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Title: HERITAGE ROOM LENDING POLICY TO CITY BUILDINGS AND HERITAGE PARK

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Attachments: 1. Staff Report, 2. Exhibit 1 - Heritage Room Lending Items Document

Date	Ver.	Action By	Action	Result
5/3/2023	1	City Council	approved	

REQUEST FOR CITY COUNCIL ACTION

DATE: 05/03/2023

TO: Honorable Mayor and City Council Members

FROM: Community Services Department

SUBJECT:
HERITAGE ROOM LENDING POLICY TO CITY BUILDINGS AND HERITAGE PARK

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve the Lending Policy for items, documents, and other ephemera from the W.D. Addison Heritage Room to City buildings and Heritage Park. The policy describes the proper display of archival items from the Heritage Room, the application and loan process, and the ideal conditions needed for the various items. The policy will enable the citizens of Corona to view historical City items while the Heritage Room is closed.

RECOMMENDED ACTION:

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

BACKGROUND & HISTORY:

The Corona Public Library currently houses the W.D. Addison Heritage Room, which contains many collections focusing on Corona’s cultural and public history. At present, the Heritage Room collections date range from 10,000 years ago to the present, and includes invaluable items such as books, pamphlets, photographs, slides, postcards, artifacts, maps, newspapers, microfilm, citrus labels, and

other items related to Corona's history.

The Heritage Room is scheduled to be renovated and the collection will need to be placed in storage for preservation.

Council member Speake requested the creation of a Lending Policy to clarify how to borrow and display items from the Heritage Room. The goal of the policy is to expand the possibilities of displaying items in a safe and protective manner. The policy reflects industry standard practices and proper environmental conditions needed for various items. Library staff presented the policy to the Library Board of Trustees and the City Council for feedback and suggestions.

ANALYSIS:

Library staff researched approved archival methods from the following entities: Northeast Document Conservation Center, National Archives and Records Administration, The Met Museum, The Smithsonian, and the International Council on Archives Committee. These methods were compared and condensed into the Lending Policy presented.

This Heritage Room Lending Policy allows members of the public to request items from the Heritage Room collections to be on display in City buildings and Heritage Park, starting from the beginning of the renovation project. By allowing the lending of historical items to be displayed outside of the Heritage Room during renovation, the community of Corona can continue to view and learn about the City of Corona. This policy will continue to be in effect after the renovation to allow the display of items from the Heritage Room in City buildings.

The Lending Policy ensures the items are displayed and framed using current acceptable archival standards. These standards are the basis of the document and provide benchmarks to maintain the archival items in their preserved state and prevent further deterioration or discoloration. Per the proposed Lending Policy, there is no charge to obtain an item; however, the borrower is responsible for any costs required to accommodate or repair the item.

The application and loan process is outlined below:

1. Loan requests must be submitted in writing to the Library Manager and include the following:
 - a. Brief description for the purpose of the loan;
 - b. Dates requested;
 - c. Borrower status - profit / non-profit; and organization requesting loan (if applicable);
 - d. Contact information of borrower, including mailing address, email address, phone; number, mobile number. Contact number of person in charge of security of item(s);
 - e. List of items requested;
 - f. Plans for displaying items, i.e., display cases, frames, etc.
2. The Library Manager will review the request and consult with staff on the nature of the item, proposed display conditions, and duration of display.
3. If the loan request is reasonable and meets general curatorial and conservational guidelines, borrowers will receive a letter of approval with the conditions of display.

4. If additional accommodations or protections are required for the item, the Library Manager will inform the borrower of these conditions in writing, with the intent to modify the loan request to ensure the item is suitably protected. Any resulting modifications to the loan request will be documented in writing prior to issuance of letter of approval.
5. If the borrower approves of the conditions of display, the borrower will sign the loan agreement.
6. Library staff will work with the borrower to ensure that it is displayed appropriately in the location described in the loan agreement.
7. Library staff reserves the right to periodically evaluate the item at its display location to ensure that it is suitably protected. If staff determined the display needs to be modified, they will inform the borrower in writing to take corrective action to prevent the item from deterioration or loss.
8. The Library Manager and the borrower will coordinate the return at the end of the loan period. Once the item is returned to the Heritage Room, Library staff will inform the borrower in writing the Library is in possession of the item and the borrower is released from their responsibility for the item.

Staff recommends approval of the Heritage Room Lending Policy.

FINANCIAL IMPACT:

The Lending Policy itself will have no financial impact. However, the items require to properly display archival items will be placed upon the borrower.

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 common sense 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. This action is a financial transaction between the State of California Department of Parks and Recreation and the City of Corona, and there is no possibility that adopting this resolution will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: DANIELL WHITTINGTON, LIBRARY MANAGER

REVIEWED BY: ANNE K. TURNER, COMMUNITY SERVICES DIRECTOR

Attachments:

1. Exhibit A - Heritage Room Lending Policy to City Buildings and Heritage Park