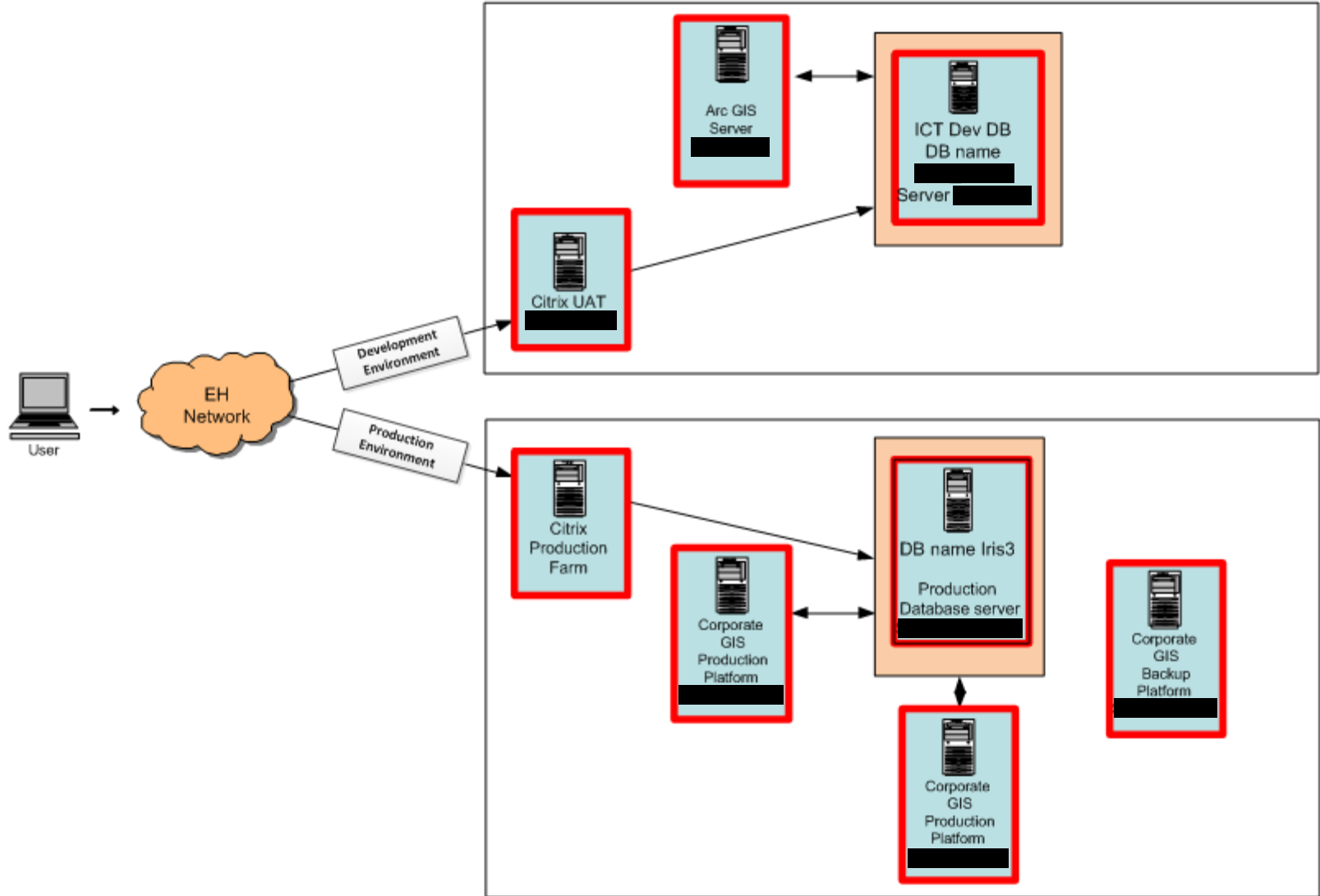# Service Support Document

- English Heritage

- Historic England shared service agreement:

