

ROBERT E. ELLINGWOOD MODEL COLONY HISTORY ROOM COLLECTION POLICY

Background

The Ontario colony was founded in 1882 by two Canadian brothers, George and William Chaffey. It became known as the “Model Colony” because of the Chaffeys’ innovative community development ideas. The Ontario City Library established the Model Colony History Room in 1970 to preserve reference materials concerning the social, economic and governmental history of Ontario and the surrounding area. In November 2004, the city recognized former mayor Robert E. Ellingwood’s tireless efforts in preserving the history of Ontario by renaming the room the Robert E. Ellingwood Model Colony History Room.

Mission

The mission of the Robert E. Ellingwood Model Colony History Room is to identify, acquire, organize, arrange, describe and preserve materials that will provide information about Ontario past and present. These materials will serve to support the research interests and informational needs of future generations of Ontarians about the history of their city and the surrounding “West End” communities of Chino, Upland, Montclair and Rancho Cucamonga, as well as other areas that played an important role during the lives of George Chaffey, his family and other early area pioneers. The room is named after Robert E. Ellingwood, former mayor and local historian who was dedicated to preserving Ontario’s history.

Materials collected include written (diaries, letters), printed (books, pamphlets, newspaper clippings, documents, business records), graphic materials (maps, postcards, photographs, negatives), audio-visual (oral history recordings, audio recordings, motion picture film, video, and digital audio/visual) and limited three-dimensional artifacts (dependent upon size, scope and preservation requirements) that support the above mission. ALL MATERIALS ARE NON-CIRCULATING.

Donation Policy

1. Donations of materials fitting the above criteria will be accepted at the discretion of the Model Colony History Room Librarian with the approval of the Library Director. Selectivity is critical to the maintenance of the collection in order for the collection to continue to support its core research areas. Gifts of money, given outright or as memorials, are also accepted and can be designated for the Model Colony History Room exclusively. If the donor has a special area of interest, it will be taken into consideration when making a purchase. All gift materials are acknowledged.

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- a. Donations of materials relating to areas outside of the West End will only be accepted in the absence of any other appropriate depository.
 - b. Donors of three-dimensional objects normally will be referred to one of several local museums.
 - c. Donors with three-dimensional artifacts relating to Ontario that are not within the size, scope and preservation parameters required by the Model Colony History Room will be referred to the Ontario Museum of History and Art.
2. Generally, the Model Colony History Room does not accept items on a long-term loan basis due to the expense involved in housing, handling and maintaining loans. Exceptions may be made at the discretion of the Model Colony History Room Librarian with the approval of the Library Director.
 3. Contributions made to the Ontario City Library are tax deductible, as provided under the Internal Revenue Code.
 - a. The responsibility of appraising all donations remains with the donor.
 - b. The library is not permitted to provide any written appraisals for income tax purposes.
 4. Only donations made free and clear without restrictions as to their use or future disposition will be accepted.

Deaccessioning of Donations

1. Donations shall be retained permanently in the collections so long as they retain their physical integrity, identity and authenticity, and so long as they remain relevant and useful to the purposes and activities of the Model Colony History Room. Deaccessioning of donations may be considered when these conditions no longer prevail or if the Model Colony History Room should receive similar items in better condition.
2. Donations shall be deaccessioned only upon the recommendations of the Model Colony History Room Librarian.
3. Consideration shall be given to placing such donations (through gift, exchange or sale) in another tax-exempt public institution where they may serve the purposes for which they were initially acquired by the Model Colony History Room.
4. A disposition record for each donation will be retained permanently as part of the Model Colony History Room's collection records.

Collection Descriptions

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As stated previously, all materials are non-circulating. Most items are presently or will be cataloged. Manuscript collections are arranged per archival standards and a finding aid is created and made available online via the library's website and/or the Online Archive of California.

1. Books, Non-Fiction

The non-fiction collection currently consists of more than 4,000 published titles and non-published papers. The collection comprises material in all major library subject areas with the bulk of it in history and biography. Coverage focuses, but is not limited to, eight specific California counties: San Diego, Imperial, Riverside, Orange, San Bernardino, Los Angeles, and Inyo, as George Chaffey lived in or worked in these counties. There are also considerable holdings in local government, general Californiana, natural history and literature. Also collected are books intended to assist staff in the arrangement, description, and preservation of archival materials.

