

California Revealed

Statement of Work for Print Materials

January 2023

Project Description

California Revealed (CA-R) is a California State Library initiative based in Sacramento which helps California's public libraries and other non-profit local heritage groups digitize, preserve, and make accessible historic materials that are significant to California history. Participating organizations select items from their collections, create discovery metadata, and send materials and metadata to CA-R. CA-R then oversees the digitization and reformatting processes (outsourced to vendors), and provides online access and long-term preservation for the digitized objects.

Our 2022/2023 goal is to digitize approximately 5,476 objects, encompassing over 56,212 pages, drawn from 33 public libraries, historical societies, archives, and other organizations. The CA-R team will work with these partner organizations, vendors, and digital repositories to accomplish this goal. To see a list of CA-R's partner organizations and to browse the California Revealed collection, please visit: californiarevealed.org.

Processing of these collections will begin in January 2023. We do not yet know the exact item count, dimension, or condition of the physical materials, but expect to receive and provide digitization services for:

Format	# of Objects	# of Pages
Newspapers (Bound, Loose)	1385	18750
Periodicals, Newsletters	403	6848
Microfilm (Reels)	29	Unknown
Transparencies: Negatives; Slides; Glass	1833	1835
Photographs	1227	1305
Scrapbooks and Albums	23	1375
Bound: Books, Volumes, Yearbooks	158	23644
Loose: Correspondence, Manuscripts, Documents, Transcripts, Clippings	155	764
Printed Materials: Booklets, Catalogs, Programs, Pamphlets, Brochures	120	1539
Posters, Maps, Drawings, Postcards	103	107
Ephemera (Flyers, Invitations, Cards)	40	45
Total Estimate	5476	56212

We anticipate the shipment of physical materials to the vendor beginning January 2023. The shipments will be sent in batches and organized by partner organization; each shipment might include a variety of formats. Shipments will continue through the end of December 2023. The vendor must complete digitization and delivery of initial files within 8-16 weeks of receiving the original physical materials from CA-R.

For a detailed timeline, please refer to Appendix A. For a breakdown of formats by participating organization, please refer to Appendix B.

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PROJECT WORK PLAN

The Project Work Plan contains CA-R’s general, technical, and administrative specifications and requirements for the digitization of print materials. For each object sent to the vendor, the vendor will digitize the physical material using the specifications outlined below and deliver preservation files, an access file, .md5 checksums, and an XML metadata record.

Capture Specifications

- Materials will be captured using a minimum 80-megapixel overhead camera.
- Capture image at the resolutions specified in the [Technical Specifications section](#) of this document. If stitching is needed, vendor must contact CA-R to approve additional costs.
 - Capture both color and black-and-white originals as color. Do not apply color/tone enhancement.
 - Ensure that the content is captured accurately with no information loss or degradation.
 - Do not introduce any image processing or enhancement at any point in the creation of the preservation files.
- When glass is used to flatten documents during capture, the glass will be cleaned with deionized water between captures to minimize transfer of dust and fibers between objects.
- Excess copy board will be cropped to leave a 1/4" to 1/8" border of copy board visible around the entire object. When capturing pages within bound objects, the border on the bound side of the page will not extend beyond 1/4" into the gutter.
- The order of the captures must reflect the physical presentation of the object. For a bound object, the exterior side of the front cover should be the first capture, and the interior side of the front cover should be the second capture. The interior side of the back cover should be the second to last capture, and the exterior side of the back cover should be the last capture.
- When digitizing unbound objects with multiple pages, such as a folder containing loose pages, pages will be captured as-is and dimensions will not be altered.
 - Access files for unbound objects with multiple pages will be digitally displayed 1-up to replicate the physical presentation of loose documents.
 - For example, see 1-up presentation of: [Film Series Three Correspondence, Mar-Jul 1947: Art in Cinema collection](#)
- When digitizing bound or previously bound objects with *uniform page sizes and no subcomponents*, such as most books, magazines, pamphlets, and photograph albums, pages will be captured as-is and dimensions will be not be altered.