  - IT support and services:
    Capita Secure Information Systems Limited

  - GIS support and services:
    Historic England GIS team

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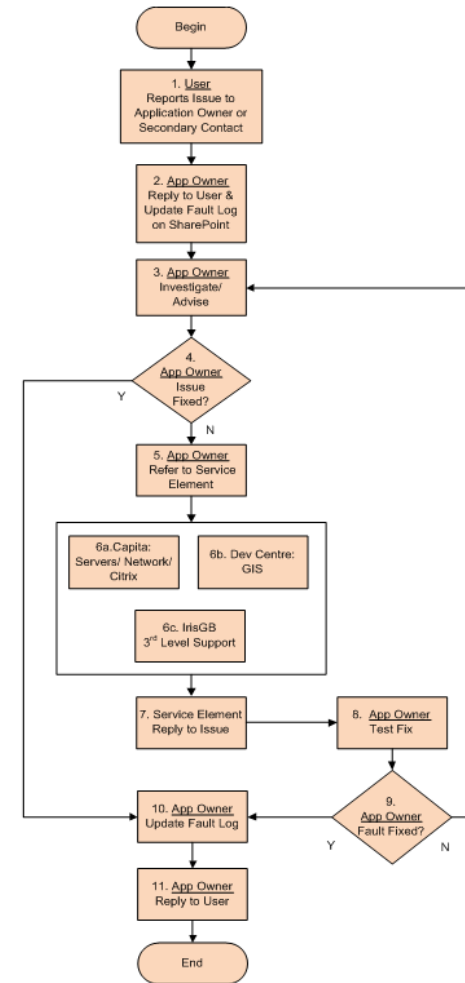
IrisBG installation

- IrisBG

  - 5 concurrent users and unlimited plant collections

  - Mapping component (WSG84)

  - Data Import

- Installation / operation

  - Users access IrisBG via Citrix XenApp, which connects to a back end SQL database. There is both a test system, hosted by the Development Centre, and a production service.

  - A Single Sign-On feature has been enabled for both the test and production environments so users can now log on using network credentials.

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User

EH Network

Development Environment

Production Environment

Arc GIS Server

ICT Dev DB
DB name
Server

Citrix UAT

Citrix Production Farm

DB name Iris3

Production Database server

Corporate GIS Production Platform

Corporate GIS Production Platform

Corporate GIS Backup Platform

1 year on with IrisBG

IrisBG - Botanical Garden Collection Management

File   Data   Window   Help

Audley End House

Collections
Define collections

View: Grid

Coll. ID	Inst. code	Coll. code	Coll. name	Coll. type	Item types	Acc. no type	Acc. no format	Cons. acc. no	Unique item no	Tax. groups	Measurem. unit	Color	Loc. map	Contact	E-mail	Web site
1	EH	034	Audley End House	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	21...	Audley End House Map			http://www.english-he
2	EH	066	Belsay Hall	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Belsay Hall Map			http://www.english-he
3	EH	108	Brodsworth Hall	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Brodsworth Hall Map			http://www.english-he
4	EH	200	Down House	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Down House Map			http://www.english-he
5	EH	217	Eltham Palace	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Eltham Palace Map			http://www.english-he
6	EH	351	Kenilworth Castle	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Kenilworth Castle Map			http://www.english-he
7	EH	361	Kenwood House	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Kenwood House Map			http://www.english-he
8	EH	474	Osborne House	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Osborne House Map			http://www.english-he
9	EH	641	Walmer Castle	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Walmer Castle Map			http://www.english-he
10	EH	666	Witley Court	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Witley Court Map			http://www.english-he
11	EH	669	Wrest Park	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Wrest Park Map			http://www.english-he
12	EH	061	Battle Abbey	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Battle Abbey Map			http://www.english-he
13	EH	129	Carisbrooke Castle	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Carisbrooke Castle Map			http://www.english-he
14	EH	384	Lincoln Bishops Palace	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Lincoln Bishops Palace			http://www.english-he
15	EH	000	Test Site	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Test Site Map			http://www.english-he
16	EH	434	Marble Hill House	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Marble Hill House Map			http://www.english-he
17	EH	569	Stokesay Castle	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Stokesay Castle Map			http://www.english-he
18	EH	430	Wenlock Priory	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Wenlock Priory Map			http://www.english-he
19	EH	085	Boscobel House	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Boscobel House Map			http://www.english-he
20	EH	084	Bolsover Castle	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Bolsover Castle Map			http://www.english-he
21	EH	135	Castle Acre Priory	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Castle Acre Priory Map			http://www.english-he
22	EH	601	Tintagel Castle	Living	Planting	Year series auto	[{collcode}.{accyear}.{accno:0000}]/[{itemno:A}]	No	Yes		Meter	214, 1...	Tintagel Castle Map			http://www.english-he

