Cataloging California

Meet + Greet

March 30, 2023 | californiarevealed.org







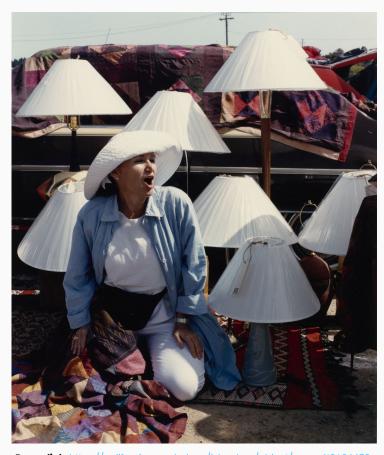
Hello!



Permalink: https://californiarevealed.org/islandora/object/cavpp%3A25661

Timeline + Deliverables

April-May Submit a sample inventory record to CA-R for feedback Continue CA-R mentor check-ins, contact us Final Cataloging California Meet + Greet May 25 June 30 Submit collection inventory, invoices & receipts by June 30th Reimbursement requests processed within 30 days Deadline for CA-R Digitization and Preservation Assistance



 $\textbf{Permalink:} \ \underline{\text{https://californiarevealed.org/islandora/object/cavpp\%3A24452}}$

Purchasing Supplies

Supply Vendors:

- **★** Talas
- ★ Gaylord Archival
- ★ University Products
- ★ Hollinger Metal Edge
- ★ Preservation Equipment













Catalog Labor + Payment

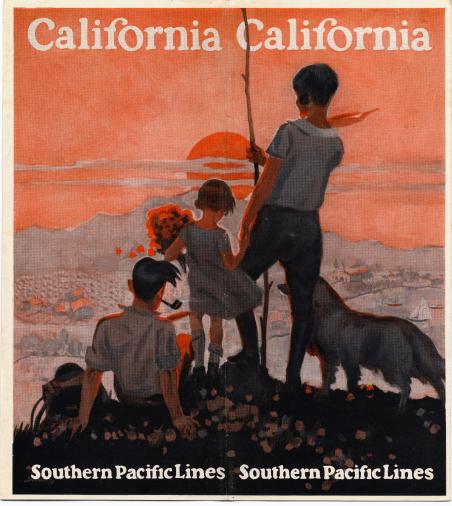
Examples available:

- ★ Contract job description
- **★** Contract
- ★ Interview questions



CULTURE IS POWER · CULTURE IS RESISTANCE





REQUIRED Metadata Fields

- Main title
- Unique Identifier
- Created date
- Creator(s) and contributor(s)
- Significance to local/regional/state history
- Description
- Copyright statement
- Media type
- Extent (# of Parts)
- ☐ Dimensions (L x W) print materials
- Running time (HH:MM:SS) AV materials



Permalink: https://californiarevealed.org/islandora/object/cavpp%3A62599

RECOMMENDED

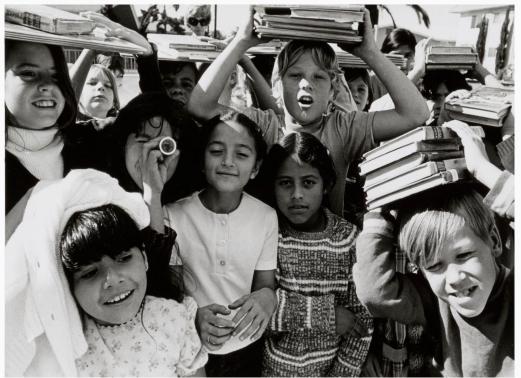
Metadata Fields

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

For preservation planning:

- Location (within your archive)
- Any other fields from your existing cataloging system(s)

Questions?
Comments?
Updates?
What's easy?
What's hard?



Contact Us

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