- Access files for bound or previously bound objects will be digitally displayed in “book view”, with the exterior covers displayed 1-up and the interior pages displayed 2-up, replicating the physical presentation of a bound object and its two-page spread.
 - For example, see 2-up presentation of: [Mount Diablo Estate](#)
- Previously bound objects, such as a book that has been disbound for proper capture or a book with a deteriorated binding, will still be digitally displayed with the exterior covers displayed 1-up and the interior pages displayed 2-up, replicating the physical presentation of the object in its original condition.
- When digitizing photographic negatives and transparencies, capture materials using an overhead camera and cold light transilluminator light box with glass.

Pages with Subcomponents

- When digitizing *pages with subcomponents* (such as foldouts or inserts) within bound or previously bound objects, the affected page and its opposing page will be captured multiple times to record the different positions of the subcomponents while also maintaining the bound object's two-page spread.
 - The affected page will first be captured as-is and dimensions will not be altered in order to record what the page looks like untouched. The page will then be captured as many times as necessary to record the different positions of the subcomponents (for example, a page with a foldout would first be captured folded in and then captured folded out).
 - For each capture of the page in a new position, the opposing page must be captured an additional time so that the two-page spread of the bound object is recorded in its entirety each time.
 - In contexts where there is no opposing page, a capture of the empty copy board will be inserted to maintain pagination of the two-page spread for proceeding pages.
 - The digital dimensions of the opposing capture should match the dimensions of the capture of the subcomponents to reflect the differences in scale and size between the pages when digitally displayed 2-up.
 - Access files for bound or previously bound objects *that include pages with subcomponents* will be digitally displayed in “book view”, with the exterior covers displayed 1-up and the interior pages displayed 2-up, replicating the physical presentation of a bound object and its two-page spread.
 - For example, see the capture of foldouts and inserts in: [Program: Autumn Festival, October 16-17, 1908](#) or [Green Letts's No. 53 Diary](#).
- Only move the page’s subcomponents when necessary for capture. At all other times, keep the components as they were found to maintain context and preserve the object’s original condition.

Blank Sides and Pages

- For unbound objects, do not capture blank versos (the reverse side of a page). If the verso is *not blank*, capture the verso and count it as an additional page within the digital object.
 - Occasionally, there may be objects with versos that are not blank, but do not require capture. The partner organization and CA-R are responsible for identifying these exceptions and will provide instructions in the “Notes for Vendor” field of the metadata spreadsheet accordingly.
- For bound objects, capture the front and back side of each page cover-to-cover, skipping over blank pages *only when there are 5 or more in a row*. The vendor will include a “Blank Pages Skipped” target page supplied by CA-R instead of capturing the blank pages. If necessary, the vendor will capture one of the blank pages in addition to the target page to maintain pagination when the object is digitally displayed 2-up.
 - Occasionally, there may be bound objects with less than 5 consecutive blank pages that do not require capture. The partner organization and CA-R are responsible for identifying these exceptions and will provide instructions in the “Notes for Vendor” field of the metadata spreadsheet accordingly.

Harmful or Sensitive Content

- The partner organization and CA-R are responsible for flagging harmful or sensitive content and will provide instructions in the “Notes for Vendor” field of the metadata spreadsheet accordingly. The vendor will include a “Sensitive Materials” target page supplied by CA-R when capturing the object.
 - For bound objects, the “Sensitive Materials” target page will be placed on the interior side of the front cover. For single page objects, the target page will be placed before the object.
- If the vendor notices sensitive content that is not already flagged, they will contact CA-R for appropriate instructions. Refer to [NARA’s Statement on Potentially Harmful Content](#) as a guide for identifying potentially harmful or sensitive content.

Special Treatment or Preparation

- Special treatments such as page splitting for newspapers or disbinding of bound objects may be necessary for optimal capture. If any treatment or preparation to stabilize, repair or otherwise irreversibly alter the condition of an object is necessary, the vendor will ask CA-R for permission to proceed with the treatment within the material review and estimate provided to CA-R (see the [Workflow Requirements upon Receipt of Materials from CA-R section](#) of this document). CA-R will request permission from the partner organization and approve additional costs if needed.
 - The vendor will record any treatments applied to the object in the technical metadata for the files.