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File   Data   Window   Help

Audley End House

Personnel
Manage personnel

Search result

Initials △	Logon user	Name	Institution/dep.	Active to
mganderton		Ganderton, Mike	Wrest	*
mjones		Jones, Martin	Witley Court	*
mklemperer		Klemperer, Michael	Gardens & Landscape Team	*
mwright		Wright, Matthew	Historic England	*
nseal		Seal, Nick	Historic England	*
pjackson		Jackson, Paul	Kenwood	*
rblaik		Blaik, Rowan	Down	*
rclark		Clark, Rachel	Walmer	*
rcopeland		Copeland, Robin		*
rsquires		Squires, Richard	Witley Court	24/06/2013
sdas		Das, Sheila	Wrest	14/08/2015
shanson		Hanson, Suzie	Brodworth Hall	28/08/2015
slane		Lane, Sarah	Walmer	*
smethven		Methven, Stephanie	Down	*
tbeasley		Beasley, Toby	Osborne	*
thazlett		Hazlett, Tom	Capita	*
thooper		Hooper, Thomas	Wrest	04/03/2016
tms_0		Tree inspector, Not known		01/01/2000
tms_100		Humphries, David	English Heritage	01/01/2000
tms_101		Richardson, Alan	English Heritage	01/01/2000
tms_110		Cocking, Jonathan	JCA Ltd	*
tms_111		Parsons, Toby	JCA Ltd	*
tms_112		Reid, Scott	JCA Ltd	*
tms_113		Humeniuk, Phil	JCA Ltd	*
tms_114		Toby Parsons, Scott Reid	JCA Ltd	*
tms_115		Toby Parsons, Phil Humeniuk	JCA Ltd	*
tms_116		Toby Parsons, Scott Reid, Phil Humeniuk	JCA Ltd	*
tms_200		Keen, Ian	Ian Keen Ltd	01/01/2000
tms_201		Keen, Jago	Ian Keen Ltd	01/01/2000
tms_202		Hull, Steve	Ian Keen Ltd	01/01/2000
tms_204		Tree inspector, 204		01/01/2000
tms_205		Tree inspector, 205		01/01/2000
tms_206		Tree inspector, 206		01/01/2000
tms_207		Tree inspector, 207		01/01/2000
tms_300		Morris, Sam	Devon Tree Care	01/01/2000
tms_301		Thompson, Angela	Devon Tree Care	01/01/2000
tms_302		Whiffen, Andrew	Devon Tree Care	01/01/2000
tms_330		Tree inspector, 330		01/01/2000
tshewring		Shewring, Tom	Historic England	*

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Name:
Keen, Ian

Save
Delete...

Properties

Initials	Logon user	tms_200	tms_200
Last name		Keen	
First name		Ian	
Collector name			

Work
Position	Tree Inspector	
Institution/dep.	Ian Keen Ltd	
Room/location		
Phone		
Fax		
E-mail		

Home
Address		
Postal code/locality		
Country		
Phone		
E-mail		
Web site		
Active from	to	01/01/2000	01/01/2000
Comments		Listed as inspector 200 in old TMS database	
Reg. init.	date	cweddell	11/08/2015

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IrisBG - Botanical Garden Collection Management

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User accounts
Manage user accounts

Save

User name [initials]	Status	Password	Comments	Reg. init.	Reg.date
Addison, Brian [baddison]	Active	********************		cweddell	14/12/2014
Administrator [admin]	Active	********************	Adminstrator	***	20/11/2014
Beasley, Toby [tbeasley]	Active	********************		admin	03/03/2015

