

# Guide to BGCI's PlantSearch

## Communication facility

BGCI's PlantSearch is a globally unique tool for sharing and accessing information about living botanical collections maintained by botanic gardens and similar organisations. PlantSearch connects collections directly to conservationists, educators, horticulturists, researchers, policy makers and many others who are working to save and understand plant diversity.

PlantSearch, which functions in combination with [BGCI's GardenSearch](#), can be used to locate plants in botanic garden collections around the world and connect to staff who maintain those collections.

This step by step shows how to request information or material via BGCI's PlantSearch, instructions are also found in video form [here](#).

## Acknowledgements

The development of the BGCI's PlantSearch Communication Facility was made possible with the support of [Cambridge University Botanic Garden](#).



Data in BGCI's PlantSearch is made possible by valuable data contributions by thousands of botanic garden staff around the world. BGCI is also grateful to Keith Damiani for designing and building the PlantSearch system and web app

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# Communication facility – General Information

There are two routes to request information or material about a plant living collections held at a botanic garden.

## For garden staff

Staff of a botanic garden listed in GardenSearch, are able to view the collections held by a particular garden and directly choose which garden to request information or material from. The botanic garden must be listed in GardenSearch and the staff linked to that garden. A login profile must be created.

## For researchers or non-garden staff

For those not linked to a botanic garden, information or material can still be requested, but this request will be made blind (the system will send the request to all those garden holding that particular taxon in their collections).

## Terms & Conditions for Information or Material Request

**Intended Use:** This service is designed to facilitate communication between plant collection holders, researchers, educators, and other plant conservation professionals. Its primary use is to request or share information or plant materials for research education and conservation purposes.

Please note the garden(s) you are requesting material or information from are under no obligation to reply, please be respectful of their decision. BGCI takes no responsibility for the accuracy of the information shared, nor is it directly involved or responsible for the exchange of material.

**Note when sharing plant material:** In recognition of and alignment with the Convention on Biological Diversity (CBD), most material exchanges between botanical gardens and research institutions are exchanged under the following conditions:

- The material will be used for the common good in the areas of research, education, conservation and the development of botanical gardens;
- Information on the material will be appropriately stored and the connection between the information and the material will be maintained;
- If scientific publications are produced on the plant material provided, the origin of the material must be cited. In addition, the provider garden would expect to receive a copy of these publications.
- Permission must be sought from the provider garden if the recipient seeks to commercialise either the genetic material, its products or research derived from it. Such commercialisation will be subject to the conditions of a separate agreement with the country of origin.
- In case of material becoming invasive in the recipient's region, the provider garden takes no responsibility for the consequences.

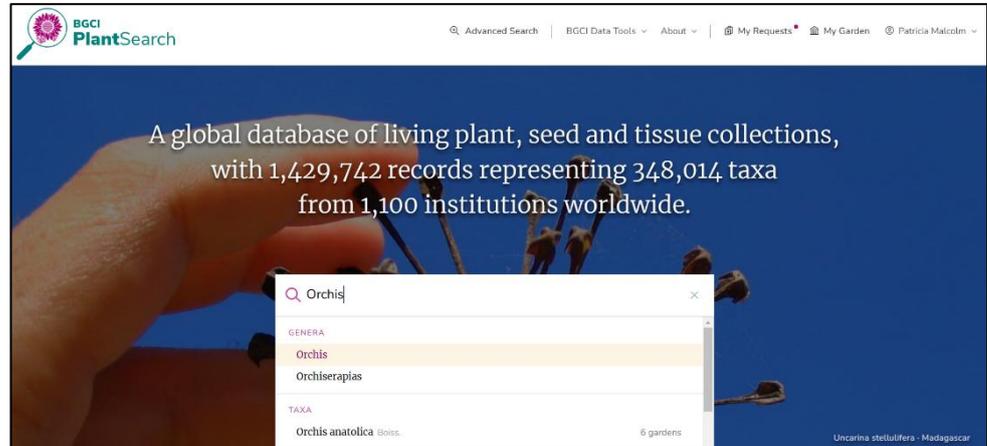
Please also refer to each individual gardens' material exchange transfer agreements (MATs).

Search results will include all relevant taxa based on the search criteria entered, along with family name, nomenclatural status, and the number of botanic gardens (*ex situ* sites) which report each taxon in their collections.

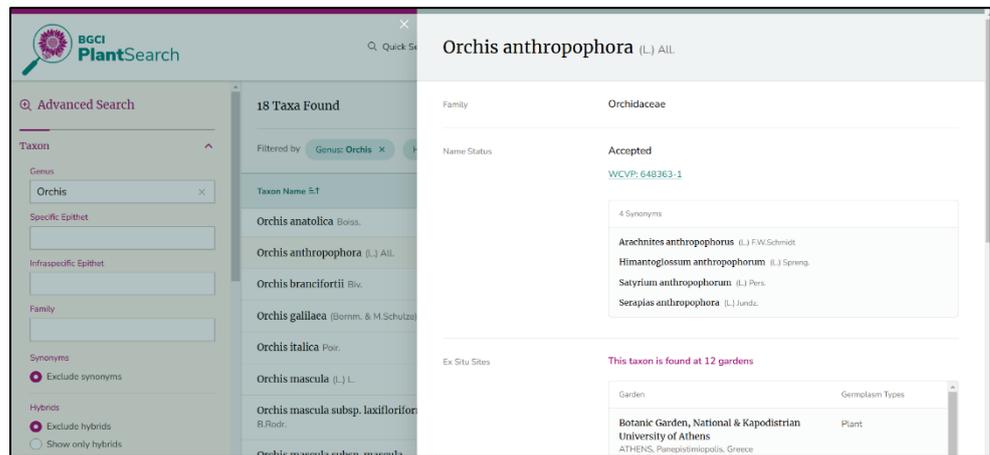
## Making a Request for Information or Material