Technical Specifications

Print Materials

e.g. books, directories, photograph albums, scrapbooks, newspapers, letters, brochures, etc.

- Preservation file(s): TIFF, 400 ppi (up to 28 x 20 in.) / 300 ppi (up to 37 x 28 in.), 24-bit RGB color, uncompressed.
- Access copy: Multi-page PDF generated from preservation files, with uncorrected raw OCR and no image compression.
- Checksums: .md5 for each preservation and access file.
- Crop captures so that there is a 1/4" to 1/8" border around the object and/or page.
 - For unbound objects, crop the capture so that there is a 1/4" to 1/8" border of visible copy board on all 4 sides of the object.
 - For bound objects, crop the capture so that a 1/4" to 1/8" margin of copy board is visible around the three exterior sides of page. Crop the bound side of the page 1/4" to 1/8" past the gutter, so that 1/4" to 1/8" of overspill from the opposing page is visible in the capture for each page.
 - If capturing bound objects 2-up, split each capture into two single page TIFFs and crop according to the above specifications.
- Insert target pages for consecutive blank pages and/or sensitive content.

Microfilm

- Preservation file(s): TIFF, 400 ppi (for original titles less than 18 in.) / 300 ppi (for original titles larger than 18 in.), 8-bit grayscale for black and white microfilm, uncompressed.
- Access copy: Multi-page PDF generated from preservation files, bound by issue or segment, with uncorrected raw OCR and no image compression.
- Checksums: .md5 for each preservation and access file.
- Reels filmed as two-page spreads will be cropped to one page per image.
- Vendor will supply issue-level titles, dates, and page counts as soon as the information is available. CA-R will update object-level metadata and provide a new metadata spreadsheet accordingly.
- Insert target pages for consecutive blank pages and/or sensitive content.

Photographic Materials

e.g. photographic prints, maps, art prints, posters

- Preservation file(s): TIFF, 400 ppi (up to 28 x 20 in.) / 300 ppi (up to 37 x 28 in.), 24-bit RGB color, uncompressed.
- Access copy:

- For objects with single captures, JPG generated from preservation file, 400 ppi (up to 28 x 20 in.) / 300 ppi (up to 37 x 28 in.), 8-bit RGB color, uncompressed.
- For objects with multiple captures, multi-page PDF generated from preservation files, with no image compression.
- Checksums: .md5 for each preservation and access file.
- Crop captures so that there is a 1/4" to 1/8" border around the entire object. Physical borders, mattes, and mounts for photographic or pictorial materials will be counted as part of the entire object, leaving a 1/4" to 1/8" border of copy board visible unless instructed otherwise in the "Notes for Vendor" field of the metadata spreadsheet.
- Insert target pages for sensitive content.

Photographic Negatives and Transparencies

- Preservation file(s): TIFF, 3,000 ppi (up to 3.5 x 2.5 in.) / 1,500 ppi (up to 5.5 x 7.5 in.), 48-bit RGB color, uncompressed.
- Access copy:
 - For objects with single captures, JPG generated from preservation file, 3,000 ppi (up to 3.5 x 2.5 in.) / 1,500 ppi (up to 5.5 x 7.5 in.), 8-bit RGB color, uncompressed.
 - For objects with multiple captures, multi-page PDF generated from preservation files, with no image compression.
- Checksums: .md5 for each preservation and access file.
- Insert target pages for sensitive content.

Workflow Requirements upon Receipt of Materials from CA-R

Shipments to the Vendor

CA-R asks partners to prepare collection materials so that objects are secure in their housing and "capture-ready" before they ship them to CA-R (see [Shipping Guidelines](#)). After CA-R processes each set of partner materials, the materials will be shipped to the vendor in batches. The contents of the shipment will be organized by partner organization, and on average, each shipment will contain at least three sets of partner materials. Upon shipment, CA-R will send an email to the vendor with the shipment's tracking information and include a shipping letter and metadata spreadsheets as attachments.

The shipping letter will provide the vendor with an inventory of the shipment, separated by partner. CA-R will also supply the vendor with a metadata spreadsheet for each set of partner materials that includes descriptive, rights, and administrative metadata for each object. In addition to functioning as an inventory of the collection, the spreadsheet will be used to write the XML metadata record for each object, and to embed each

object with descriptive embedded metadata requested by CA-R (outlined in the [Final Deliverables section](#) of this document).

