

California Revealed Digital Object Submission Guidelines

Scope

This guide makes recommendations for the stewardship and submission of digital objects for California Revealed's repository. Observance of these recommendations will help facilitate long-term preservation as well as online access. California Revealed prefers digital objects conform as closely as possible to the digitization standards outlined in the [Statements of Work](#) for audiovisual and print objects. It is understood that various partners' digital objects will most likely not meet all technical specifications; however, the observance of the following criteria can greatly expedite California Revealed's internal processes.

File Submission

Choose the highest quality files for preservation – ideally an uncompressed file created from the original or master source. We will keep the highest quality file as the preservation master file and derive access files according to our [Statements of Work](#). If we receive 'edited' or 'restored' versions of files, we will also keep these. If necessary, California Revealed will generate access files to upload to the Internet Archive.

California Revealed prefers the following standard and common uncompressed formats:

- Audiovisual
 - AVI
 - MOV
 - WAV
- Print
 - TIFF

California Revealed accepts the following standard and common compressed formats:

- Audiovisual
 - MP4
 - MP3
- Print
 - PDF

Please contact us if you have objects in formats which do not appear on this list. Other formats may be accepted on a case-by-case basis.

Metadata Submission

California Revealed creates records in the DublinCore metadata schema for image and text objects and in the PBCore metadata schema for audiovisual objects. Partners must provide appropriate descriptive metadata using the program's [Metadata Guidelines](#). California Revealed will provide administrative and technical metadata, including technical metadata derived from the files. This metadata will be formatted as a master metadata file to be "wrapped" and stored with the digital object for long-term preservation.

Metadata should be provided using the [CA-R Digital Collection Submission Form](#), an Excel spreadsheet, which is comprised of five tabs:

- Required Fields
 - The minimum required descriptive metadata for associated digital files.
- Technical Metadata
 - Please complete these fields to the best of your knowledge. These fields are not required but are recommended for preservation purposes.
- All CA-R Fields
 - If you have additional metadata beyond the minimum required fields outlined in the first tab. Completion of these fields is highly encouraged for access and preservation purposes.
- © Statements
 - Boilerplate copyright statements. Please choose from one of our three available statements. See California Revealed's [Permissions Guidelines](#) document for rights management information.
- Controlled Vocabulary
 - Controlled Vocabulary related to the **Format** metadata field.

Please include as much descriptive metadata as possible. "Unknown" is an acceptable value. Minimum fields to specify on the "Required Fields" tab are as follows:

- File Name of the digital file
 - Unique name of the file with extension. If the digital object is complex and made up of more than one file, list each file separated by a semicolon. Please confirm that the filename provided matches the file provided.
- Title
 - A given or supplied name or label for the resource. Please limit the number of characters if possible, and differentiate similar titles within a collection. Long titles do not display well online. Titles must be unique. If identical, please differentiate with "Part", e.g.; Work in Progress, Part 1.
- Significance
 - Why this nomination is significant to California and/or local history. This field will not display online.
- Description or Content Summary
 - General notes or content summary. Not required but preferred in order to maximize discoverability.
- Creator
 - An entity primarily responsible for making the resource: Last Name, First Name. If unknown, use "Unknown" as a placeholder.
- Date Created
 - Date the original resource was created (not when the file was created): YYYY-MM-DD. If unknown, use "Unknown" as a placeholder. To express an approximate date, add a "~" after the date, e.g., 1906~. To express a date range, use a "/", e.g. 1900/1905.
- Rights (Public Domain; Copyrighted; Copyright Status Unknown)
 - Please cut and paste full statements from © Statements tab.
- Format of original source
 - Format of the original source of this file. See Controlled Vocabulary tab for formats.
- Extent: Number of parts of original source object
 - Total number of parts of the original source. This can be bound or unbound resources for text and still image objects, e.g. 3 Pages of 3. Total number of tapes, reels, or discs for audiovisual objects, e.g. 3 Tapes of 3.

- Extent: Dimensions or duration of original source object
 - Physical dimensions of the original source (width and height in inches) for text and still image objects, e.g., 12 x 18 in. Runtime for audiovisual objects, e.g., 00:40:00 (HH:MM:SS).

Use of this Form will aid us in quickly adding your items into our collection management system, Islandora, and ensure quicker processing time.

Whenever possible, California Revealed will retain item-specific metadata. Call numbers and other identifiers that link back to the physical location of the analog objects will be preserved. Project specific metadata such as project identification numbers, negative numbers or other identifiers related to the initial digitization project of these materials may not be preserved.

Identifiers that link back to the physical location of materials should be mapped to the California Revealed “Call Number” field (e.g. filing elements, shelf marks, accession numbers).