### Select a taxon and garden(s) to Request Information or Material

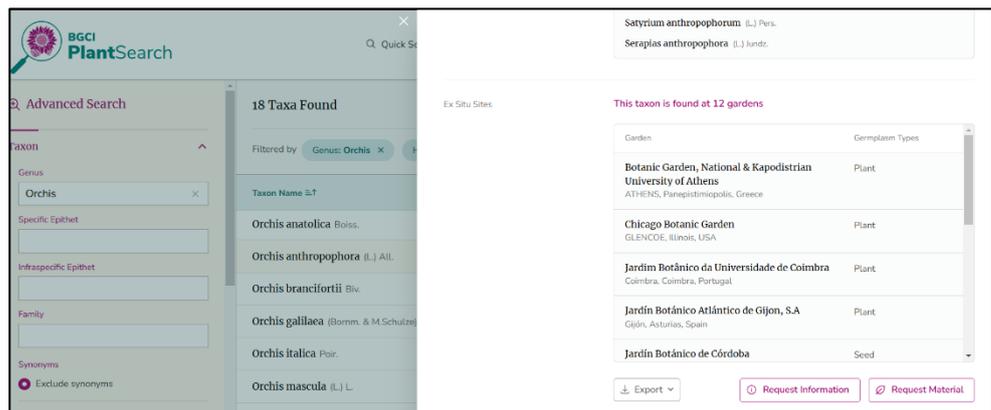
1. Search for a taxon either on the Quick Search or Advance Search. The Advance Search allows filtering options such as Threatened Status, Germplasm type, and other variables.



2. Click on the taxon of choice. A window will open on the right.



3. Scroll down to the Ex Situ Sites and choose either Request Information or Request Material



- Select the garden(s) that to Request Information or Material from.

Orchis anthropophora (L.) AIL

Select which gardens to submit your request to:

2 Gardens Selected Select All

Garden	Germplasm Types
<input type="checkbox"/> Botanic Garden, National & Kapodistrian University of Athens ATHENS, Panepistimiopolis, Greece	Plant
<input type="checkbox"/> Chicago Botanic Garden GLENCOE, Illinois, USA	Plant
<input type="checkbox"/> Jardim Botânico da Universidade de Coimbra Coimbra, Coimbra, Portugal	Plant
<input checked="" type="checkbox"/> Jardín Botánico Atlántico de Gijón, S.A Gijón, Asturias, Spain	Plant
<input checked="" type="checkbox"/> Jardín Botánico de Córdoba CORDOBA, Spain	Seed
<input type="checkbox"/> Millennium Seed Bank	Seed

[← Back to Taxon Details](#) Continue →

### Fill in the request form

- Fill in Contact information. This information can be edited in this window, and also in the Profile (see section on Request Settings).

Orchis anthropophora (L.) AIL

Contact Information

Name\*

Email\*  Phone

Organisation\*  Job Title

- For material requests, fill in the shipping information.

Shipping Address

Address Line 1\*

Address Line 2

City\*  State or Province\*

Postal Code\*  Country\*

- For material requests select the type of material required and the intended use(s) for that material.

Type of Material Requested

Select all that apply\*

Unrooted cutting

Rooted cutting

Silica-dry

Seed

Whole plant

Dry Ice

Other (please specify)

Intended Uses for Requested Material

Select all that apply\*

Research

Education

Conservation

Horticulture

Display

Other (please specify)

- Briefly explain the purpose of the request, giving enough information to the garden. And click Continue.

Purpose of Request

Briefly explain why you are making this request, including details about your project or garden collection.\*

[← Back](#) Continue →

9. Agree to the Terms and Conditions and Submit. (Full terms and conditions are explained above). Each of the gardens selected (or if a blind request is done all the gardens with that taxon) will receive a notification, but they are under no obligation to reply.

**Orchis anthropophora** (L.) All.

You are requesting **Orchis anthropophora** material from **2 gardens**.

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**Terms & Conditions for Material Exchange or Information:**

**Intended Use:** This service is designed to facilitate communication between plant collection holders, researchers, educators, and other plant conservation professionals. Its primary use is to request or share information or plant materials for research education and conservation purposes.

Please note the garden(s) you are requesting material or information from are under no obligation to reply, please be respectful of their decision. BGCI takes no responsibility for the accuracy of the information shared, nor is it directly involved or responsible for the exchange of material.