The vendor will carefully review the “Notes to Vendor” field present in both the shipping letter inventory and the metadata spreadsheets. These notes will provide the vendor with object-level digitization instructions for “out of the ordinary” considerations regarding condition, special handling, mounts, inserts, foldouts, rectos/versos, etc. Physical notes will also be included with the object when appropriate.

Upon arrival at their facility, the vendor will:

- Carefully unpack and confirm contents and report back any discrepancies within 30 days of receiving, prior to scheduling digitization.
- Within this 30-day period, the vendor will complete and submit a material review to CA-R. Within this review, the vendor will evaluate the overall condition of the objects and inform CA-R if objects will incur fees beyond the original estimate due to any reason. The vendor will also provide CA-R with an updated cost estimate based on this review.
 - **The vendor will contact CA-R if the general condition of an object will impact the quality of the capture results, and if any special handling- such as repair or treatment- is necessary and/or if handling costs exceed the initial estimate per item.** CA-R will ask the partner organization for permission to proceed and possibly cover the additional handling cost if needed.
 - If the vendor determines that an object cannot be digitized without irreversibly altering the physical object, CA-R should be notified and the object set aside, pending the partner organization’s decision. The vendor will record any treatments applied to the object in the technical metadata for the files.
- Materials shipped to the vendor will be handled with clean hands (gloves when necessary) and in a clean work environment with clean digitization equipment.
- The vendor will inspect, prepare, and digitize the object exactly according to CA-R specifications. If necessary, the vendor will include notes in the material review provided with the cost estimate, as well as in the technical metadata for the file, regarding the condition of the original source that includes any damage, special handling considerations, or errors discovered upon check-in or transfer.
 - Examples include but are not limited to: excessive dust/dirt, stains, tears or faint text/image.
- Please be attentive to fragile materials. The vendor will record any condition considerations in the technical metadata for the files.

Reviewing Duplicates and Discrepancies Before Digitization

The partner organization is responsible for identifying and removing duplicate content prior to shipping their materials to CA-R. CA-R will also attempt to correct any discrepancies prior to shipment and highlight any duplicates missed by the partner, identifying the best version to digitize if necessary. Upon arrival at the facility, the vendor will carefully unpack and confirm the contents of the shipment while conducting

the material review and preparing the cost estimate. During this process, the vendor may identify duplicates or discrepancies and note them in the material review provided to CA-R.

Subcontracting

The vendor will perform all digitization on its premises. No subcontracting of this work will be permitted without prior communication and approval from California Revealed and the partner.

Preservation and Care Requirements

While the materials are in the vendor's care, the vendor will:

- Take responsibility for the safe care and handling of materials at all times.
- Limit any factors that may pose a risk to the objects being captured.
- Store materials in a locked, climate-controlled room when not being prepared or captured.
- Make every effort to handle the materials carefully to avoid and minimize damage and maintain original condition.
- Clean materials as needed using canned air or a soft Hake brush. Severe dirt or debris that cannot be cleared with canned air will be noted in the Vendor Quality Control/Transfer Notes metadata field.
- Not use any sheet-fed scanners or any devices with automatic page turning.
- Only illuminate materials using low ultraviolet-emitting light.
- Return materials to the owning organization in their original arrangement, as they were packed.

Quality Control and Review after Digitization

Vendor Expectations

- During Quality Assurance, the vendor is expected to:
 - Review 100% of the digital files and their associated metadata to ensure that the digital file correctly represents the physical object.
 - Files will be viewed at 100% using imaging software.
 - Check the digital file against the physical object to ensure an accurate reproduction of the original and confirm that no artifacts were introduced during digitization.
 - Note inherent abnormalities in the technical metadata for the file (these notes will be particularly helpful to the CA-R team when they inspect the files).
- The vendor will return materials directly to the partner after all parties have confirmed that the files are acceptable and there is no necessary rework. Please see Appendix A below for vendor workflow/timeline.
- Upon request of the partner, the vendor will supply the partner a copy of the files once the files receive final approval.

