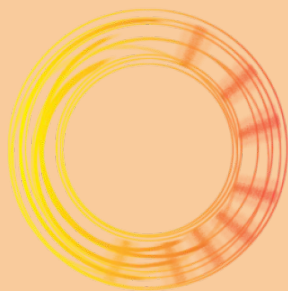
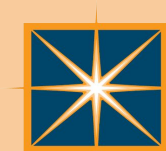


Cataloging California Meet & Greet

January 27, 2023 | californiarevealed.org



CALIFORNIA
REVEALED



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE



INSTITUTE of
Museum and Library
SERVICES

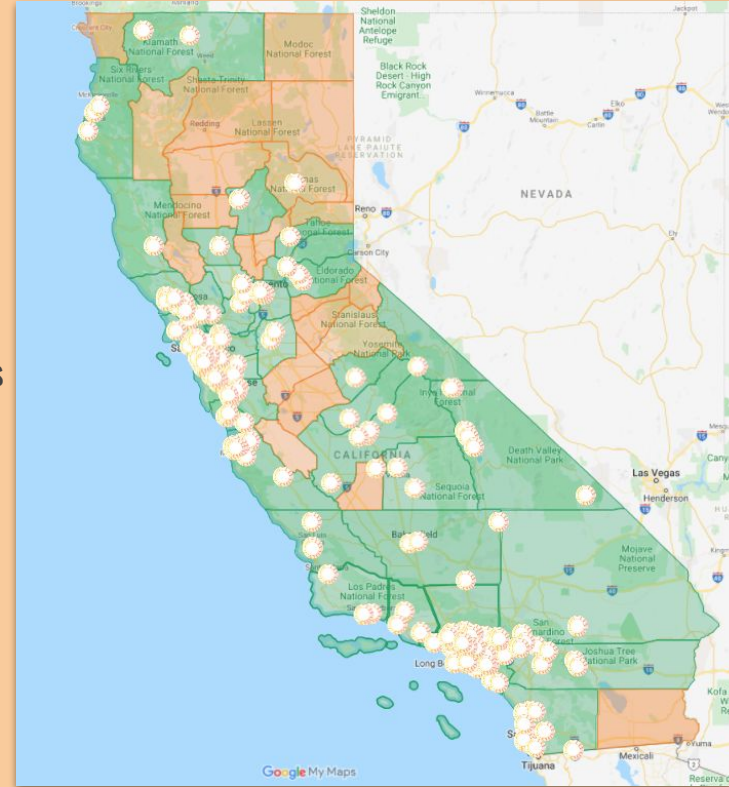


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Hellos

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!



Cataloging California: Overview

*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



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A13540>

- 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)