10. The request is submitted. Click on My requests to view all.

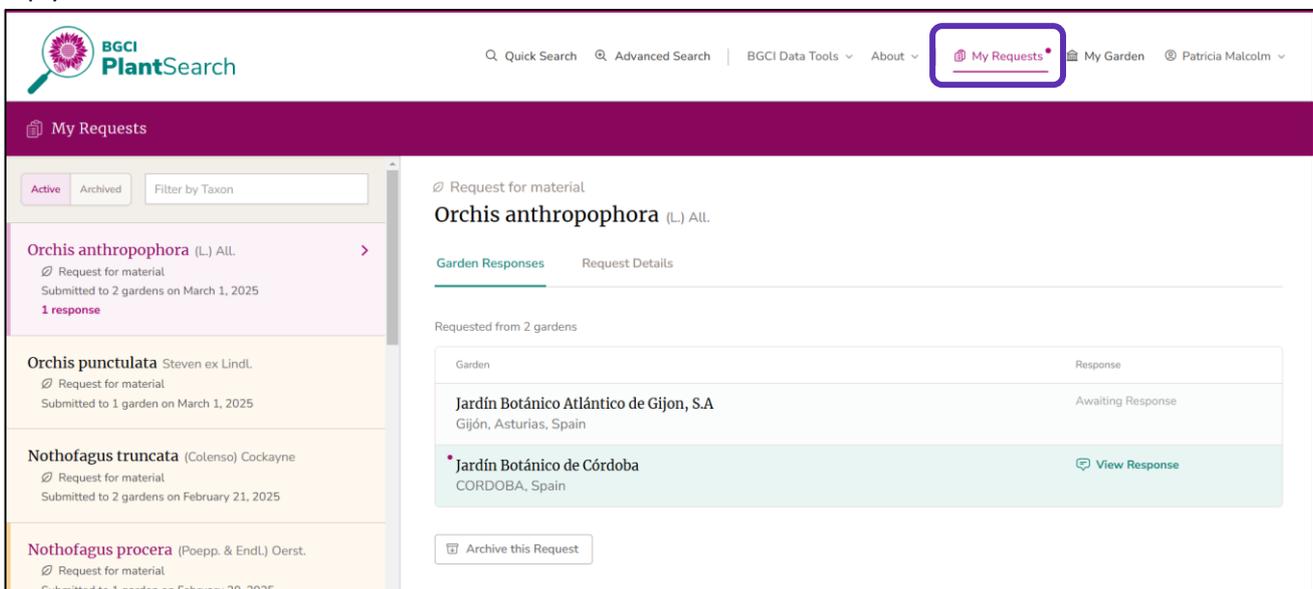
**Orchis anthropophora** (L.) All.

✔ **Your request for material was submitted.**

When gardens have responded to your request, you'll find details in the **My Requests** section.

## Managing My Requests

Click on the top menu for My Requests to list all the current requests on the left-hand side. A pink dot next to My Requests indicates that a message has been received. Requests can be changed under request details and also they can be archived. When archiving a request, it will no longer be available for the garden to view or reply.



**BGCI PlantSearch** | Quick Search | Advanced Search | BGCI Data Tools | About | **My Requests** | My Garden | Patricia Malcolm

**My Requests**

Active | Archived | Filter by Taxon

**Orchis anthropophora** (L.) All. >  
Request for material  
Submitted to 2 gardens on March 1, 2025  
1 response

**Orchis punctulata** Steven ex Lindl.  
Request for material  
Submitted to 1 garden on March 1, 2025

**Nothofagus truncata** (Colenso) Cockayne  
Request for material  
Submitted to 2 gardens on February 21, 2025

**Nothofagus procera** (Poepp. & Endl.) Oerst.  
Request for material  
Submitted to 1 garden on February 20, 2025

Request for material  
**Orchis anthropophora** (L.) All.

Garden Responses | Request Details

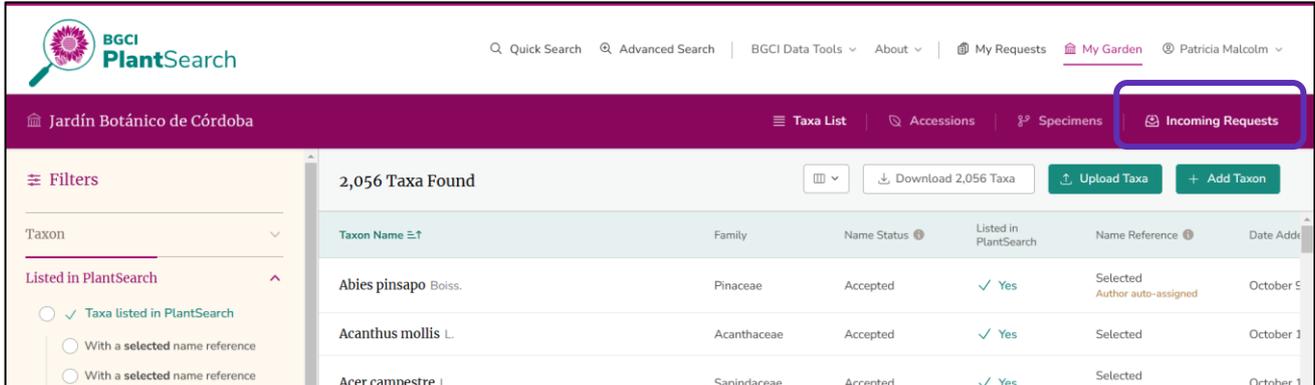
Requested from 2 gardens

Garden	Response
Jardín Botánico Atlántico de Gijón, S.A Gijón, Asturias, Spain	Awaiting Response
<b>Jardín Botánico de Córdoba</b> CORDOBA, Spain	<a href="#">View Response</a>