California Revealed Expectations

- Within 60 days of receipt of the files, CA-R, with partner participation, will:
 - Review deliverables to ensure that all project specifications are met.
 - Inform the vendor of any necessary rework for the deliverables.
 - Give final approval for the files that do not require rework upon completion of QC.

Final Deliverables

File Naming and Directory Specifications

File names are based on the Object Identifier (e.g., casmim_000003), which includes the partner's MARC organization code followed by a unique, sequential number. The Object Identifier serves as the prefix for all file instantiations associated with the digital object. Please review the metadata spreadsheets supplied by California Revealed for a list of the Object Identifiers associated with each set of the partner organization's materials.

Create a folder for each partner within the shipment by job number, labeled using the partner organization's MARC code, followed by a subfolder for each object labeled with the Object Identifier (e.g. CA-R2082/cwh/cwh_000003).

The directory structure for the digital files, metadata records, and checksums must be "flat" (without subdirectories) for each object. The following items should be within each folder per object:

- Preservation file(s)
- Preservation file .md5(s)
- Access file
- Access file .md5
- XML metadata record

Label preservation files:

[ObjectIdentifier]_prsv.[fileExtension]

- e.g., casmim_000003_prsv.tif

For objects with multiple captures, label preservation files by adding "_p#####" to the file name, beginning with _p0001. Sequentially number them to accurately reflect the order of the parts when viewing the physical object. The numbering will inform the order of the captures within the access copy.

- e.g., cwh_000003_p0001_prsv.tif; cwh_000003_p0002_prsv.tif;
cwh_000003_p0003_prsv.tif; cwh_000003_p0004_prsv.tif;
cwh_000003_p0005_prsv.tif

Label access files:



[ObjectIdentifier]_access.[fileExtension]

- e.g., casmim_000003_access.jpg
- e.g., casmim_000003_access.pdf

Label .md5 checksums:

[DigitalFileName].md5

- Digital file name:
 - casmim_000003_prsv.tif
 - casmim_000003_access.jpg
- Checksum file name:
 - casmim_000003_prsv.tif.md5
 - casmim_000003_access.jpg.md5

Examples of File Directories for Digital Objects

File directory for a single page, still image object:

- casmim_000003_prsv.tif
- casmim_000003_prsv.tif.md5
- casmim_000003_access.jpg
- casmim_000003_access.jpg.md5
- casmim_000003_metadata.xml

File directory for a single page, text object:

- csfpal_000155_prsv.tif
- csfpal_000155_prsv.tif.md5
- csfpal_000155_access.pdf
- csfpal_000155_access.pdf.md5
- csfpal_000155_metadata.xml

File directory for an object with multiple pages:

- cwh_000003_p0001_prsv.tif
- cwh_000003_p0001_prsv.tif.md5
- cwh_000003_p0002_prsv.tif
- cwh_000003_p0002_prsv.tif.md5
- cwh_000003_p0003_prsv.tif
- cwh_000003_p0003_prsv.tif.md5
- cwh_000003_p0004_prsv.tif
- cwh_000003_p0004_prsv.tif.md5
- cwh_000003_p0005_prsv.tif

- cwh_000003_p0005_prsv.tif.md5
- cwh_000003_access.pdf
- cwh_000003_access.pdf.md5
- cwh_000003_metadata.xml

Embedded Metadata

For still image and text objects, the vendor will ensure embedded technical metadata is accurate for all file instantiations, including file size and type, width, height, color channels, and resolution. In accordance with FADGI's guidelines for [Embedded Metadata in TIFF Images](#) and the [ANSI/NISO Z39.87-2006 \(R2017\) Data Dictionary](#), the vendor will embed their name in the Artist field for each preservation and access file.

Following the descriptive, rights, and administrative metadata columns in the metadata spreadsheet that will be used to encode the descriptive metadata within the XML, the last four columns of the spreadsheet will supply the vendor with the values used to embed descriptive metadata into each access and preservation file. The vendor will embed the following descriptive metadata into each access and preservation file:

- **Embedded Title** (e.g. Wedding photo of Shinichi and Sawano Yamashita)
- **Embedded Institution** (e.g. Tulare County Library)
- **Embedded Comment** California Revealed
- **Embedded Copyright** (e.g. Copyrighted. Rights are owned by Tulare County Library.) First two sentences of the copyright statement. Only embedded for Public Domain or Copyrighted materials. If *copyright status is unknown*, no copyright information should be embedded and California Revealed will leave the Embedded Copyright field blank.

