

**California Revealed
Shipping Guidelines
For Audiovisual Recordings**
(rev. March 2019)

Step One: Gather Supplies

- Shipping labels and label envelopes provided by FedEx
- Address labels
- Clear packing tape for assembling boxes
- Small boxes and padded mailers provided by FedEx
- Bubble wrap

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Note: Styrofoam peanuts or padding are **not** recommended – foam can break down, leave residue, get inside of film cans and tape containers, and cause a mess.

- Sturdy boxes
- ½"-1" acid-free tape (often called paper, painter's, or artist's tape) for labeling items, wrapping bubble wrap around fragile material, and for taping down the ends of film and audio tape reels. Available from [JCX Expendables](#) in San Francisco, [Christy's](#) in Burbank, or [Film Tools](#) online.
- Rubber bands
- Please do not use post-it notes as they can come off objects during transit and processing.

Step Two: Call FedEx

We prefer FedEx because they are reliable and offer the best tracking system. If you would prefer to use another shipping service, please contact us before shipping items.

Call FedEx (1-800-GO-FEDEX) or go [online](#) to set up a FedEx account if you don't have one already. Request shipping labels, label envelopes, boxes, and padded mailers. Mailers are good for enveloping items and can also be used for additional packaging within a box if other packing materials are scarce.

When you talk to FedEx, it's a good idea to check how much insurance comes with your account so you can be sure the value of your item is covered during transit.

Step Three: Prepare for Digitization

- As stated in the award letter, confirm the metadata that you've supplied, including format and extent.
- Please remove duplicate copies. Choose the highest quality source material for digitization– ideally the original or master recording, or the recording closest to the original.
- Please assign and label the container of each item with a temporary object identifier, like a call number or sequential number. For **audiovisual** recordings, use acid-free tape to label each item's container.



Use white tape to label the recording's container with a call number or sequential number.

- Use the award letter as a packing list.
 - Include the identifier on the packing list and in the metadata. So that CA-R staff can match objects to records, record permanent identifiers in the “Call Number” field in Islandora, and record temporary object identifiers in the “Temporary Identifier” field. Multiple values can be added in the Call Number field using the “Add Another Item” button, if needed.
- Please keep items in order according to their identifier.
- Tape down ends of film reels and open reel audio and video formats to protect the film and magnetic tape from unwinding within a container.
- Rubber band related parts (tapes/reels/discs) as one object so it’s easier to find.

The vendor would like to know in advance if objects require special handling. For example, is the item damaged or deteriorated? Please note special needs in the “Additional Technical Notes” field in Islandora. This field is not a public field.

Please refer to our [Statement of Work](#) for full technical specifications and handling procedures.

Step Four: Pack

- If you are shipping any formats that are unusually fragile, such as glass transcription discs, please contact us for additional instructions.
- Please deliver the materials ready for digitization, packaged and cushioned in shipping boxes that can be used to safely ship to/from the digitization vendor.
- Smaller boxes can be shipped in a larger outer box, with additional packing around the inner boxes. Fill any open space that is left in the box with bubble wrap or crumpled paper, and please pack materials tightly to ensure the materials will not move and get damaged inside the box during shipping.
- Make sure the outer box is sturdy – tape all corners and double tape bottom and top. Also, cover any old labels, barcodes, or address information on the box with tape/marker so that it is no longer visible.
- Add a separate address label with from:/to: information and tracking number and use clear packing tape to cover it. This will help the package reach its destination in case the FedEx shipping label falls off.
- When filling out the shipping label, it’s recommended that you use a low insurance claim (less than \$100) to avoid additional fees. Your account’s insurance should cover items lost or damaged during shipping up to \$100.
 - If you wish to purchase additional coverage depending on the value of the items being shipped, “collector items” or “antiques” (like archival collections) are limited to a maximum declared value of \$1,000.
- Please note that your insurance will need to cover the materials when they are on our premises. When the materials are in transit and with the vendor, the vendor’s insurance will cover the materials.

Step Five: Ship

- Be sure you have finalized your associated metadata to CA-R, as requested in the award letter, via Islandora or spreadsheet form.
- Please ship on a Monday, Tuesday or Wednesday to ensure a package is not held by FedEx over the weekend.
- Call FedEx (1-800-GO-FEDEX) or go [online](#) to request a pickup.
 - **Always write down the pickup number in case FedEx doesn’t show up.**
- **Please ship all materials** pre-paid via FedEx Standard Overnight or 2-Day delivery to:
 - California Revealed
 - California State Library
 - 900 N Street
 - Sacramento, CA 95814
 - Phone: 916-653-5074
 - Email: team@californiarevealed.org
- Please email Project staff with the tracking number for the shipment so they can track your package and let you know when it arrives safely.
- Please note that items are not insured when they arrive at the California Revealed office at the State Library, so please check with your insurer to make sure the materials are protected while at our facilities. Items are insured by the vendor when the materials are in transit and with the vendor.

If you have any questions about shipping, please call or email (916-653-5074/team@californiarevealed.org).