



STAFF REPORT

DATE: 04/16/2025
TO: Honorable Mayor and City Council Members
FROM: Community Services Department

2025-170

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

CORONA PUBLIC LIBRARY W.D. ADDISON HERITAGE ROOM POLICY

EXECUTIVE SUMMARY:

This staff report asks the City Council to review and approve the W.D. Addison Heritage Room Policy. The policy is a comprehensive document that outlines the guidelines for the collection, preservation, and use of historical materials within the Heritage Room. It also promotes responsible usage by visitors, to foster awareness and appreciation of the region's history. The Library Board of Trustees reviewed the policy on March 25, 2025, and recommended for approval by the City Council.

RECOMMENDED ACTION:

That the City Council review and approve the W.D. Addison Heritage Room Policy.

BACKGROUND & HISTORY:

The W.D. Addison Heritage Room, originally opened to the public as a dedicated space for preserving and showcasing historical artifacts, documents, and memorabilia, has been crucial in promoting local history and cultural heritage. The room is named after W.D. Addison, who served as the Director of Adult Education and taught history at Corona High School, where he inspired many students with his passion for the past. Additionally, he was the chairman of the Heritage Committee from 1978 to 1983, where he played a key role in preserving and promoting the region's historical legacy.

In 2024, the W.D. Addison Heritage Room underwent a major renovation, reopening to the public in October of that year. The reopening prompted the need for updated protocols aligned with the new space, improved security measures, and more streamlined access for researchers and visitors. This policy was crafted to increase public engagement with the collection and ensure that the materials housed in the room are accessible in a responsible and meaningful way.

ANALYSIS:

Over the past several months, Library staff have evaluated the usage of the Heritage Room collection to identify opportunities for improvement. Drawing on industry standards, Heritage Room data, utilization patterns, and the Rare Books and Manuscripts Guidelines and Research Room Guidance from the National Archives, the library staff developed a policy to ensure the long-term preservation and care of the collection.

The Heritage Room policy discusses various aspects of using the room, collections, accession/deaccession, collection management, and volunteer and intern responsibilities. The “Using the Collection & Room” section thoroughly details permissions for room users. Industry standards and best practices of other local history rooms in Southern California influenced this section. The policy was also evaluated by archivists at the University Special Collections and Archives at California State University - Fullerton, the Richard Nixon Library & Museum, and the Robert E. Ellingwood Model Colony History Room at the Ontario City Library. These assessments provided valuable feedback, which helped refine the policy collections to ensure the preservation of the collections.

The Corona Library Board of Trustees reviewed the policy at its meeting on March 25, 2025, and recommended that the City Council approve it. Upon Council approval, the policy will take effect immediately.

FINANCIAL IMPACT:

There is no financial impact associated with the recommended action.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Therefore, no environmental analysis is required.

PREPARED BY: DANIELL WHITTINGTON, LIBRARY MANAGER

REVIEWED BY: DONNA FINCH, COMMUNITY SERVICES DIRECTOR

ATTACHMENTS:

1. Exhibit 1 – W.D. Addison Heritage Room Policy
2. Exhibit 2 – Presentation