

**FREEDOM OF INFORMATION ACT 2000
ROYAL BOTANIC GARDENS, KEW****PUBLICATION SCHEME****1. INTRODUCTION**

The dissemination of information is at the centre of the Royal Botanic Gardens, Kew's Mission, under the terms of the National Heritage Act 1983, the Board of Trustees is charged with among other matters:

“To carry out investigation and research into the science of plants and related subjects and disseminate the results of investigation and research”
“Provide advice, instruction and education in relation to those aspects of the science of plants with which the Board are for the time being in fact concerned.”

This document sets out RBG Kew's response to Section 19 of the Freedom of Information Act 2000, which requires all public authorities to make information available proactively.

2. HARD COPIES

Unless otherwise stated, hard copies of this information may be obtained from the Enquiries Unit, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB. All copies are free of charge unless otherwise stated.

3. COPYRIGHT STATEMENT

The material available under this Publication Scheme is copyright the Board of Trustees, Royal Botanic Gardens, Kew, unless otherwise stated. In most cases, information which is generated by the Royal Botanic Gardens, Kew and included in this publication scheme may be reproduced for information and personal use only.

4. GUIDANCE TO STAFF AND RELATED POLICIES

As an organisation that has a very wide audience, RBG Kew is mindful of its public interface. Guidance to staff on dealing with a request for information can be found in A Code of Practice on Access to Information Held by the Royal Botanic Gardens, Kew, which is available on RBG Kew's web site at <http://www.kew.org/aboutus/>, or from line managers.

5. THE FREEDOM OF INFORMATION ACT

The Freedom of Information Act became law on 30 November 2000. Its intention was to promote the development of a culture of openness in government and public bodies. The Act establishes a general right of access to all types of information held by public authorities and requires these public bodies to disclose information, subject to a range of exemptions. RBG Kew will be required to implement the Act by January 2005.

From January 2005, anyone will be able to ask for information, although the request must be in writing (letter or email). The Act provides for two related rights:

- the right to be told whether information exists;
- the right to receive the information within 20 days, where possible and in the manner requested.

Where information is exempt from disclosure Kew is required to consider whether maintaining the exemption outweighs the public interest.

6. THE ROYAL BOTANIC GARDENS, KEW PUBLICATION SCHEME

Under the Freedom of Information Act, public bodies should be clear and proactive about the information they make available. Section 19 of the Act requires the preparation of a publication scheme, which sets out:

- the classes of information RBG Kew publishes or intends to publish;
- the manner in which they will be published;
- whether or not the information is available free of charge.

RBG Kew's Publication Scheme is set out below. It aims to show what information RBG Kew makes available to the Public, and how it can be obtained. The scheme will be periodically reviewed, amended and updated to include new or additional published information.

The Act does not come fully into force until January 2005, but the provisions of the scheme apply from November 2002.

The information listed in RBG Kew's Publication Scheme may be made available in electronic format and/or printed or hard copy format. Information listed in this scheme that is made available via a hyperlink from this scheme to the relevant pages on RBG Kew's web site and/or that can be emailed to the applicant will be free of charge. Hard copy of information listed in the Scheme is available upon request as indicated in the scheme. There may be charges for some hard copy materials.

The Head of Corporate Services is responsible for the overall management of RBG Kew's Publication Scheme. The Information Services Department is responsible for the day-to-day maintenance of the Scheme.

7. CLASSES OF INFORMATION IN THE PUBLICATION SCHEME

The Royal Botanic Gardens, Kew is committed to publishing a wide range of information of interest to the general public and specialised audiences. RBG Kew's Publication Scheme arranges material that RBG Kew publishes or plans to publish into classes, reflecting different areas of interest:

- Science and Education
- Organisation and Management
- Information for Visitors

8. EXEMPT INFORMATION

Some material within classes of the Publication Scheme may contain information that we consider exempt, in line with Part 2 of the Code of Practice on Access to Government Information.

Where this occurs, published material will clearly show where information has been withheld and explain what exemption has been applied and why. Typically, information may be withheld if its release would contravene the Data Protection Act, or compromise health, safety, security or commercial confidentiality.