XML Metadata Records

The vendor will deliver one XML metadata record per object. The XML metadata record will use the [Dublin Core](#) schema and will be written using the sample XML template provided to the vendor by CA-R. The XML metadata record will combine the [descriptive, rights, and administrative metadata for each object](#) supplied by CA-R within the metadata spreadsheet with technical and preservation metadata supplied by the vendor. The technical and preservation metadata will be derived from embedded technical metadata and will document specific information such as the name of the vendor, the equipment used for digitization as well as transfer and quality control notes using terms defined in the [ANSI/NISO Z39.87-2006 \(R2017\) Data Dictionary - Technical Metadata for Digital Still Images](#). The vendor will derive their name from the embedded Artist field and map it to the ImageProducer value in the XML metadata record.

When digitizing microfilm, California Revealed will provide the vendor with a metadata spreadsheet populated with placeholder values for issue dates, masthead titles, and page counts. Prior to completing the final deliverables, the vendor will replace the placeholder values with the actual information and return the completed spreadsheet so that CA-R can ingest the updated values into CA-R's digital asset management system.

CA-R will export the updated metadata records in a new spreadsheet, which the vendor will then use to generate the XML metadata records and embed the files.

Examples of Dublin Core XML Metadata Records

Image object (one page):

https://archive.org/download/cafrwtm_002421/cafrwtm_002421_metadata.xml

Text document (one page):

https://archive.org/download/cua_000328/cua_000328_metadata.xml

Bound document (multiple pages):

https://archive.org/download/casdam_000026/casdam_000026_metadata.xml

Workflow Requirements for Deliverables

Please see [Appendix A](#) below for vendor workflow/timeline.

The vendor will batch-deliver digital files for quality control on exFAT-formatted hard disk drives (HDDs), preferably with Firewire or USB 3.0 ports. These hard disk drives will be provided to the vendor by CA-R. The vendor will produce an .md5 checksum per file state (preservation and access) immediately after digitization to verify that files were not modified in transfer. The vendor will ensure that all digital objects and associated files from the same partner are on one single hard drive unless they do not fit on one. Vendor will also include copies of all final metadata spreadsheets for the objects on the drive. The vendor will check the checksums on the hard drive after writing to confirm that files were not altered during transfer.

CA-R will perform quality control on the deliverables within 60 days of receiving files and may ask the vendor to review the original physical materials to determine if artifacts are inherent to the source. CA-R will report quality control feedback from the partner and will ask the vendor for replacement files for any deliverables that do not meet specifications. Replacements should be received from vendor within 30 days of request.

If the final deliverables are not approved and rework is necessary, the vendor will correct and replace the final deliverables for those files (including preservation files, access files, .md5 checksums, and XML metadata records). The rework files will be delivered on exFAT-formatted hard disk drives, preferably with Firewire or USB 3.0 ports. These hard disk drives will be provided to the vendor by CA-R. For partner sets under 250 GB, the vendor will redeliver the entire set of files, including those that did not require rework in addition to the replacement files. For partner sets over 250 GB, the vendor will redeliver only the replacement final deliverables (including preservation files, access files, .md5 checksums, and .xml metadata) for the files that required rework. The replacement files will be redelivered using the same file directory and subdirectory structures outlined in the [Final Deliverables section](#) of this document.

After quality control and upon approval of the files by CA-R and the partner organization, the vendor will deliver a set of authoritative files within 60 days (including preservation files, access files, .md5 checksums, xml metadata, and tech sheets, if included) on a mirror set of two LTFsformatted LTO8 tapes. Include only the final approved files for each object on the LTO. Please ensure that files from the same partner are not divided across more than one LTO tape, and please ensure all the associated files that represent an object are on the same LTO tape, unless they do not fit on one tape. The vendor will check the checksums on the LTO after writing the tapes to confirm that files were not altered during writing. California Revealed will return the borrowed hard drives upon receipt and approval of the final LTO deliverable.