Archive this Request

## Managing Requests as a Garden Curator/Staff

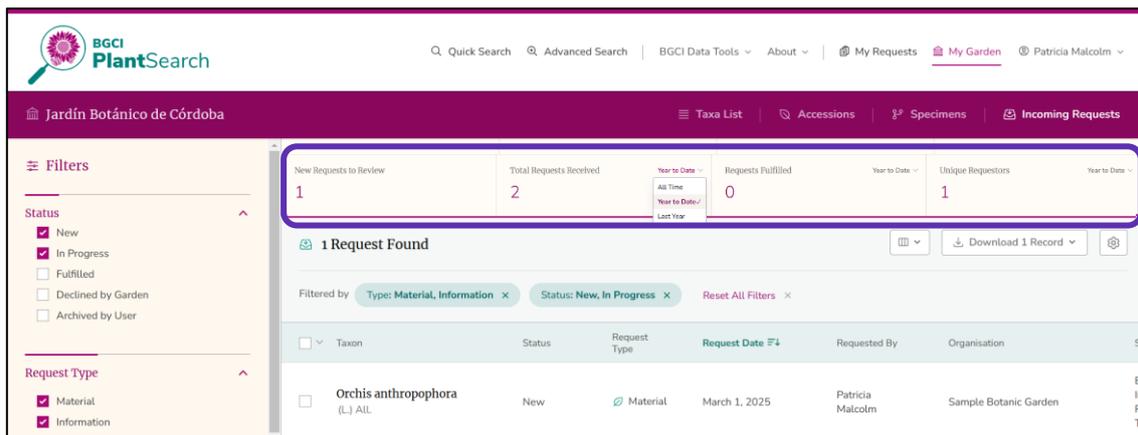
As a garden curator/staff to view the Incoming requests click on My Garden and then on the Incoming Requests tab. A log into PlantSearch and being linked to a garden listed in GardenSearch are required.



2,056 Taxa Found

Taxon Name	Family	Name Status	Listed in PlantSearch	Name Reference	Date Added
Abies pinsapo Boiss.	Pinaceae	Accepted	✓ Yes	Selected Author auto-assigned	October 5
Acanthus mollis L.	Acanthaceae	Accepted	✓ Yes	Selected	October 1
Acer campestre L.	Sapindaceae	Accepted	✓ Yes	Selected	October 1

Under Incoming Requests a dashboard indicates the New requests awaiting to be reviewed, Total requests received, fulfilled and how many Unique Requestors. Use the several filters on the left and results can be sorted, filtered and/or downloaded, and the time scale on the top menu.



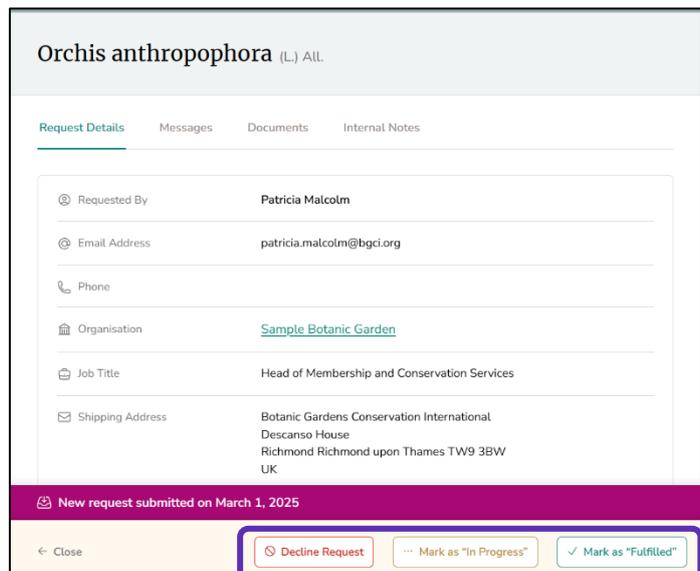
1 New Requests to Review | 2 Total Requests Received | 0 Requests Fulfilled | 1 Unique Requestors

1 Request Found

Taxon	Status	Request Type	Request Date	Requested By	Organisation
Orchis anthropophora (L.) AIL	New	Material	March 1, 2025	Patricia Malcolm	Sample Botanic Garden

The request for material by Patricia Malcolm can be seen in the Incoming Requests area. Expand the request for more information by clicking on it. The request can be

- **Declined** it will show as declined in the requestor area.
- **Marked as In Progress** meaning the garden is assessing whether the material or information is available, or while MTAs are signed
- **Marked as Fulfilled** if the request for information or Material is sent.



**Orchis anthropophora (L.) AIL**

Request Details | Messages | Documents | Internal Notes

Requested By: Patricia Malcolm  
 Email Address: patricia.malcolm@bgci.org  
 Phone:   
 Organisation: [Sample Botanic Garden](#)  
 Job Title: Head of Membership and Conservation Services  
 Shipping Address: Botanic Gardens Conservation International, Descanso House, Richmond Richmond upon Thames TW9 3BW, UK

