



**San Francisco Botanical Garden at Strybing Arboretum**  
**Helen Crocker Russell Library of Horticulture**  
1199 9<sup>th</sup> Avenue, San Francisco, CA 94122  
Sfbg.org

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## Archives Research and Services

### Scheduling a Visit

To schedule an appointment to view SFBG Archive materials, please contact [library@sfbg.org](mailto:library@sfbg.org) or call 415.661.1316 ext. 403.

Access to the SFBG Archives is by appointment only. Please note that we have limited staff and appreciate one weeks' notice for scheduling research visits.

The collection is open for research to all San Francisco Botanical Garden staff and volunteers, as well as scholars, architects, landscape architects, preservationists, and the general public.

The records of San Francisco Botanical Garden (SFBG) span the years 1935-2016 (bulk 1959-2008), and includes drawings, photographs and manuscript materials related to San Francisco Botanical Garden and Golden Gate Park. The records are organized into four series: 1) Planting Areas/Gardens, 2) San Francisco Botanical Garden, 3) Buildings, and 4) Golden Gate Park.

### Before Your Visit

Before coming to do research, please supply a list of items you would like to view during your visit.

To find this information, you can consult the [Online Archive of California](#). Listed here are finding aids to help researchers in understanding the arrangement, scope, and contents of the records. In addition to the finding aides, the project index lists all the contents for the SFBG Archives collection, organized by series: 1) Planting Areas/Gardens, 2) San Francisco Botanical Garden, 3) Buildings, and 4) Golden Gate Park.

### During Your Visit

Holdings of the San Francisco Botanical Garden Archives are available to staff, volunteers, and the public for research, within conditions imposed by donor agreements and institutional policy. Researchers are also required to comply with access rules designed to protect archival material for use by future generations.

Researchers are required to complete a registration form and to furnish personal photographic identification, such as a valid driver's license, or an employer's identification card. The registration form includes a statement of agreement to abide by the San Francisco Botanical Garden Archives regulations, which researchers are required to read and sign before gaining access to collections.

Archival materials cannot be removed from the Library. Researchers must leave bags at the reception desk. No pens, food, or drinks, are permitted.

Personal computers and cameras may be used for taking notes provided that their use does not disturb other researchers. Use of such equipment is subject to approval by the staff. Photocopying or scanning of archival materials is not permitted.

Access to collections does not constitute procurement of permission to publish, reproduce, exhibit, broadcast, or electronically disseminate San Francisco Botanical Garden Archives materials. Researchers must obtain permission for these activities by separate agreement with the Library. Researchers are responsible for observing all U.S. and international copyright regulations.