The vendor will create a manifest of the LTO tapes in an Excel spreadsheet, including the following per file, in order:

- LTO_MediaLabel/LT_[Unique Identifier] (e.g., CA0010L8 and/or barcode)
- MARC Organization Code: (e.g., csat)
- Object Identifier (e.g., csat_000012)
- Folder Name (e.g., csat_000012)
- General File Name (e.g., csat_000012_p001_prsv.tif)
- Path and File Name (e.g., CA-R2019\csat\csat_000012\
csat_000012_p001_prsv.tif)

In order to give partners a chance to order copies of their files, CA-R's files will be retained on the vendor's storage system for 30 days after the files are officially approved by CA-R and the partner organization; the deadline for this approval is 60 days after CA-R receives the files from the vendor. The vendor will confirm the deletion of the files via email once the partner has ordered files and California Revealed has given permission, after quality control has been completed and all parties approve.

Partner organizations will contact the vendor directly to order copies of their approved files and associated metadata on a mirror hard drive purchased from the vendor within 30 days upon CA-R's final approval of the files. The partner organization is expected to pay only for the storage hardware and shipping costs associated with receiving copies of their files. CA-R will inform the vendor which partners expect copies at the start of digitization work. When confirming shipment of the copies to the partner, the vendor will cc: team@californiarevealed.org.

Shipping

All original physical materials will be shipped from CA-R offices at the California State Library via the vendor's FedEx account. The vendor will invoice CA-R for shipping.

Vendor will send deliverables to:

California Revealed
California State Library
900 N Street
Sacramento, CA 95814



916.603.6719

team@californiarevealed.org

After final approval of the files and metadata by CA-R and the partner organization, the vendor will return the materials, as they were originally shipped, directly to the partner via the vendor's FedEx account within 30 days. The vendor will ship the originals back early in the week so that they are not in transit more than 3 days or over a weekend/holiday. The vendor will invoice CA-R for shipping. CA-R will confirm and provide shipping addresses and contact information for partners at the time of return request. The vendor should send shipping and tracking information to both the partner and CA-R when shipping has been scheduled.

Please send all shipping notices to: eseeley@californiarevealed.org and cc: pvadakan@californiarevealed.org.

Billing

Califa, California Revealed's fiscal agent, handles all payments for California Revealed. Mail or email invoice(s) to the attention of Pamela Vadakan; approved invoices will be forwarded to Califa for payment. Ensure invoices are labeled with the following Bill to/Send to information:

Bill to:

Califa Group

330 Townsend Street, Suite 133

San Francisco, CA 94107

415.796.3901

billing@califa.org

Send to:

Pamela Vadakan

California State Library

900 N Street

Sacramento, CA 95814

916.603.6719

pvadakan@californiarevealed.org



APPENDIX A: Vendor Workflow and Timeline

Process	Time Frame
California Revealed (CA-R) calls for nominations.	60 days
CA-R and State Library review nominations.	30 days
CA-R sends award letters to partner organizations.	30 days
Partner ships physical materials to CA-R.	30 days
CA-R checks inventory against award letter.	Upon receipt of originals
CA-R processes and ships batches of originals (minimum 3 partners per batch) to vendor in receipt order.	30-90 days
Vendor digitizes physical materials upon receipt (for most materials).	6-8 weeks
Vendor QAs files (for most materials).	4-6 weeks
CA-R QC's files and metadata and sends feedback to vendor per partner.	60 days upon receipt of files from vendor
CA-R publishes access files and metadata online for each partner and sends first email notification to partner to check files.	
Within 30 days upon publication of files, partner QC's, updates metadata, checks image quality of access files, and sends feedback to CA-R. CA-R emails follow-up to partner to order backup files from vendor.	
Within 30 days upon publication of files, CA-R responds to and relays QC and technical questions from partner, if any, to vendor.	
Upon completion of QC, CA-R gives final approval for files that do not require rework. CA-R identifies any files needing rework and requests replacement files from the vendor.	