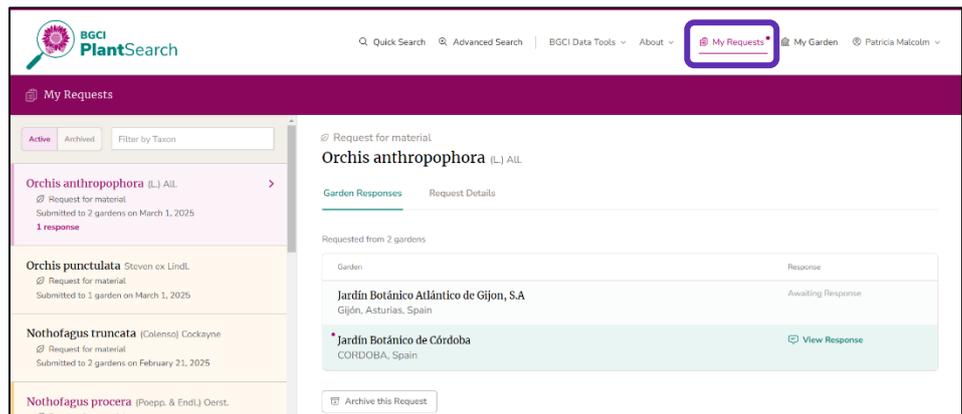
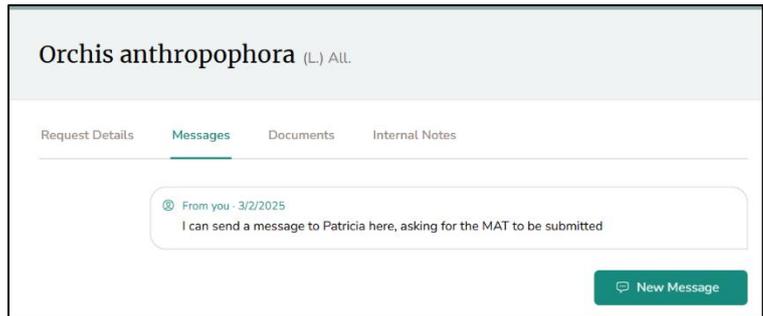
New request submitted on March 1, 2025

Close | Decline Request | Mark as "In Progress" | Mark as "Fulfilled"

## Communication between requestor and garden curator/staff

Note: BGCI strongly recommends communicating via the tool, as it will allow us collectively to monitor exchange of material, and provide the information to the CBD to champion exchange of material for scientific purposes.

Once the garden sends a message to the requestor, a notification will appear on the requestor's profile

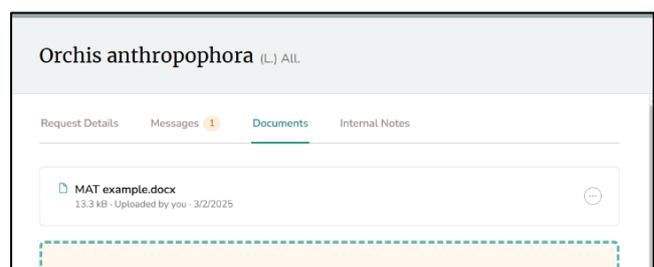
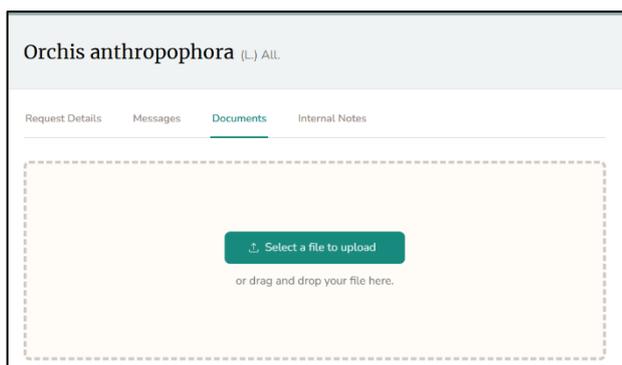


The requestor can then reply to this message



## Uploading documents

Documents can be sent to the requestor, either to fulfil the request for information or send them a MAT to fill in and return via the tool. More than one document can be added or removed. Simple Select a file or drag and drop a file onto the box.



The requestor will receive a notification when a document is uploaded and viceversa.



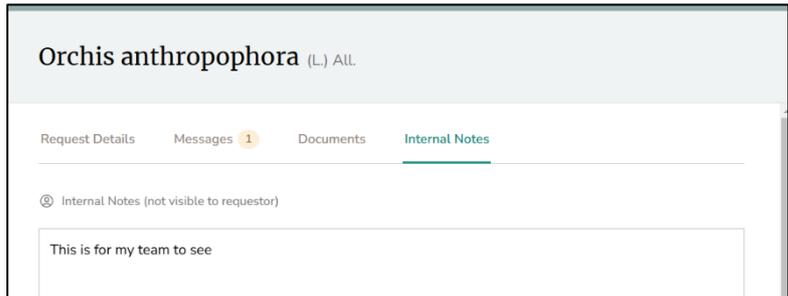
Request for Material from  
**Jardín Botánico de Córdoba**  
CORDOBA, Spain

Messages 1 Documents 1

From Patricia Malcolm · 3/2/2025  
I can send a message to Patricia here, asking for the MAT to be submitted

### Internal Notes

These are used to add information to the request not seen by the requestor. But the notes can be seen by other garden staff.



**Orchis anthropophora** (L.) All.

Request Details Messages 1 Documents Internal Notes

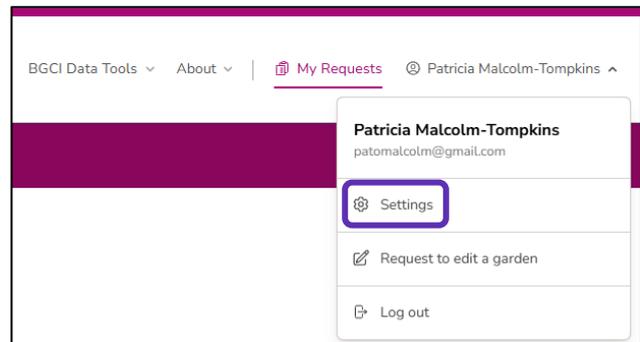
Internal Notes (not visible to requestor)

This is for my team to see

## Request Settings

### As requestor

An individual requestor can manage email notifications from the profile and change profile information. Click on the Settings wheel under the name.