After January 2005, exemptions listed in the Freedom of Information Act will be applicable.

9. PROCEDURES

- Material you can access yourself in electronic form from The Royal Botanic Gardens, Kew's Web Site: <http://www.kew.org>
- Material you can request by telephoning, faxing, or emailing as indicated in the scheme, or by writing to the relevant unit as indicated in the scheme or to The Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB
- Material you can buy as indicated in the scheme

In any event, any enquiry can be made by telephoning our switchboard number 020 8332 5000, emailing to info@kew.org or by writing to Enquiries Unit, The Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB. Recorded information is also available on 020 8332 5655.

10. CHARGES FOR INFORMATION NOT INCLUDED IN THE PUBLICATION SCHEME

In most cases RBG Kew expects to continue to answer enquiries from the general public free of any charge. However, it may be necessary to charge for the provision of information in some instances, depending on the type and availability of the information requested, and when significant staff time would need to be diverted into sourcing, retrieving and organising the information into a customised response. In these cases, a minimum charge of £25.00 + VAT will be made and the enquirer informed of the expected charge. RBG Kew reserves the right to charge a reasonable sum for the provision of information that is not already made available through the terms of this scheme.

SCIENCE & EDUCATION

Description of Information	Title, How available	Currency
Science Strategy	<p>General information about RBG Kew's science and research can be found at http://www.kew.org/scihort/index.html</p> <p>RBG Kew's current Science Strategy can be obtained in print upon request.</p> <p>General information about the work of the organisation can be found at http://www.kew.org or by telephoning 020 8332 5655 or by emailing info@kew.org</p> <p>A wide range of printed information on the work of the organisation is available to visitors to Kew Gardens and Wakehurst Place.</p>	Now
Scientific Publication Catalogue	<p>The catalogue is available at http://www.kew.org/publications/index.html</p> <p>Can be downloaded as .pdf, or can be obtained by contacting kewscbooks@kew.org, or upon request. Hard copy catalogues are available in the public areas of organisation FOC (while stocks are available). The catalogue holds details of all Kew's scientific book and journal publications.</p>	Now
Journals - Kew Bulletin - Kew Record of Taxonomic Literature - Curtis's Botanical Magazine	<p>Kew Bulletin, in print by paid subscription to TSO</p> <p>Kew Record of Taxonomic Literature, in print by paid subscription to TSO, or at http://www.kew.org/bibliographies/KR/KRHomeExt.html</p> <p>Curtis's Botanical Magazine, in print or online by paid subscription to Blackwells Publishers Ltd.</p>	Now
Staff Publications List	<p>Staff publications for calendar 2001 are available at http://www.kew.org/aboutus/annualreport/Publications02.pdf . Also available in print as part of the Annual Report & Accounts (see below).</p>	Now
Online information services	<p>Information about our online information services is available at http://www.kew.org/data/index.html or on request.</p>	Now
Kew Magazine	<p>In print, free to all members of Friends of Kew and also for sale through some high street stationers, and Kew shops.</p> <p>Available mail order by contacting the Mail Order Section, RBG Kew Enterprises Ltd, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB. Price on application.</p>	Now
Kew Scientist	<p>Newsletter, in print and at http://www.kew.org/kewscientist/ as downloadable .pdf file. Distributed free of charge to scientific, academic and enthusiasts audiences biannually.</p>	Now
Millennium Seed Bank Project	<p>General information about the work of the Millennium Seed Bank Project is available at</p>	Now

