



Ordering Copies of California Revealed (CA-R) Digital Files

Digital audio-visual files are uploaded by CA-R staff to the Internet Archive (archive.org). After CA-R staff notify Partners by email that the digital files have been uploaded, Partners have up to forty-five (45) days to inspect files and let CA-R know all Quality Control (QC) issues (if any). Once QC (if any) is collected, CA-R contacts The MediaPreserve. All QC (if any) is addressed by The MediaPreserve staff within thirty (30) days. After QC (if any) is addressed, then the relevant Partner files will be sent to the Partner via the Partner's Preferred Deliverables Format, either hard drive or E-Transfer (file size permitting). Thirty (30) days after delivery of files to Partner, all Partner files are removed from The MediaPreserve's production servers.

The MediaPreserve offers hard drives to CA-R Partners for sale at cost, according to CA-R's technical specifications (please see Statement of Work at <https://californiarevealed.org/partners/sow>). Please contact The MediaPreserve for current drive prices. The Partner may, of course, also provide their own hard drive. Partners should send an external hard drive directly to our Cranberry Township office using form on the next page.

According to CA-R's specifications (please see Statement of Work at <https://californiarevealed.org/partners/sow>), the file set for each object includes preservation master files and derivative files for access, metadata, checksums, and images of original recordings. For reference purposes, use these rules of thumb for file size when choosing a hard drive:

Audio = ~3GB / hour ● Video = ~170GB / hour ● Film = ~1.1TB / hour

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

If you prefer higher resolution files for **film assets**, there are options available for an additional charge. (Please see Statement of Work at <https://californiarevealed.org/partners/sow>)

Instructions

1. Complete the **request form** on the next page and email it to aveline@ptlp.com. Include contact name, address, phone number, and email address. Include the Object Identifiers, supplied by CA-R, in your order.
2. IF YOU ARE SUPPLYING A DRIVE: Please include a **prepaid return shipping label** with your supplied hard drive.
3. IF YOU ARE PURCHASING A DRIVE: If you choose to purchase a drive from The MediaPreserve, we will bill you for the shipping at the time we bill for the hard drive, i.e. when we ship the drive to you.
4. Upon receipt of the Partner's drive **and** completion of CA-R's QC, The MediaPreserve will transfer the files to the drive. We will email you when the files ship. We strive to ship them out quickly but it can take up to 6 weeks to receive your files. We thank you for your patience.
5. As soon as the Partner receives their files (either via hard drive or e-transfer), the Partner should inspect the files within thirty (30) days. Be sure transfer the files to a network or system that is routinely backed-up.
6. All Partner files at The MediaPreserve are removed from our production server thirty (30) days following delivery.



File Request and Shipping Manifest Form

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

ORDER DATE	
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ASSET INFORMATION	
Object Identifiers (provided by CA-R)	

CONTACT INFORMATION	
PARTNER CODE	
Institution Name	
Address	
Contact Name	
Title	
Email Address	
Phone Number	

PREFERRED DELIVERABLE FORMAT(S)		
Preservation Master File Specs for <i>Film</i> *	2K DPX (CA-R Standard)	4K MASTER (add'l charge; see note *)
Hard Drive	Partner Will Send Drive:	Purchase Drive from TMP:
	Format: Mac PC ExFat	
CD / BluRay / DVD **	CD BluRay DVD	
Online File Transfer***	Partner's E-Transfer:	TMP's WeTransfer Account:
	Partner's Service Name:	
	Partner's Account Name:	

*CA-R's default file type for all film assets is an uncompressed 2K DPX. Should the Partner prefer a higher or lower resolution file type, then the Partner will be charged accordingly. (Please see Statement of Work at <https://californiarevealed.org/partners/sow>) **Choice of film spec should occur BEFORE films are sent to CA-R / TMP for digitization.** If you are unsure of what file type would work best for your institution, please feel free to contact California Revealed.

** Fees for optical media are \$6.00 for the first disc PER ASSET and \$4.00 for each additional copy PER ASSET.

***The MediaPreserve's preferred E-Transfer service is WeTransfer; This is only possible if total size of file batch is under 20GB.

SHIP DRIVES TO
<p>The MediaPreserve 111 Thomson Park Drive Cranberry Township, PA 16066 800-416-2665 / 724-779-2111</p>