BGCI Data Tools About My Requests Patricia Malcolm-Tompkins

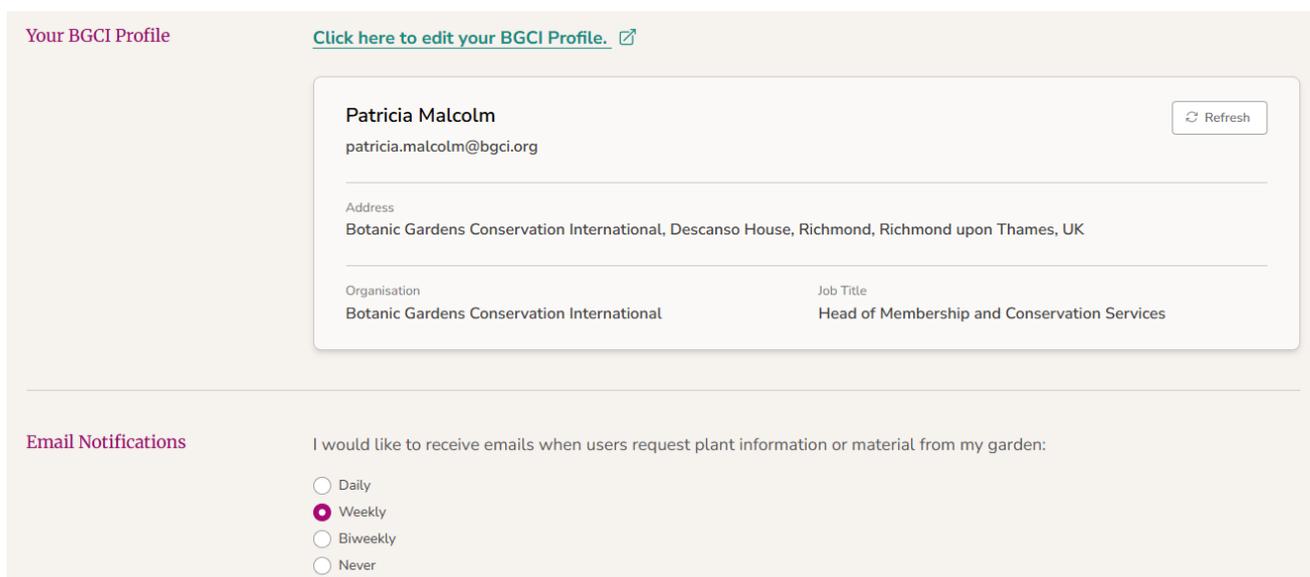
**Patricia Malcolm-Tompkins**  
patomalcolm@gmail.com

Settings

Request to edit a garden

Log out

Email notification frequency can be changed here and Edit the BGCI profile to change organisation information or job title.



Your BGCI Profile [Click here to edit your BGCI Profile.](#)

**Patricia Malcolm**  
patricia.malcolm@bgci.org

Address  
Botanic Gardens Conservation International, Descanso House, Richmond, Richmond upon Thames, UK

Organisation: Botanic Gardens Conservation International Job Title: Head of Membership and Conservation Services

Refresh

Email Notifications

I would like to receive emails when users request plant information or material from my garden:

Daily  
 Weekly  
 Biweekly  
 Never

The Click here to Edit Your Profile links to the BGCI SheepCRM App, please update the organisation information and jobtitle here. This information will be refreshed in PlantSearch.

DASHBOARD ACCOUNT ▾

MEMBERSHIP MEMBER BENEFITS GLOBAL CONSERVATION CONSORTIA REGIO S

PROFILE
LIBRARY
PAYMENTS
PRIVACY

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## Your Profile

**Your Details**

Areas of Interest

Public Profile

Privacy and Consent



**Profile picture**

File type: .jpg or .png / Max file size: 2mb

**First name**

**Last name**

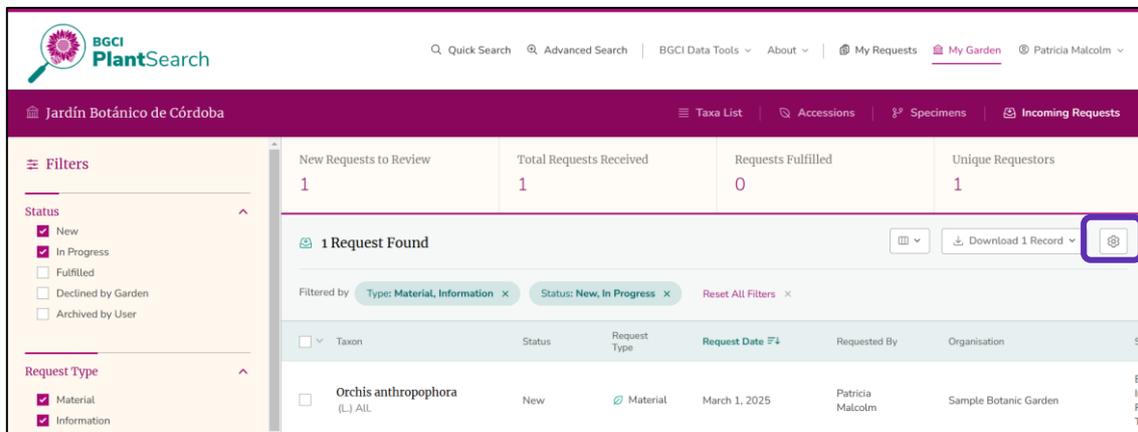
**Main telephone number**

**Additional phone numbers**

 ✕

### As garden staff

As Garden staff, click on the Settings wheel to set up general setting for the garden when an incoming request arrives.



