Hellos
OUR PARTNERS: a sample

- African American Museum and Library
- The Bancroft Library, UC Berkeley
- Bishop Chamber of Commerce
- Butte County Library
- California Academy of Sciences
- California Historical Society
- California State Archives
- California State Parks
- California State Railroad Museum Library
- California State University, Sacramento
- Center for Asian American Media
- Corita Art Center
- Daly City Public Library
- Dixon Public Library
- East Bakersfield High School
- Eastern California Museum
- Fresno County Public Library
- GLBT Historical Society

- Glendale Library
- Graduate Theological Union
- Headlands Center for the Arts
- Inyo County Free Library
- Kern County Library
- Labor Archives, SF State University
- Manzanar National Historic Site
- Napa County Historical Society
- Oakland History Room
- ONE National Gay & Lesbian Archives
- Pacifica Radio Archives
- San Francisco Public Library
- Shoshone Museum
- UCLA, Ethnomusicology Archive
- Upland Public Library
- Whittier Museum
- Women’s Club of Palo Alto
- Yolo County Archives
- YOU!
Receive up to $3,000 in reimbursements to process, describe, catalog, and rehouse California-related library materials

- Timeline: work must be completed between January 1st and June 30th 2023
  - Funds can be used for rehousing supplies and labor
  - Metadata guidelines and inventory sheet are provided
    - Minimum required fields
  - California Revealed offers support throughout grant cycle

The inventory can feed into the digitization and preservation process!
For California Revealed and for your in-house projects
Cataloging California: Project Scope

- Consider overall preservation goals: how will this inventory serve the needs of your collection?
- Consider historical significance
- Consider collection’s connection to communities and use potential
- Consider arrangement
- Consider age & condition. Do you plan to rehouse?
- Consider level of cataloging (item/folder/box)
Cataloging California: Timeline & Deliverables

Timeline & Deliverables

Process begins in January

- Informal Zoom meetups throughout grant cycle (Jan/March/May)
- Mentor check ins
- Submit sample records for feedback in March
- Submit collection inventory, invoices & receipts by June 30th
- Apply for Digitization and Preservation program by July 28th (separate application - submit all records or a subset)
- Reimbursement requests processed within 30 days
Cataloging California: Available Resources

- California Revealed Metadata Guidelines
  https://californiarevealed.org/metadata-guidelines

- California Revealed Nominations Form
  https://californiarevealed.org/sites/default/files/23-24_NominationsSpreadsheet_Final.xlsx

- Cataloging California Webinar

- Your mentor and the California Revealed Team: we are here to help! team@californiarevealed.org
Cataloging California: Description Standards

- **Description and Access: A Content Standard (DACS)** from the Society of American Archivists

- **Descriptive Cataloging of Rare Materials (DCRM)** from the Rare Books and Manuscripts Section of the American Library Association

- **Moving Image Cataloguing Manual** from the International Federation of Film Archives

- **Description of Audio Recordings** from the Association for Recorded Sound Collections.

Permalink: [https://californiarevealed.org/islandora/object/cavpp%3A68243](https://californiarevealed.org/islandora/object/cavpp%3A68243)
CA-R provided Awardees with an Excel spreadsheet, already formatted to include our required and recommended metadata fields with pull-down options for controlled vocabularies ○ Includes a READ ME page

Catalogers will record item-level metadata records in the Excel spreadsheet for the materials they are cataloging in accordance with our metadata guidelines ○ Separate tabs for print, AV and digital formats
The item-level inventory, completed using the provided CA-R Excel spreadsheet, must adhere to CA-R’s Metadata Guidelines:

- Separate metadata guidelines for print and AV materials, both available on our website
- Serves as a glossary that defines each field of the Excel spreadsheet
  - Outlines specific formatting
  - Offers guidance regarding the creation of titles, descriptions, and other free text fields
  - Explains and lists the standards and controlled vocabularies in greater detail

- We use Dublin Core as our schema for print materials, and PBCore for AV materials
- Post digitization, all of the info you provide will become part of an XML metadata file that is written and saved forever with the digital object for long-term preservation purposes
Required metadata fields

- Main title
- Unique Identifier
- Created date(s)
- Creators and contributors
- Significance to local/regional/state history
- Description
- Copyright statement
- Media type
- Extent (Parts)
- Extent (Dimensions or running time)

For preservation planning:
- Location
- Any other fields from your existing cataloging system(s)
Recommended metadata fields

- Subject topics***
- Subject entities***
- Spatial coverage***
- Temporal coverage***
- Generation
- Item annotations
- Language
- Country of creation

What else can you tell people about the object?

Permalink: https://californiarevealed.org/islandora/object/cavpp%3A62599
Questions?
Comments?
Thanks!
Until next time!

team@californiarevealed.org

916-603-6719

californiarevealed.org