



USER GUIDELINES FOR THE HERITAGE ROOM

Thank you for visiting the W.D. Addison Heritage Room of the Corona Public Library. We are happy to make our extensive collection of historical materials available to our visitors. To ensure the availability of these items now and in years to come, your cooperation is required for their continued care. Please observe the following rules.

Handle all Heritage Room material with **great care**: refrain from bending, leaning on, writing on, or folding the materials.

Due to their fragile condition and our desire to preserve them, all materials must remain in their protective sleeves/encasements. Only staff are permitted to remove items. Additionally, staff may require researchers to wear **protective gloves** while handling some Heritage Room materials.

Remember that only **one** photo, folder or book per person is allowed at any time. Once finished with an item, please return it to the staff in exchange for another item.

Only pencils and laptops are permitted for note taking.

All personal items including binders, bags, backpacks, purses, and computer cases must be kept beneath the research table.

Only bottled water and beverages in containers with resealable **lids** are permitted in the Heritage Room. These must be **kept on the floor under the table**. Food is not permitted.

Photographs, postcards, negatives, slides, and other fragile materials **cannot be photocopied or scanned by researchers**. Researchers are permitted to photograph material, however, the camera or phone **flash must be turned off**. Heritage Room staff can scan materials for patrons. All copy/reproduction fees must be paid in advance.

Please ask staff before **photocopying** any material (some items may be too fragile). Staff are always available to assist you with the photocopying process.

Please return all materials to the Heritage Room staff in the same condition in which you received them.

If a graphic image (photograph, artwork, digital image, etc.) from the collection is published in any form, you must **acknowledge the library's ownership of that item with a credit line and by completing Permission to Publish forms**. Heritage Room staff will be happy to provide verbiage and Permission to Publish forms.