The screenshot shows the 'My Garden' interface for 'Jardín Botánico de Córdoba'. It features a summary of requests (1 New, 1 Total Received, 0 Fulfilled, 1 Unique Requestor) and a table of 1 request found for 'Orchis anthropophora'. A settings gear icon is circled in blue in the top right of the request list area.

### Email Notifications

In this area the garden curator/staff can set the frequency of emails notifications to Daily, Weekly, Biweekly or Never. Please make sure that at least one of staff member of the garden has email notifications on.

**Incoming Request Settings**

**Email Notifications**

I would like to receive emails about incoming requests for information or material:

Daily  
 Weekly  
 Biweekly  
 Never

## Additional Instructions

Set up a message that is sent to all requestors once a request is marked as In Progress, such as “this request for information or material has been accepted, it is currently being processed, please refer to our garden terms and condition and sign the relevant MTA documentation”.

**Additional Instructions**

Enter any special instructions for users who are requesting plant information or material. Users will see these instructions once you have marked a request as “In Progress”.

Heading ▾ B I U       

## Additional Terms and Conditions

Different gardens have specific Terms and Conditions particularly when exchanging plant material. In this section a specific garden Terms and Conditions can be added, and the requestor must agree these to proceed. **Change the Status of the request to In Progress**

**Additional Terms & Conditions**

Users are required to agree to a [default set of Terms & Conditions](#) when making requests. You can specify additional Terms & Conditions specific to your garden, which users will be asked to agree to once you have marked a request as “In Progress”.

Heading ▾ B I U       

Requestor’s view of the Additional Instructions and additional Terms and Conditions set by the garden

 Request for Material from  
**Jardín Botánico de Córdoba**  
CORDOBA, Spain

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[Instructions, Terms & Conditions](#) • [Messages](#) [Documents](#)

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**Instructions from the Garden:**

Extra instructions for this garden, please fill in the MAT

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**Terms & Conditions from the Garden:**

These are the terms and conditions from our garden for sharing information or materials

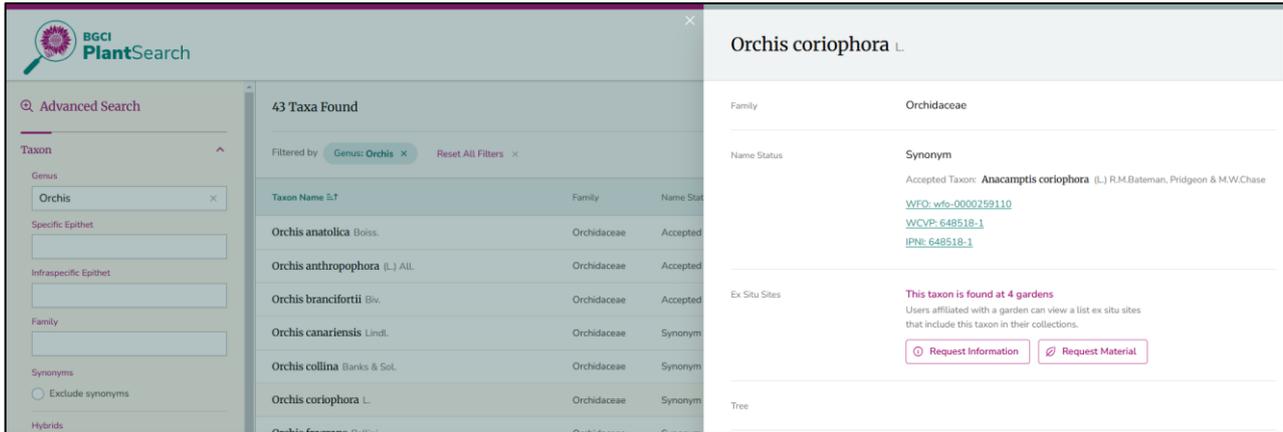
I agree to the above Terms & Conditions.

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← Close
 To proceed, please agree to the garden's Terms & Conditions

## As non-garden staff

University students, researchers, forestry departments and other interested parties in living collections, can also use this tool. With the difference that the request for information or material will be done blind. Non-garden staff must be registered to use the tool, the main difference is that ex situ sites won’t be visible.