	http://www.kew.org/msbp/ and by contacting Millennium Seed Bank Project, Wakehurst Place, Ardingly, Haywards Heath, W.Sussex RH17 6TN, or by telephoning 01444 894 100, by fax on 01444 894 110, or by emailing to msbsci@kew.org	
Seed Information database	http://www.kew.org/data/sid/ , or on request to the Millennium Seed Bank Project, Wakehurst Place, Ardingly, Haywards Heath, West Sussex, RH17 6TN, or email sid@kew.org	Now
Information about botanical specimens	http://www.kew.org/collections/herbcol.html , or on request to the Keeper of the Herbarium, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AE	Now
Herbarium specimen loan regulations	http://www.kew.org/collections/loans.pdf	Now
Information about fungal specimens	http://www.kew.org/collections/fungi.html , or on request to Mycology, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB mycology@kew.org	Now
Information about the Economic Botany collections (artefacts of plant origin), contact details	http://www.kew.org/collections/ecbot.html , or on request to the Curator, Centre for Economic Botany, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB, ecbot@kew.org	Now
Select biography on the Economic Botany collections and their history	http://www.kew.org/scihort/eblinks/ecbothist.html	Now
General information on Economic Botany transparencies (Harlan collection) and survey	http://www.kew.org/collections/trannies.html and http://www.kew.org/collections/harlanlist.html	Now
Information about living collections in the Gardens at Kew and Wakehurst Place	On request to the Enquiries Unit, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB or info@kew.org	Now
Seed Information database	http://www.kew.org/data/sid/ , or on request to the Millennium Seed Bank Project, Wakehurst Place, Ardingly, Haywards Heath, West Sussex, RH17 6TN, sid@kew.org	Now
DNA Bank database	http://www.kew.org/data/dnaBank/homepage.html , or on request to the DNA Bank Administrator, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB or email to DnaBank@kew.org	Now
Reader information including scope of Library, access, contact details	http://www.kew.org/collections/library.html or on request to the Library, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB or by email to library@kew.org	Now
Archives information including scope of Archives, access, contact details	http://www.kew.org/collections/archives.html or on request to the Archives, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AE or archives@kew.org	Now
Detailed description of Archives holdings	In <i>Natural History Manuscript Resources in the British Isles</i> , ed G. Bridson et al (London,	Now

	1980)	
Archives holdings, lists and finding aids	Available by appointment in the Archives. Lists to some collections available in electronic format or hard copy on request to Archives staff, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AE or email to archives@kew.org Some files 1970-2002 may be restricted as they contain personal and other sensitive data.	Now
Information about collection of botanical art including access and contact details	On request to the Illustrations Curator, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB or email to illus@kew.org	Now
Internship Programme	General information about the course available from http://www.kew.org/education/hortintern.html Also further information available in hard copy upon application to School of Horticulture.	Now
International Diploma Courses: - Botanic Garden Management - Botanic Garden Education - Herbarium Techniques - Plant Conservation Techniques	General information on International Diploma Courses is available at http://www.kew.org/education/highered.html and from the Course Manager, Education Section, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB. Telephone enquiries to 020 8332 5634/5638. Fax enquiries to 020 8332 5640. Detailed course information can also be obtained by emailing for Botanic Garden Management to bgm@kew.org Botanic Garden Education to bge@kew.org Herbarium Techniques to htc@kew.org Plant Conservation Techniques to pct@kew.org	Now
Specialist Teaching Modules	General information on MSc taught modules is available at http://www.kew.org/education/teach.html or by contacting the MSc Programme Manager, Education Section, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB. Telephone enquiries to 020 8332 5634/5638. Fax enquiries to 020 8332 5640. Detailed course information can also be obtained by emailing Gradcourses@kew.org	Now
Information Sheets	A variety of information sheets are available on adaptations to environment, basic botany, cellulose and plant fibres, economic plants, ornamental plants, rainforests, poisonous plants and about RBG Kew, most at http://www.kew.org/ksheets or all in hard copy on request.	Now
Public Education	A variety of information about Winter Lecture Series, courses and study days, guided tours at Kew and Wakehurst Place, are available at http://www.kew.org/education/publiced.html	Now

	Further information, also in printed format, may be obtained upon request.	
Exhibitions & Events	Information about permanent and temporary exhibitions is available at http://www.kew.org/education/eventskew.html as well as in a variety of hard copy information leaflets available to the visitor on site, or on request.	Now
Schools Education	Information about how to arrange a school visit, attend teacher training courses, teach and student placements, or obtain teachers' packs is available at http://www.kew.org/education/prepkew.html or on request to the Education Officer and School Programmes Manager.	Now

