



W.D. Addison Heritage Room Policy

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Library Manager

The Ask

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



Circular Swing At City Park, ca.1925



City Council Meeting January 1963

Heritage Room Overview

The W.D. Addison Heritage Room reopened in October 2024. Over the past several months, staff have evaluated the use of the room and the collections to create a policy that ensures the longevity of the collections.



Heritage Room Policy



Heritage Room Policy

Discusses proper use of the room, collections management, acquisitions, volunteering, and internships.



Guidelines of Composition

- Based on best practices and guidelines of local history rooms.
- Reviewed by archivists at the University Special Collections and Archives at Cal State Fullerton, Nixon Library & Museum, and the Robert E. Ellingwood Model Colony History Room at Ontario City Library.



Library Board of Trustees

This policy was presented to the Trustees and recommended to Council on March 25, 2025.

Overview

Heritage Room Policy

01

Acquisitions & Deaccessioning

- Acquire material relating to the history of Corona and surrounding area.
- Operate within the limits of storage space, processing times, and conservation of items.
- Removal of items will follow archival guidelines.

02

Using the Collection & Room

- Overview of how to use items (i.e. only at the tables, one folder at a time)
- Addresses proper bags, food and water storage
- Prohibits use of gum, water or food on the tables
- Memory Lab
- Fragile items
- Copyright law and Code of Conduct

03

Fragile Collections

- Glass negatives
- Newspaper microfilm
- Film collection
- Artifacts
- Oversize photos
- Panoramic photos
- Maps

04

Detailed List of Materials Accepted

- Printed and published material
- Manuscript and archival material
- Audiovisual material
- Electronic or digital material

05

Volunteering & Internships

- Internships overview
- Volunteering opportunities & potential assignments

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Questions?



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