Expanded Access to the Library's Heritage Room Collection

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Council Direction Sought

Option 1: Accelerate Cataloging of Collection
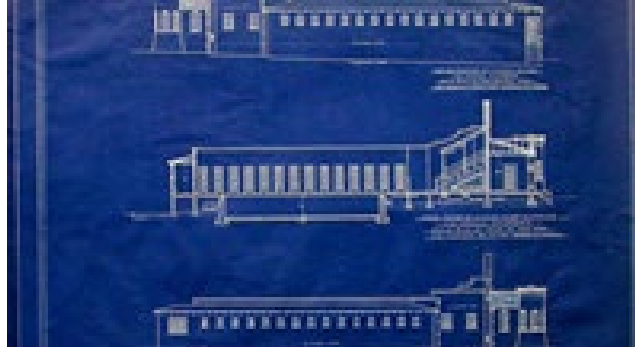
Option 2: Digitize Collection

Option 3: Expand Hours of Operation

The W.D. Addison Heritage Room

Reading Room & Work Room

W.D. Addison Heritage Room Collection

- **Artifacts**
- **Artwork**
- **Blueprints**
- **Citrus Labels**
- **Film**
- **Manuscripts**
- **Maps**
- **Yearbooks**
- **Photos**
- **Photo Negative**
- **Posters**
- **Slides**
- **Sound Recordings**

Volunteering in the Work Room

- Industry standards & best practices do not allow for any volunteer or paid staff member to independently work in the work room without supervision of Archivist

- Vetted volunteers
    - Assigned specific tasks by Archivist
    - All assignments supervised by Archivist

Current Access to the Heritage Room Collection

Current Access to Heritage Room Collection

- Anytime by Appointment

- Regular Operating Hours for walk-ins

  - Wednesday 11:00am – 1:00pm

  - Thursday 4:00pm – 6:00pm

- Corona Heritage Online & Internet Archive

Heritage Room User Guidelines

- Handle items with great care
- 5 items used at a time (folders, books, etc)
- Only pencils/laptops for notes
- Only bottled water/beverages in container
- No flash photos permitted
- Staff will scan/photocopy

Standards for Special Collections

- Society of American Archivists
- Society of California Archivists
- Inland Empire Memories

(W.D. Addison Heritage Room meets these standards)

Options for Expanded Access

Options for Expanded Access

1. Accelerate Cataloging of Collection

2. Digitize the Collection

3. Expand Hours of Operation

Option 1: Accelerate Cataloging the Collection

Current Collection Size: 106,131 items in the City's collection

Catalogued: 86,631(82%)   **Not Catalogued:** 19,500 (18%)

Staff Allocated: 0.63 FTE

Estimated years to complete cataloging at current pace: 10

Options to increase rate of cateloging:
- 0.7 FTE (5 Year completion timeline) Cost: $ 69,300/year
- 1.5 FTE (3 Year completion timeline) Cost: $148,500/year
- 4.5 FTE (1 Year completion timeline) Cost: $445,500/year

PROS	CONS
▪ Accurate, comprehensive descriptions of items ▪ More successful searching possible ▪ Expedited access to materials (no delays to wait for completion of cataloging)	▪ Additional staffing cost

*Impact can be offset with volunteer support

Option 2: Digitize the Collection

Estimated Cost: $500,000 - $1 million (one time cost) for outsourcing*

$8,100 (annual subscription cost) for upgrade of cloud storage

PROS	CONS
▪ Access 24/7 to collection ▪ Preservation of physical collection	▪ Unable to confirm actual costs at this time due to COVID impacts on industry ▪ Large portions of collection inaccessible during process ▪ Would require upgrade of current cloud storage solution

*based on research of similar projects

Option 3: Expand Hours

- **Expand library walk in hours:** from 4 to 51

- **Estimated Cost:** $170,000

PROS	CONS
▪ More hours of walk-in use ▪ Additional support of projects	▪ Increased staffing cost

*Impact can be offset with volunteer support

Summary of Options

	Option 1 Accelerate Cataloging	Option 2 Digitize Collection	Option 3 Expand Hours
Cost	$69,300 annually for five years	$500,000 - $1,000,000	$170,000

Recommendation

- Staff recommend Option 1 as the first phase of expanded access, over a five year period.
- Increase use of volunteer program support.
- When special collection is 75% cataloged, revisit digitization.

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