



Digital images of partners' materials in the California Revealed (CA-R) project are sent to CA-R staff for inspection. After the digital images have been inspected, approved, and uploaded, Partners have up to forty-five (45) days to inspect the files and let CA-R know all Quality Control (QC) issues (if any). Once QC (if any) is collected, CA-R contacts Backstage. All QC (if any) is addressed by Backstage staff within thirty (30) days. After QC (if any) is addressed, then it is time for the Partner to order copies from Backstage. *If there are questions about the approval date, please contact CA-R (team@californiarevealed.org) directly.*

According to CA-R's technical specifications, (please see Statement of Work: <https://californiarevealed.org/partners/sow>), the file set for each object includes: Master (TIFF) files for preservation, derivative files for access, and metadata. The partner should send a portable flash drive or hard drive directly to our Bethlehem, PA office using the attached shipping manifest. We recommend that all portable devices be equipped with a 3.0 USB port. For reference purposes, use these rules of thumb for file size when choosing a drive:

- Up to 1,000 images - a 200 gigabyte drive*
- Up to 2,500 images - a 500 gigabyte drive*
- Up to 5,000 images - a 1 terabyte drive*

When choosing a drive, remember to add approximately 15% to the size of your files. This extra space is a buffer that is required for the drive to function properly.

Instructions

1. Include a partner contact name, email, phone number and address.
2. Include the object identifiers, supplied by California Revealed, in your order.
3. Upon receipt of the partner's drive, BSLW will transfer the files to the drive and ship within two weeks.
4. As soon as the partner receives the drive, the partner should hook up the drive and inspect the images; then transfer the files to a network or partition that is routinely backed-up.
5. Please include a return shipping label with the drive.
6. The files at Backstage are removed from our production server 60 days following customer approval.

Thank you!

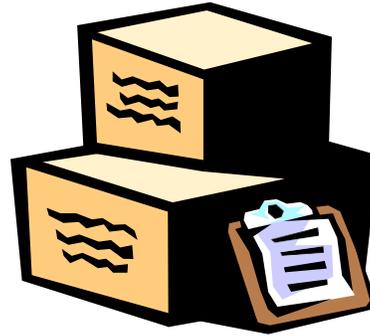


Shipping Manifest

Please fill out this form and include in all shipments to avoid delays. Thank you!

Ship to:

Backstage Library Works
9 S. Commerce Way
Bethlehem, PA 18017-8916
Tel. 800-288-1265
Attn: James Wolff



Sender Information:

Name _____
 Institution _____
 Email Address _____ (will be used to send receipt notice)
 Phone Number _____
 Address _____

Project Information:

Project ID 16.205

Please include:

Object identifiers provided by California Revealed

Object ID _____

Return Address:

same as above
 return to: Name _____
 Institution _____
 Email Address _____
 Phone Number _____
 Address _____

Would the Partner like to purchase a Flash Drive / Hard Drive from BSLW?
\$95 for portable hard drives (1 TB or 2 TB)/\$25 for a 128GB Thumb drive

Yes NO