Collection	Role	Valid from	Valid to	
Audley End House	Visitor	03/03/2015	*	
Belsay Hall	Visitor	03/03/2015	*	
Brodsworth Hall	Visitor	03/03/2015	*	
Down House	Visitor	03/03/2015	*	
Eltham Palace	Visitor	03/03/2015	*	
Kenilworth Castle	Visitor	03/03/2015	*	
Kenwood House	Visitor	03/03/2015	*	
Osborne House	User II	03/03/2015	*	
Walmer Castle	Visitor	03/03/2015	*	
Witley Court	Visitor	03/03/2015	*	
Wrest Park	Visitor	03/03/2015	*	
Battle Abbey	Visitor	03/03/2015	*	
Carisbrooke Castle	User II	03/03/2015	*	
Lincoln Bishops Palace	Visitor	03/03/2015	*	
Test Site	User II	14/12/2015	*	

User name [initials]	Status	Password	Comments	Reg. init.	Reg.date
Blaik, Rowan [rblaik]	Active	********************		admin	03/03/2015
Brent, Mark [mbrent]	Active	********************		cweddell	14/12/2015
Clark, Rachel [rclark]	Active	********************		cweddell	14/12/2015
Copeland, Robin [rcopeland]	Active	********************		cweddell	25/02/2016
Cordingley, Jane [jcordingle]	Active	********************		admin	03/03/2015
Das, Sheila [sdas]	Active	********************		admin	03/03/2015
Ellis, Louise [lellis]	Active	********************		admin	03/03/2015
Ganderton, Mike [mganderton]	Active	********************		admin	03/03/2015
Gibbons, Dave [dgibbons]	Active	********************		admin	03/03/2015
Groves, Jasmine [jgroves]	Active	********************		admin	03/03/2015
Hale, Daniel [dhale]	Active	********************		cweddell	03/02/2016
Hanson, Suzie [shanson]	Active	********************		admin	03/03/2015
Harrigan, Jo [jharrigan]	Active	********************		admin	03/03/2015
Hazlett, Tom [thazlett]	Active	********************		cweddell	12/02/2016
Hickey, Alan [ahickey]	Active	********************		admin	03/03/2015
Hood, Louisa [lhood]	Active	********************		cweddell	13/01/2016
Hooper, Thomas [thooper]	Active	********************		cweddell	22/10/2015
Jacka, Anna [ajacka]	Active	********************		cweddell	23/04/2015

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Role types
Manage role types

Save

Role name	Description	
[+] Administrator	Full access	
[+] Fundraising	Fundraising	
[+] Super User	Delete and update, plus importing	
[-] User I	Update only, no importing	

System module	Access level	
Accessions	Update	
Assets	Update	
Contacts	Update	
Exchanges	Update	
Fundings	View	
Inspections	View	
Labels	Update	
Library	Update	
Locations	Update	
Maps	Update	
Reports	Update	
Tasks	Update	
Taxa	Update	

[+] User II	Update only, item management, no importing	
[+] User III	Update only, item management, importing	
[+] Visitor	Read only	

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Map providers
Manage map providers