**BGCI PlantSearch**

Advanced Search

Taxon: Genus: **Orchis**

43 Taxa Found

Filtered by: Genus: **Orchis** | Reset All Filters

Taxon Name	Family	Name Status
<b>Orchis anatolica</b> Boiss.	Orchidaceae	Accepted
<b>Orchis anthropophora</b> (L.) AIL.	Orchidaceae	Accepted
<b>Orchis brancifortii</b> Oliv.	Orchidaceae	Accepted
<b>Orchis canariensis</b> Lindl.	Orchidaceae	Synonym
<b>Orchis collina</b> Banks & Sol.	Orchidaceae	Synonym
<b>Orchis coriophora</b> L.	Orchidaceae	Synonym

**Orchis coriophora** L.

Family: Orchidaceae

Name Status: Synonym

Accepted Taxon: **Anacamptis coriophora** (L.) R.M.Bateman, Pridgeon & M.W.Chase

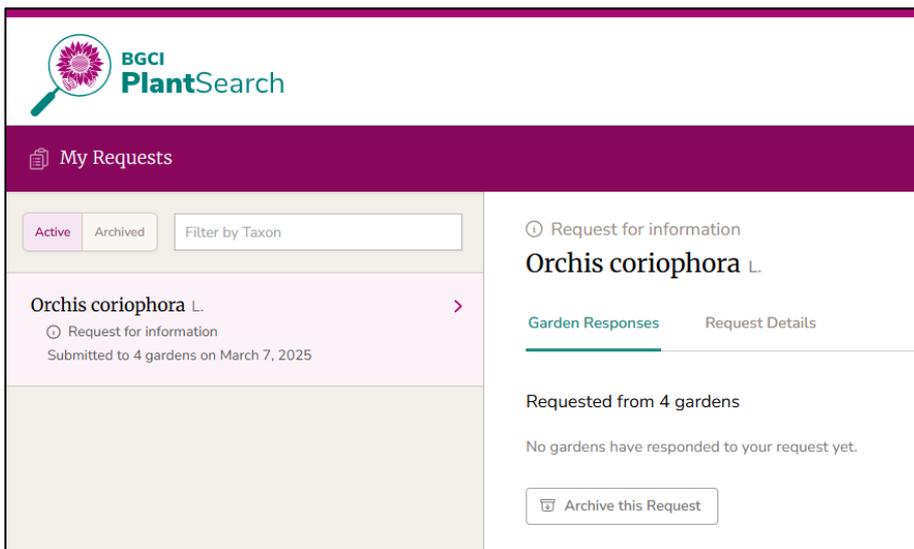
WFO: [wfo-000259110](#)

WCVP: [648518-1](#)

IPNI: [648518-1](#)

Ex Situ Sites: **This taxon is found at 4 gardens**  
Users affiliated with a garden can view a list of ex situ sites that include this taxon in their collections.

[Request Information](#) [Request Material](#)



**BGCI PlantSearch**

My Requests

Active | Archived | Filter by Taxon

**Orchis coriophora** L.

Request for information  
Submitted to 4 gardens on March 7, 2025

Request for information  
**Orchis coriophora** L.

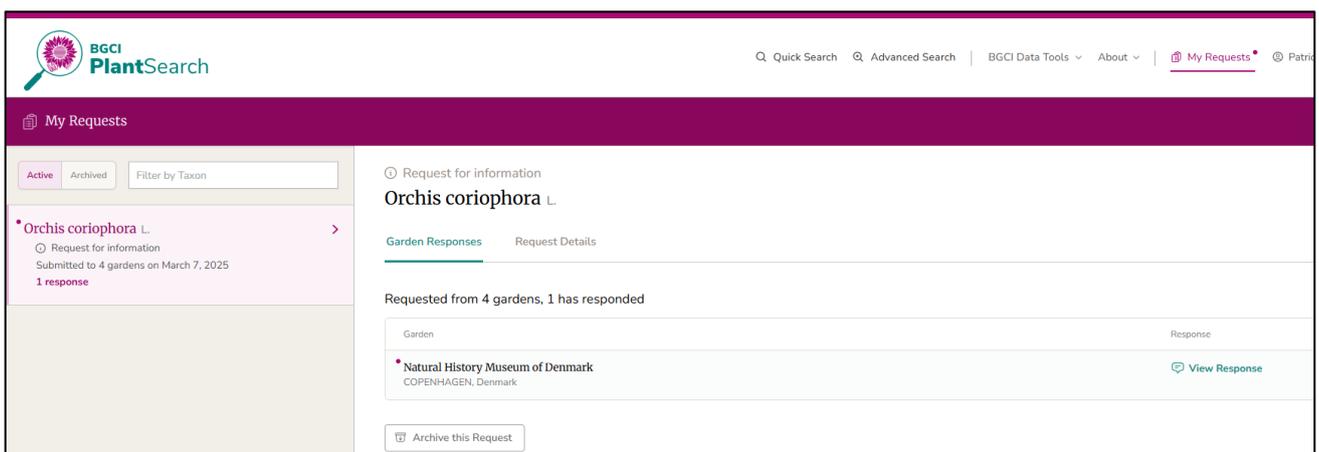
Garden Responses | Request Details

Requested from 4 gardens

No gardens have responded to your request yet.

[Archive this Request](#)

Search the interested taxon and request for information or material. Once a garden has accepted to fulfil the request, information on that garden will appear on My Requests area.



**BGCI PlantSearch**

Quick Search | Advanced Search | BGCI Data Tools | About | **My Requests** | Profile

My Requests

Active | Archived | Filter by Taxon

**\* Orchis coriophora** L.

Request for information  
Submitted to 4 gardens on March 7, 2025  
**1 response**

Request for information  
**Orchis coriophora** L.

Garden Responses | Request Details

Requested from 4 gardens, 1 has responded

Garden	Response
<b>Natural History Museum of Denmark</b> COPENHAGEN, Denmark	<a href="#">View Response</a>

[Archive this Request](#)