Vendor responds and provides replacement files if rework is requested by CA-R.	Within 30 days upon receipt of CA-R feedback
Vendor sends CA-R invoice for digitization, including additional costs for rework if needed.	30 days upon receipt of CA-R feedback
CA-R QC's and approves replacement files.	15-30 days upon receipt of replacement files from vendor
CA-R signs off on files and approves LTO creation.	Within 90 days of CA-R's receipt of files, including rework
CA-R pays invoice for digitization.	30 days upon approval of replacement files
Vendor returns originals directly back to partner and provides backup files, if requested by partner.	Within 30 days upon final approval of all files
Vendor ships final LTO deliverables to CA-R.	
Vendor sends CA-R invoice for LTO.	30 days upon CA-R approval of LTO creation
CA-R QC's LTO and approves LTO deliverables.	Within 30 days upon receipt of LTO
Vendor has permission to delete the files from their servers.	After 30 days upon approval of LTO
CA-R pays invoice for LTO.	30 days upon approval of LTO

APPENDIX B: Partner Sets

Partner Organization	MARC Code	# of Objects	# of Pages	Formats
California Nursery Company - Roeding Collection	cafrnc	14	904	Softbound/folded objects, Scrapbooks/albums
California State Archives	car	21	4642	Bound objects, Loose objects
Cathedral City Historical Society	cacaths	1596	1596	Transparencies
Center for Sacramento History	casacsh	132	2594	Newspapers, Periodicals
Covina Valley Historical Society	cacovhs	34	339	Loose objects, Softbound/folded objects
Fresno City and County Historical Society	cafreh	22	5998	Bound objects
George Patterson House	cafrgph	306	308	Loose objects, Bound objects, Ephemera
Jewish Historical Society of Southern California	calajhs	493	539	Transparencies, Photographs
Labor Archives and Research Center, J. Paul Leonard Library, San Francisco State University	csfst	5	Unknown	Microfilm (reels)
Lanterman House History Center and Archives	calcflh	306	334	Photographs, Transparencies
Lavender Library, Archives and Cultural Exchange of Sacramento, Inc.	casalla	237	3232	Newspapers, Periodicals, Loose objects
Lavender Library, Archives and Cultural Exchange of Sacramento, Inc.	casalla	130	2589	Newspapers, Periodicals, Loose objects
Little People of America, Inc	camcclpa	10	294	Scrapbooks/albums
Los Angeles Contemporary Archive	calaca	95	9045	Bound objects
Mattie McGlothen Library and Museum	cricmt	248	4502	Newspapers
Mission Peak Heritage Foundation	cafrmph	17	935	Transparencies, Scrapbooks/albums, Loose objects
Monterey Public Library	cmont	351	351	Transparencies

Nevada County Community Library	cncl	85	138	Graphic materials, Ephemera
Northern Mariposa County History Center	cactvnmh	3	457	Bound objects
Novato Historical Guild	canovhg	14	222	Loose objects, Photographs, Ephemera
Richmond Public Library	cric	10	2751	Bound objects
Salinas High School	casalhs	38	3968	Newspapers, Bound objects
Salinas Public Library	csal	5	80	Softbound/folded objects
San Diego Chinese Historical Society and Museum	casdchs	47	131	Loose objects, Ephemera
San Francisco Cinematheque	casfc	145	418	Loose objects, Graphic materials, Ephemera
San Francisco Public Library	csf	8	60, Unknown	Microfilm (reels)
San Francisco State University, University Archives	casfuahc	14	Unknown	Microfilm (reels)
Sausalito Historical Society	casauhs	2	133	Scrapbooks/albums
SFMTA Photo Archive	casfmta	44	144	Softbound/folded objects
Sierra Club, William E. Colby Memorial Library	csfsc	114	776	Periodicals
South Pasadena Public Library	csp	40	794	Bound objects, Loose objects, Softbound/folded objects, Ephemera
Truckee-Donner Historical Society	catruhs	565	3364	Newspapers
University of California, Santa Cruz, Special Collections and Archives	cusc	5	Unknown	Microfilm (reels)
Youth Spirit Artworks, Street Spirit	cabeysa	320	4574	Newspapers