Save

Name	Active	Service url	Layer	Zoom	Bounds	Tile format	Wkt	Base provider	Comments	Sort
Custom maps										
OSMMTilePackage	☐		0	7|22	61.581679;-9.496387|49…	png8				1
EH Tree maps - AutoCAD Data	☑		80,79,78,77,76,75,74,73…	17|22	61.581679;-9.496387|49…	png8				2
EH Properties, Estates, Maps	☑		11,10,9,8,7,6,5,4,3,2,1,0	7|22	61.581679;-9.496387|49…	png8				3
OS Epoch 1 1:2500 (1843-1893)	☑		11,10,9,8,7,6,5,4,3,2,1,0	14|22	61.581679;-9.496387|49…	png8				4
OS Epoch 2 1:2500 (1891-1921)	☑		11,10,9,8,7,6,5,4,3,2,1,0	14|22	61.581679;-9.496387|49…	png8				5
OS Epoch 3 1:2500 (1904-1939)	☑		11,10,9,8,7,6,5,4,3,2,1,0	14|22	61.581679;-9.496387|49…	png8				6
OS Epoch 4 1:2500 (1919-1939)	☑		7,6,5,4,3,2,1,0	14|22	61.581679;-9.496387|49…	png8				7
OS Epoch a5 First Ed. 1947 on	☑		5,4,3,2,1,0	7|22	61.581679;-9.496387|49…	png8				8
OS Epoch b6 First revision	☑		4,3,2,1,0	7|22	61.581679;-9.496387|49…	png8				9
OS Original Series 1 inch map	☑		0	7|15	61.581679;-9.496387|49…	png8				10
Undefined WMS Provider	☐									11
Undefined WMS Provider	☐									12
Undefined WMS Provider	☐									13
Undefined WMS Provider	☐									14
Undefined WMS Provider	☐									15
Undefined WMS Provider	☐									16
Undefined WMS Provider	☐									17
Undefined WMS Provider	☐									18
Undefined WMS Provider	☐									19
Undefined WMS Provider	☐									20
Global maps										
GoogleMap	☐									1
GoogleSatelliteMap	☑									2
GoogleHybridMap	☐									3
GoogleTerrainMap	☐									4
BingMap	☐									5
BingSatelliteMap	☑									6
BingHybridMap	☐									7
YahooMap	☐									8
YahooSatelliteMap	☐									9
YahooHybridMap	☐									10
OviMap	☐									11
OviSatelliteMap	☑									12
OviHybridMap	☐									13
OviTerrainMap	☐									14
OpenStreetMap	☐									15
OpenStreetMapQuest	☐									16
OpenCycleLandscapeMap	☐									17

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Audley End House

Custom attributes
Manage user defined custom attributes

Save

Target	Column name	Description	Code list	Data type	Format	Comments	Sort	Field name
Accession								
Accession	Rootstock	Rootstock		List		Include rootstock if known		AtrA_Rootstock
Accession	Form	Form		List		Include form if relevant		AtrA_Form
Accession	Cross reference number	Cross reference		String	30	Cross reference number if known		AtrA_Cross_reference_number
Accession	TMS	Tree Management System number		Integer	0000	Include TMS number if part of Tree …		AtrA_TMS
Accession	Epoch	Epoch		List		Epoch		AtrA_Epoch
Accession	Demeter Accession	Old Demeter Accession		List		Old Demeter Accession		AtrA_Demeter_Accession
Accession	VPID	VantagePoint ID		Integer	0	Unique VantagePoint ID created duri…		AtrA_VPID
Accession	TMS_2015	Tree Management System number (2015)		Integer	0000	Include TMS number if part of Tree …		AtrA_TMS_2015

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Audley End House

Location types
Manage location types

Code	Name	Kind	Map marker	Sort	
B	Bench	Miscellaneous	PictBench		
S	Statue	Miscellaneous	PictStatue		

Save

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IrisBG - Botanical Garden Collection Management

File Data Window Help

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Web links
Define links for web search