For more information about DublinCore please consult:

<https://www.dublincore.org/resources/metadata-basics>
<https://www.dublincore.org/specifications/dublin-core/dces>

For more information about PBCore please consult:

<http://pbcore.org>

For data rules, please consult:

Anglo-American Cataloging Rules (AACR2)

<http://www.aacr2.org>

Archival Moving Image Materials: a Cataloging Manual (AMIM2)

<https://www.loc.gov/cds/products/product.php?productID=3>

FIAF Moving Image Cataloguing Manual

<https://www.fiafnet.org/images/tinyUpload/E-Resources/Commission-And-PIP-Resources/CDC-resources/20160920%20Fiaf%20Manual-WEB.pdf>

For data values and controlled vocabularies please consult:

Library of Congress Subject Headings (LCSH)

<http://id.loc.gov/authorities/subjects.html>

Library of Congress Name Authority File (LCNAF)

<http://id.loc.gov/authorities/names.html>

Getty Research Institute Art and Architecture Thesaurus

<http://www.getty.edu/research/tools/vocabularies/aat>

Library of Congress Radio Genre Terms

<http://www.loc.gov/rr/record/frmggen.html>

Library of Congress Candidate Music Genre/Form Terms

<http://loc.gov/catdir/cpsolcmlalist.pdf>

Please use existing controlled vocabulary lists such as LCSH and LCNAF linked above, if applicable.

If a value is unknown, please leave field(s) blank.

If a value is unknown and the field is required, enter “Unknown”.

If your data is a guess, use brackets, e.g. [California Revealed].

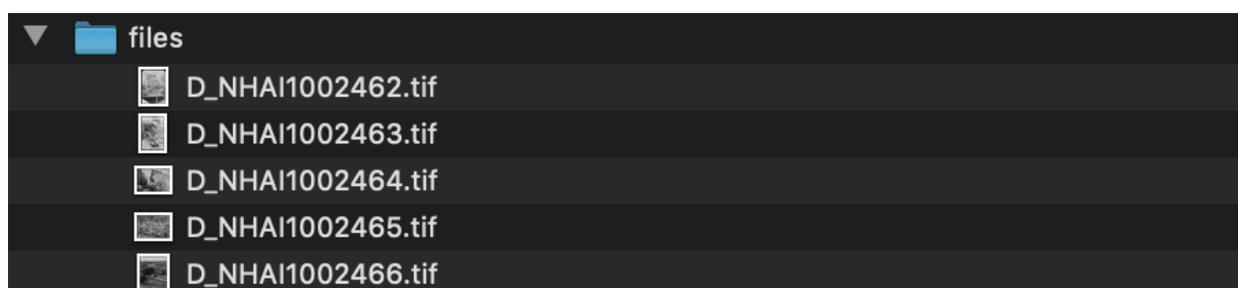
Digital File Delivery Steps

Step One: Confirm Shipping Address

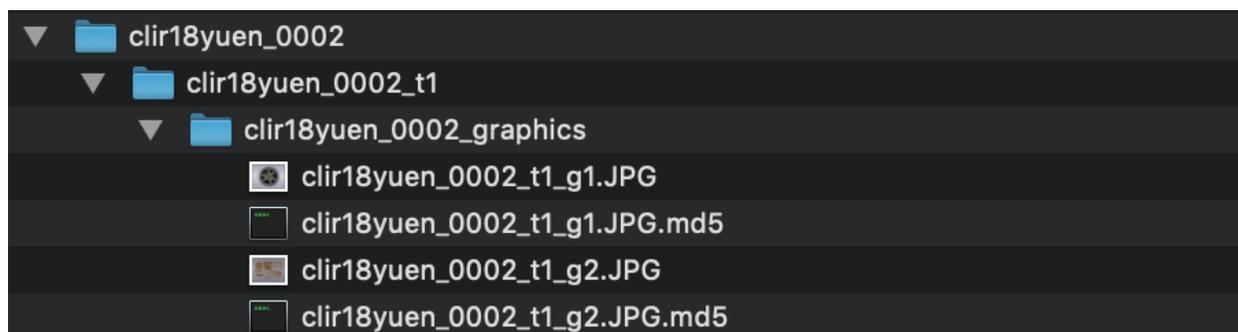
- Upon receipt of award letter, contact CA-R to confirm shipping address and receive a hard drive.

Step Two: Upon Receipt of the Hard Drive, Add Files and Metadata

- Choose highest quality file for preservation purposes.
- Ensure files on hard drive match file names in the spreadsheet.
- Please remove duplicate copies of files if they exist.
- Submit files in either a flat or hierarchical directory structure. Examples of preferred directory structures are as follows:



Flat or



Hierarchical

Step Three: Return the Hard Drive to CA-R

- Be sure you have finalized your associated metadata and arranged the files as requested.
- Please ship on a Monday, Tuesday or Wednesday to ensure a package is not held by FedEx over the weekend.
- Call FedEx (1-800-GO-FEDEX) or go [online](#) to request a pickup
 - Always write down the pickup number in case FedEx doesn't show up
- Please ship the hard drive via FedEx Standard Overnight or 2-Day delivery to:
Scott Lawan
California Revealed
California State Library
900 N Street
Sacramento, CA 95814
Phone: 916-653-5074

Email: team@californiarevealed.org

- Please email CA-R staff with the tracking number for the shipment so they can track your package and let you know when it arrives safely
- Please note that items are not insured when they arrive at the California Revealed office at the State Library, so please check with your insurer to make sure the materials are protected while at our facilities

For questions about preparing files for ingest in California Revealed's digital repository, please contact California Revealed at: team@californiarevealed.org or 916-653-5074.