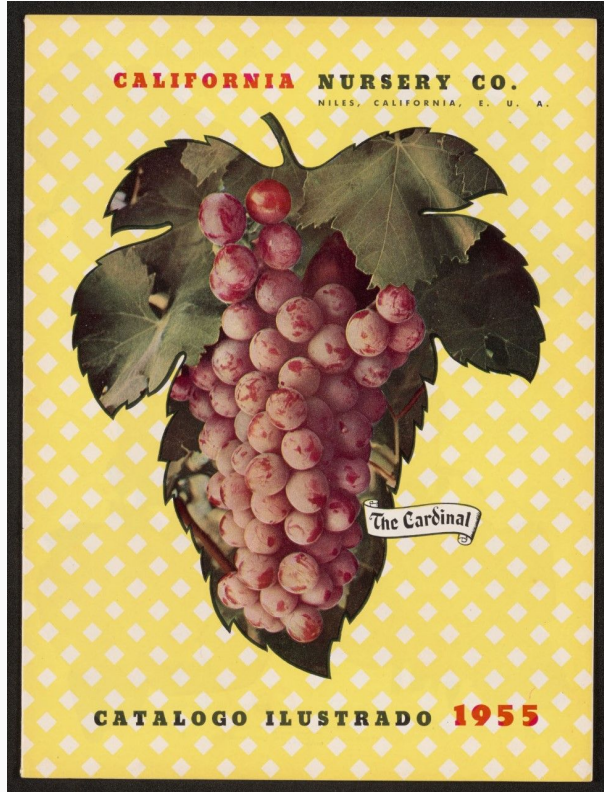
Timeline & Deliverables

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



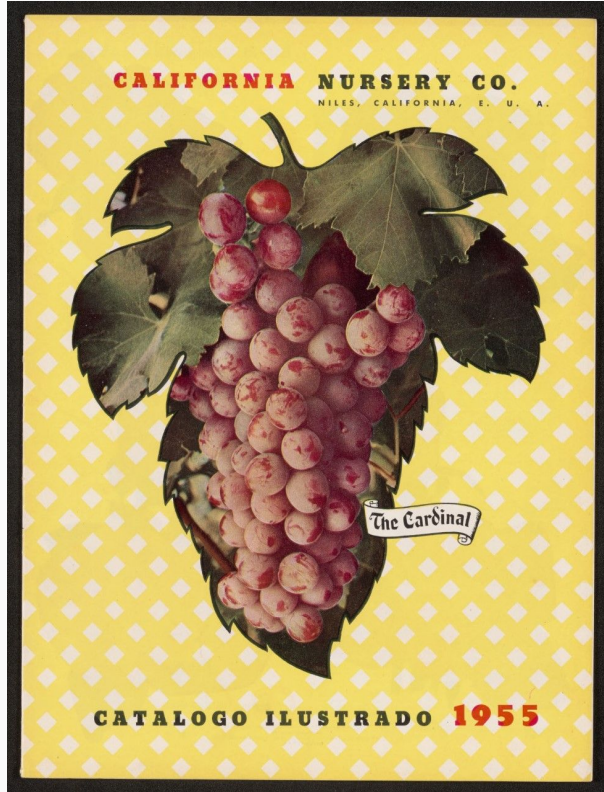
Cataloging California: Available Resources



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A68243>

- California Revealed Metadata Guidelines
<https://californiarevealed.org/metadata-guidelines>
- California Revealed Nominations Form
https://californiarevealed.org/sites/default/files/2023-24_NominationsSpreadsheet_Final.xlsx
- Cataloging California Webinar
<https://archive.org/details/cataloging-california-webinar10dec2021>
- Your mentor and the California Revealed Team:
we are here to help! team@californiarevealed.org

Cataloging California: Description Standards



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A68243>

- 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.

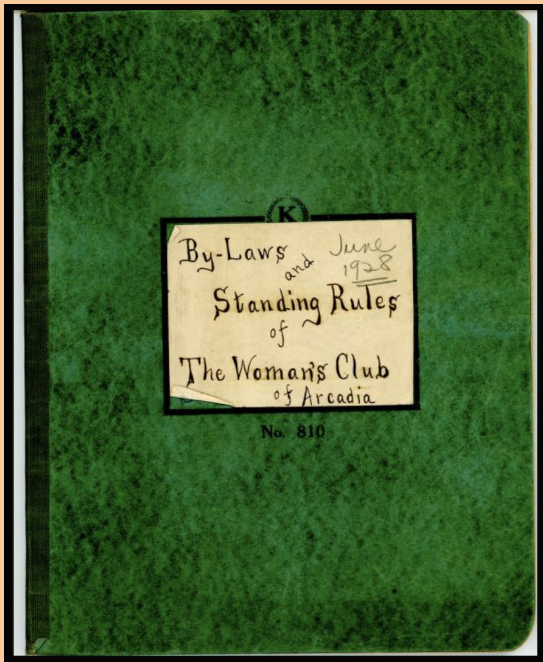
Metadata Creation



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A28449>

Inventory using the CA-R Excel spreadsheet

- 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



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A233297>

Metadata Standards

CA-R Metadata Guidelines & Standards:

- 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?*

Questions? Comments?



Permalink: <https://californiarevealed.org/islandora/object/cavnp%3A28512>

Thanks!

Until next time!

team@californiarevealed.org

916-603-6719

californiarevealed.org



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