Save

Type	Description	Url	Use	Sort
⊟ Taxon link				
Taxon link	IOPI - International Plant Name Index Query	http://www.bgbm.fu-berlin.de/IOPI/GPC/PTaxonDetail.asp?PTRefFk=&NameCache={taxonname}	☑	1
Taxon link	IPNI - International Plant Names Index	http://www.ipni.org/ipni/advPlantNameSearch.do?find_family=&find_genus={genus}&find_species={species}&find_infrafamily=&find_...	☑	2
Taxon link	ePIC - Electronic Plant Information, Kew	http://epic.kew.org/searchepic/summaryquery.do?searchAll=true&scientificName={genus}{+species}	☑	3
Taxon link	ePIC Living Collections - Electronic Plant Information, Kew	http://epic.kew.org/searchepic/detailquery.do?requiredPage=1&scientificName={genus}{+species}&detailDatasource=livcoll	☑	3
Taxon link	RHS Horticultural Database	http://apps.rhs.org.uk/horticulturaldatabase/summary2.asp?crit={genus}{+and+species}	☑	4
Taxon link	W. J. Bean's Trees and Shrubs Hardy in the British Isles	http://beanstreesandshrubs.org/search/?q={genus}{+species}	☑	4
Taxon link	GBIF - Global Biodiversity Information Facility	http://data.gbif.org/species/{genus}{+species}	☑	5
Taxon link	EOL - Encyclopedia of Life	http://www.eol.org/search?q={genus}{+species}	☑	6
Taxon link	Tropicos	http://www.tropicos.org/NameSearch.aspx?name={genus}{+species}	☑	7
Taxon link	Flora Europaea	http://rbg-web2.rbge.org.uk/cgi-bin/nph-readtree.pl/feout?FAMILY_XREF={family}&GENUS_XREF={genus}&SPECIES_XREF={species}	☑	8
Taxon link	eFloras	http://www.efloras.org/browse.aspx?flora_id=0&name_str={taxonname}	☑	9
Taxon link	WCOSPF - World Checklist of Selected Plant Families	http://apps.kew.org/wcsp/advsearch.do?genus={genus}&species={species}	☑	10
Taxon link	USDA - United States Department of Agriculture	http://plants.usda.gov/java/nameSearch?keywordquery={genus}{+species}&mode=sciname&submit.x=0&submit.y=0	☑	11
Taxon link	BBC Plant Finder	http://www.bbc.co.uk/apps/ifl/gardening/plants/plant_finder/queryengine?config=plantfinder_db_simple&templatestyle=plantfinder_fu...	☑	12
Taxon link	Wikipedia	http://en.wikipedia.org/wiki/{taxonname}	☑	13
Taxon link	Wikispecies	http://species.wikimedia.org/w/index.php?title=Special%3ASearch&search=%22{genus}{+species}%22	☑	14
Taxon link	The Plant List	http://www.theplantlist.org/tpl1.1/search?q={genus}{+species}	☑	15
Taxon link	Catalogue of Life	http://www.catalogueoflife.org/col/search/all/key/{genus}{+species}	☑	16
Taxon link	Google Scholar	http://scholar.google.com/scholar?hl=en&q={taxonname}	☑	17
⊟ Image link				
Image link	Google images	http://images.google.com/images?q={taxonname}	☑	
Image link	QR Code generation	http://chart.apis.google.com/chart?cht=qr&chs=150x150&chld=m&chl={qrcode}	☑	

Collections
- Accessions
- Item management
- Localities
- Projects
- Inbox

Taxonomy
- Taxa
- Taxonomic groups

Reports
- Reports
- Maps
- Labels

Events

Management
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- Collections
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- Contacts
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Authorization
- User accounts
- Role types

Definitions
- Acc. item status
- Acc. item types
- Authors
- Code list types
- Code lists
- Countries
- Custom attributes
- Journals
- Label types
- Location types
- Map providers
- Regions
- Report types
- Restriction types
- Taxonomic ranks
- Web links

