

2012 Western Archives Institute California State Polytechnic University, Pomona

Please save this information for future reference.

More detailed information will be sent upon acceptance into the program.

All Students:

Location:

Striking a balance between urban excitement and rural charm, Cal Poly Pomona is nestled in 1,438 rolling acres on the eastern edge of Los Angeles County. As one of only seven polytechnic universities nationwide, Cal Poly Pomona is known for its learn-by-doing philosophy. The university recognizes that students who solve classroom problems today have an advantage as employees solving real-world problems tomorrow. Faculty in all disciplines apply theory to practice, creating opportunities for students to use their knowledge in hands-on projects, collaboration in research, and participation in valuable internships and service learning programs.

If you wish to find out more about Cal Poly, Pomona, you can visit its website at:

<http://www.csupomona.edu/>

Interactive and printable campus maps are available at: <http://www.csupomona.edu/maps/>

Classes:

Most classes will be held in the England and Evans Room located on the second floor of the Bronco Student Center, Room 2131, on the Cal Poly, Pomona campus from 8:15 a.m. to 5:00 p.m., Monday through Friday each week. Resident students will have meals in the Los Olivos Dining Commons, about a fifteen-minute walk from the campus residence halls, where resident students will stay. (*See campus map: Bronco Student Center, building #35; Los Olivos Dining Commons, building #70*)

Transportation will be arranged for all site visits to local repositories. There will be an optional site visit scheduled for Saturday, July 14. *Sunday, July 15 is a free day with no sessions or other programming scheduled.*

Breaks

Participants will be provided with breaks during both morning and afternoon sessions. Coffee, tea, water, and a snack will be provided in the morning. Beverages and a snack will be provided in the afternoon.

Special Events:

On Sunday, July 8, there will be a brief orientation followed by an informal dinner. Participants will have an opportunity to meet one another as well as Institute staff members, and the Principal Faculty Member, Tom Wilsted.

On Friday, July 20, there will be a closing luncheon followed by closing ceremonies at the Kellogg House Mansion (see campus map: #112). During the closing ceremonies, participants will be presented with their certificates of completion. The closing program and lunch will conclude at approximately 3:00 p.m. Guest speakers will be Laren Metzger, Deputy Chief of the State Archives, and Lisa Miller, President of the Society of California Archivists. Transportation and/or parking will be provided.

All participants are expected to attend the opening orientation/dinner and closing ceremonies/luncheon. Other special events may be scheduled.

Weather:

Summer days might begin cloudy, but the skies usually clear before noon. Early summer weather is comfortable, ranging from the low 80s in the daytime to the low 60s at night.

The warmest months of the year can be August through November, when the hot, dry Santa Ana desert winds periodically blow in from the east. Temperatures in July, August and September can range from the high 90s in the daytime to the low 70s at night. Even though a few 100-degree days may pop up, it usually begins to cool off in October and November when temperatures return to low 80s in the daytime and the low 60s at night.

Parking:

The cost of parking is not included in either the resident or non-resident fee packages. Program residents and commuters can purchase parking permits in advance for campus parking..

The Western Archives Institute will not be responsible for any fines or other penalties incurred by anyone who fails to park in an approved area or does not have a permit.

Traveling to and around Pomona:

Flying to the Pomona area

Ontario International Airport (ONT) is located approximately 30 minutes east of campus, and the **Los Angeles International Airport (LAX)** is located approximately 50 minutes west of campus.

We suggest that you fly into Ontario International Airport; it is closer to campus and you will encounter less traffic.

Public Transportation to Cal Poly Pomona

Take advantage of our local trains: **Metrolink** covers Los Angeles to Pomona (1-800-371-LINK) or **Metrorail Link** covers Los Angeles, Riverside and San Bernardino (1-800-966-6428); local buses: **Foothill Transit** covers the Pomona/San Gabriel area (1-800-743-3463) or **MTA** covers Los Angeles County (1-800-266-6833) or **Omni** covers Pomona/San Bernardino (1-800-966-6428).