2. Books, Fiction

The Model Colony History Room collects *bona fide* "local authors" and works of major California writers such as Atherton, Norris, London, O'Dell, Steinbeck and Wright. A local author is defined as having lived in or attended school in Ontario, Upland, Chino, Pomona, Claremont, or Rancho Cucamonga. Such authors include Tamara Thorne, Janice Bowers, Beverly Cleary, and Joseph Wambaugh.

3. Periodicals

First consideration is given to scholarly journals dealing with California history. Second consideration is given to legitimate local publications which contribute significantly to the record of contemporary affairs. Some minor publications are retained if considered rare or for the sake of the light they may shed on local business operations or society. Local "entertainment" type periodicals which generally do not include in-depth research and run articles of an ephemeral nature will be held at the discretion of the Model Colony History Room Librarian.

4. Ephemera

Ephemera is described as typed or printed material meant to be kept or used for a short period of time, such as playbills, event programs, greeting cards, brochures or pamphlets, tickets, posters, crate labels, and other such materials, which is often collected as memorabilia. It is our policy to retain any piece of printed ephemera of a local nature that we can acquire, as space allows. Many ephemera items in the Model Colony History Room collections have been cataloged into its local history database.

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5. Photographic Images

The Model Colony History Room collects photographs related to the local area, such as those of people or places of the “West End.” Our current collection consists primarily of black and white prints, black and white negatives, aerial photographs and postcards. The room also collects color prints, transparent slides, glass-plate negatives, cabinet cards, and other image formats. We prefer to accept original prints and negatives but will consider digital copies of images if the digital image meets digital archival standards or a quality print can be generated. At this time, the Model Colony History Room creates a print copy of any digital image donated which is cataloged and preserved. Efforts are underway to provide online access to the Model Colony History Room Photograph Collection. All images are cataloged within a reasonable time after acquisition.

6. Documents and Manuscript Collections

The Model Colony History Room collects municipal documents and reports such as environmental impact reports, general plans, specific plans, City of Ontario annual budgets, various departmental board minutes, and other documents as donated by or transferred from other city departments. Also collected are records related to area businesses and organizations, local families and individuals who have contributed in some way to the local area. These materials we refer to as manuscript collections and are arranged and preserved according to archival standards. Municipal documents and reports are cataloged into the library’s integrated library catalog, and manuscript collections are inventoried into a finding aid which is posted either on the library’s website or on the Online Archive of California.

7. Cartographic Materials

The Model Colony History Room collects cartographic materials related to the local area for all time periods. At present, the room houses maps dating back to 1865. Maps are described and a record is created within the library’s integrated library catalog.

8. Audiovisual Materials

The Model Colony History Room collects audiovisual materials related to city events, film footage of the local area, audio recordings of interviews with local residents and personalities, recordings of locally produced television or radio programs and programs spotlighting local people, businesses, or places. Many recordings already acquired by the Model Colony History Room have been digitally preserved and are available in streaming format on the Internet Archive. Occasionally, DVD versions of major motion picture releases may be acquired when the film a) highlights area locales as parts of sets; b) a local

resident was involved in the production of the film; or c) the film documents or recreates a local event or happening.

9. Newspapers

The Ovitt Family Community Library collects several local newspapers on microfilm including the Ontario Daily Report, the Ontario Observer, the Ontario Herald, the Ontario Record, the Ontario Fruit Grower, El Espectador, and the Inland Valley Daily Report. Many of these titles are available for viewing through inquiry at the general reference desk of the Ovitt Family Community Library. Other titles are stored in the Model Colony History Room's storage area. The Ontario Daily Report is partially indexed within the library's local history database, and the Inland Valley Daily Bulletin is indexed into this database daily by history room staff. The Model Colony History Room clips relevant newspaper articles for inclusion in its subject and biography clipping files. In general, the Model Colony History Room does not accept physical newspapers as donations, as we obtain newspapers relevant to the local area on microfilm.

10. Yearbooks/Annuals

The Model Colony History Room acquires through direct purchase at the end of each school year high school annuals for Chaffey High School, Ontario High School, and Colony High School. The room collects via donation annuals for any local school, from K-12 through college.

11. Three-Dimensional Artifacts

It is not the general practice of the Model Colony History Room to accept donations of three-dimensional artifacts/objects. Such proffered items are referred to the Ontario Museum of History and Art; however, some small artifacts may be collected and retained by the room either for esthetic purposes or to enhance rotating displays. There is no guarantee that items donated will be displayed either temporarily or permanently. All objects are cataloged. Additional items have been retained because the items reflect the history of library science or the Ontario City Library (e.g., its former card catalog cabinet).

Adopted as part of Materials Selection Policy by

Ontario City Library Board of Trustees

August 2019