ORGANISATION & MANAGEMENT

Description of Information	Title, How available	Currency
Annual Report & Accounts	Published in print by TSO and available to buy online at http://www.tso.co.uk/bookshop , or by mail from TSO PO Box 29, Norwich NR3 1GN, telephone orders/enquiries on 0870 6005522, or by fax orders on 0870 6005533, or through the Parliamentary Hotline Lo-call 0845 7023474, or email book.orders@tso.co.uk , or text order on 0870 240 3701, through TSO shops, the Parliamentary Bookshop or TSO accredited agents and good booksellers. Enquiries to TSO for previous Annual Reports.	Now
Corporate Plan	The current Corporate Plan is available on line, and as downloadable document, and as a downloadable .pdf file at http://www.kew.org/aboutus/cp.html , or in print on request.	Now
Contact Information	Information on how to contact Kew is available online at http://www.kew.org/aboutus/intouch.html .	Now
Management Statement - this document governs our relationship with our sponsor department in Government, DEFRA.	Available in print on request from the Director, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB	Available 2003
List of Trustees	The list of Trustees (including brief biographical details) is available at http://www.kew.org/aboutus/trustees.html or in print on request	Now
Press Releases	Press releases are available at http://www.kew.org/press/ or in print by writing to Public Relations, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB, or telephoning 020 8332 5607/5619, or by emailing: pr@kew.org	Now
Employment Opportunities	A list of employment opportunities is available at http://www.kew.org/aboutus/jobs , are advertised in a wide variety of publications including scientific, horticultural, building	Now

	administrative, IT and general management organs. Printed or emailed information may be obtained by writing to PPD, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB.	
Policies & Procedures - Conservation Policies	RBG Kew's Conservation and Access to Genetic Resources Policy is available online at http://www.kew.org/conservation/principles.html and in print on application to the CBD Unit, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB, or by emailing cbdunit@kew.org	Now
- Health & Safety Policies	Health & Safety Policies will be available on Kew's web site in November 2002, but may be obtained by writing to Head of Corporate Services, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB.	Now Internet release: November 2002
- Staff Policies	RBG Kew's staff policies will be available on Kew's web site in November 2002, but may be obtained in print by writing to Enquiries Unit, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB. Note: see policy for review schedule.	Now Internet release: November 2002
Financial Regulations	Available upon written request in print from the Head of Finance, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB	Available early 2003
World Heritage Site Consultation Document	Online information about Kew's candidacy as a World Heritage Site is available at http://www.kew.org/aboutus/worldheritage/index.html . Also downloadable are the Summary Document, the Draft Management Plan and Appendices. Printed copies are available at Hounslow Civic Centre, Lampton Road, Hounslow, Victoria Gate Visitor Centres, Kew Gardens, Kew Road, Richmond.	Now
Collaborators	A list of institutions and organisations that Kew collaborates with is available at http://www.kew.org/aboutus/collab.html or in print on request.	Now
UK CITES Convention on International Trade in Endangered Species Scientific Authority on Plants	General information about Kew's role in CITES is given at http://www.kew.org/conservation/cites-ind.html .	Now
Plant Quarantine Services	General information about Kew's Plant Quarantine services is available at http://www.kew.org/scihort/quaran.html or on request to Enquiries Unit, Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB.	Now

INFORMATION FOR VISITORS

Description of Information	Title, How available	Currency
Kew Guide Book £4.95 ISBN 1 84246 020 X	Available in print at Kew shops or mail order from RBG Kew Enterprises Ltd, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB	Now

Wakehurst Guide Book £4.95 +p&p ISBN 1 84246 021 8		
Customer Charter	Available on line in .pdf format at http://www.kew.org/aboutus/charter.pdf or in print on request.	Now
Visitor Information	A wide variety of information, presented as leaflets, information sheets, maps, book forms, etc, is available online at http://www.kew.org/visitor/ and by telephone on 020 8332 5655, or by emailing info@kew.org or by writing to Enquiries Unit, The Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB, and is available to visitors at the Gates to Kew Gardens and Wakehurst Place. Much of this visitor information is translated into other languages.	Now
Travel Trade Information	General information, including group booking forms, is available to the Travel Trade online at http://www.kew.org/traveltrade/ , or can be obtained by contacting Travel Trade Section, Royal Botanic Gardens, Kew, Richmond, Surrey TW9 3AB, or by telephone on 020 8332 5648.	Now