Shuttle Service to Cal Poly Pomona

Super Shuttle - for reservations 24 hours in advance, please call (800) 700-1983 or www.supershuttle.com. Typical fare to and from Ontario International Airport, \$27. Typical fare to and from Los Angeles International Airport, \$56. Each additional guests \$9. Please contact Super Shuttle for the most up-to-date rates.

To assist in planning for housing and meals, all applicants are to complete the pre-registration form included with the application.

Resident Students:

Accommodations:

Participants requiring local accommodations will stay in campus housing; the Vista de las Estrellas Residential Suites. Vista de las Estrellas is located on the southeastern end of campus (see campus map: building #54). Guests will be issued a key card for the residence hall entrance and standard key for their suite door. There is a \$65 fee for lost and non-returned key cards for the residential hall, and a \$150 replacement fee per key for residential suites.

Each Vista de las Estrellas Residential Suite has up to 5 single-occupancy bedrooms, a living area, full kitchen and two full bathrooms. Each room within the suite is furnished with an extra long twin bed, a desk, chair, dresser, and closet. Please see *Residential Suites - Unit Type 1* (http://dsa.csupomona.edu/uhs/conference_guest_rooms.asp) for an example of the suite floor plan and additional information.

Participants should bring an alarm clock, flashlight, desk lamp, clothes hangers, and a light jacket or sweater for cool evenings. Bed linens, a blanket, pillow, towel and washcloth will be provided, but bringing an extra towel is recommended. Your linens and towel will be placed at the foot of your bed in your suite. *You will be expected to make your own bed.* Linens and towels can be exchanged every five days. Cooking appliances and pets are prohibited. Study lounges and laundry facilities are available: washers \$1.00 and dryers \$0.75 per load.

WAI participants may check in after 2 p.m. on Sunday, July 8 and are expected to check out on Friday, July 20 between 2 and 4 p.m.

Rates, including daily meals, are approximately \$1,300 per person for single occupancy. *Final costs will be available early March. As these are only estimates, please contact the WAI Administrator for more specific information.* The cost is a package price. Students needing to spend either Saturday night July 7 or Friday night, July 20 may arrange for residence hall lodging with the WAI Administrator Sydney Bailey, if space is available. Cost for an additional nights lodging is \$50. The additional night cost does not include meals.

Non-student guests cannot be accommodated at any time during the program, including over the weekend between the first and second weeks.

Meals:

The meal plan, consisting of three (3) meals per day (breakfast, lunch and dinner) on weekdays and two (2) meals per day (brunch and dinner) on the weekend is included with the accommodations package. Meals are served in the Los Olivos Dining Commons, Bldg. 70, all you can eat, for the duration of the program. Meals are scheduled at specific times according to the cafeteria schedule. A \$10 replacement fee will be charged for lost meal card.

Commuter Students:

Many of the best learning opportunities occur while networking with other participants during meals and in the evenings. Students are encouraged to take into account the highly intensive nature of the Western Archives Institute when deciding whether to be a resident or commuter student. You may wish to discuss

your individual situation with WAI Administrator Sydney Bailey, or Associate Administrator Ellen Jarosz.

Meals and Transportation:

For commuter students not staying on campus, the non-resident package costs approximately \$435 per person and includes the program's special events, daily refreshments, and transportation to site visits at local repositories. *Final costs will be available in early March. As these are only estimates, please contact the WAI Administrator for more specific information.* Commuter students will have several meal options, including 1.) bring your meals; 2.) purchase meals at the Los Olivos Dining Commons or 3.) purchase meals at nearby restaurants, **if time permits**. The approximate cost for meals at the Los Olivos Dining Commons: Breakfast \$7.75, Lunch \$8.75 and Dinner, \$10.25. Los Olivos Dining Commons accepts cash and credit cards.

Please see page two for information concerning parking.

Special Arrangements:

Participants who require special accommodations due to physical disability or their special needs should contact the Administrator or the Local Arrangements Coordinator.

For additional information, please contact:

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