Maintenance

21   admin 20/11/2014 10:25:16

Plant Records Team
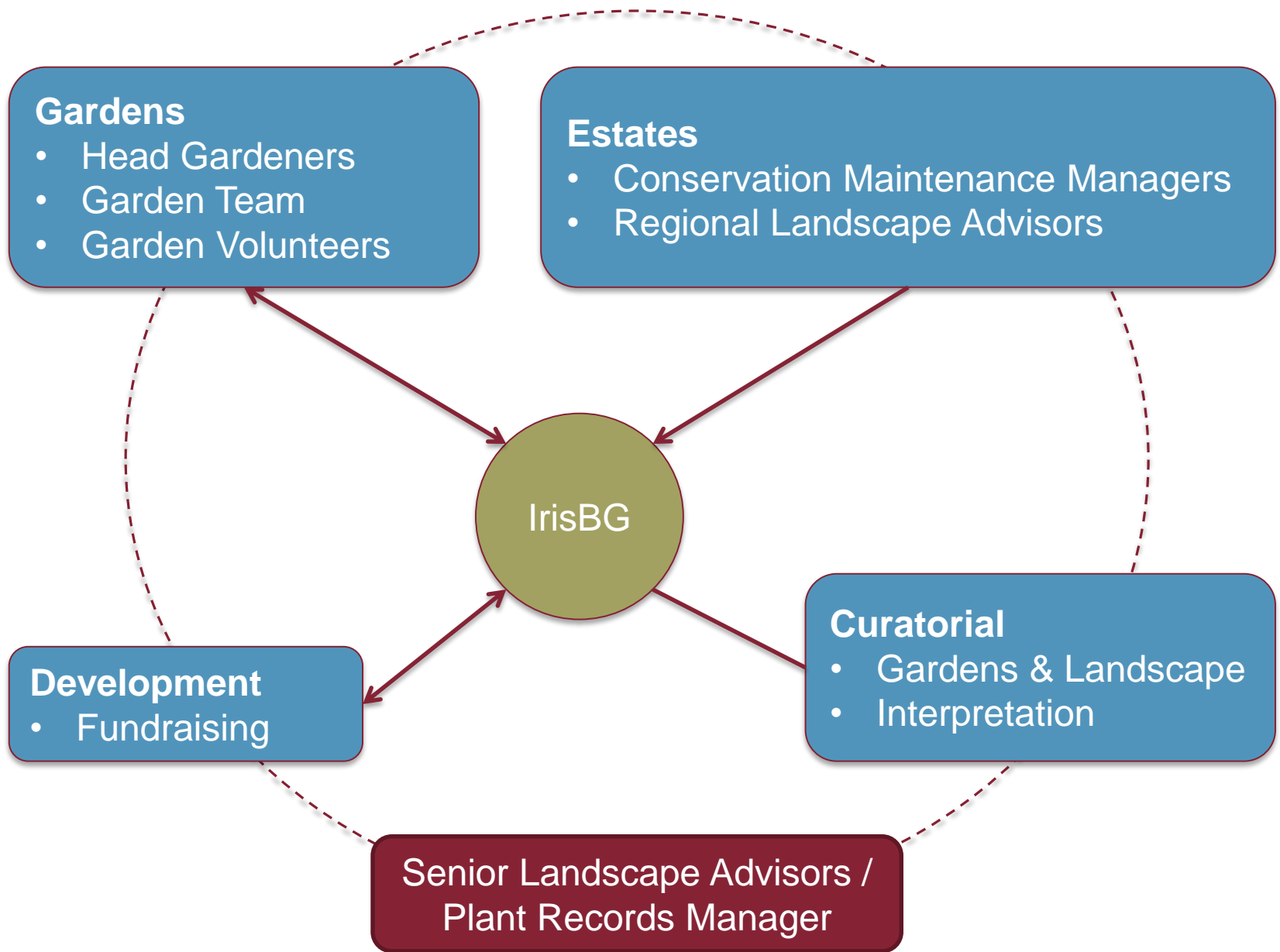
Supporting users

- User guide to embed data standards, data quality etc

- Additional topic sheets – tasks, item management, assets, etc

- One site 1-1 or 1-2 training

- Telephone calls

- Stepped User Roles

- Low number of mandatory data fields

- Importing data where possible – previous system, Tree Management System, digitising paper records etc

- Single sign on

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Data

- Details
  - Accession year (target to complete annual accessioning by end of year so auto generated)
  - Accession number (auto generated)
  - Taxon name (the best name possible without too much work)
  - Origin – contact / nursery
- Items
  - Type – Planting (auto default)
  - Location
  - Status
  - Date of planting
  - Number of specimens

Accessioning

The Accession Number (with its qualifier) is the unique identifying mark assigned to plant material, and is the main key to organising records within the gardens collections. This number links the plant material to its data and is therefore crucial for identifying the plant or group of plants, their origin and history in the Garden. It stays with the plant throughout its life and should never be given to another plant or reused. IrisBG uses a qualifier to relate accessioned items (plants) to specific location, as the same accession cannot be recorded in more than one location at a time.

Before any new plant material is accessioned it should be remembered that English Heritage will only accept legitimately collected or acquired material. This includes a number of laws and conventions such as CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora); CBD (Convention on Biological Diversity), and any other laws operating in the country concerned. PBR (Plant Breeder Rights) must also be taken in to account in all English Heritage Gardens. For further information see page 21

It is the responsibility of the individual member of garden staff who obtains the plant material to complete the Plant Movement Form (example on page 19) and either add the accession to IrisBG immediately or store in the labelled box files ready for accessioning at a later date.

What gets accessioned?

All plant material which enters the garden including material for glasshouses, bedding and seed should automatically be given an accession number and the accession sheet completed for input into IrisBG.

The Accession Number

The format for an accession number is: [site #].[year].[####]
e.g. 000.2008.0121, 000.2008.0121 etc

For plants with a known or reasonably accurate planting date the accession number date should reflect this, otherwise the year the accession number was generated should be used.

A row on the plant movement form should be completed for each new accession, for template forms see page 19

Possible Exceptions or Anomalies

- If a plant is moved it retains its accession number and qualifier – the planting history is updated to add the date removed for its old locations and a date planted for its new location.
- If several groups of plants exist in the same location e.g. repetition of planting through a border (and it came from the same stock / supplier) it would have the same accession number and qualifier, but the number of plants / groups would need to be noted.

Assets - Benches etc

Assets

IrisBG can store information about assets such as benches, points of interest, etc., with descriptions, map coordinates, photos, etc. Assets are in the Management menu.

Asset types are defined within location types, to categorize the different records and assign different markers for the map. As such Assets can be viewed on the Location Map.

Two Asset types are currently defined (Bench, and Statue), additional types being considered include interpretation panel and sign.

In order to manage and collate records assets should be grouped using the hierarchical tree structure provided by IrisBG. If the group does not already exist for a site/collection it should be entered as follows:

<u>Benches</u>

- Code - Benches
- Name - Benches
- Type - Bench

<u>Statue</u>

- Code - Statues
- Name - Statues
- Type - Statue

Code	△ Name	Type	Map ref.	Comment	Coord. lat...	Coord long.ly	Descr.	Image	Pu...	A...
Benches	Benches	Bench								✓
B1-2...	In memory of Dulcie Gouldby ...	Bench			51.452100	-0.313867				✓
B2-2...	In loving memory of Robert S...	Bench			51.451638	-0.315911				✓
B3-2...	Remembering Kay & Peter Fri...	Bench			51.450509	-0.316273				✓
B4-2...	Stephen Peter Turner-Smith ...	Bench			51.450363	-0.316018				✓
B5-2...	Rachel Laura Harrington 13.2...	Bench		508529425	51.450203	-0.315835				✓
B6-2...	For Tracey with our love 196...	Bench		508529427	51.450072	-0.315664				✓

Benches

Individual entries should be included as a subitem of Benches.

- Code - the basic code is B1, B2, B3 etc. A year code is used by Fundraising only to quickly identify the year the bench was installed (if known).
- Name - the dedication panel text
- Type - Bench
- Map ref. - not used
- Comment - only used by Fundraising to include the respective CareID#
- Coordinates - should be included for all known benches and relates to the agreed location for the bench
- Description - additional details if known / needed
- Image - photo of the panel / dedication text
- Publish - leave blank
- Active - defaults to active, if a bench is removed / the commemorative period ends then the record should be set to No

English Heritage Plant Movement Form

GARDEN: **YEAR:**   **SHEET NUMBER:**

Accession Number	Plant Name	Material	Quantity	Date	Source	Garden Location*	Status*	Notes

Material
P - Whole Plant   V - Vegetative part (cutting)
S - Seed or Spore   T - Tissue Culture
B - Bulb   O - Other

* include date if different from date in previous column

Status
C - Current   S - Stored (dormant)
D - Dead   N - Needs Attention
L - Lost   O - Other
T - Transferred   U - Unknown

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