California Audiovisual Preservation Project (CAVPP)

Workflow Overview

Partner actions: • Create WorldCat username(s) for CONTENTdm • Nominate recordings by adding item-level records to CONTENTdm • Send approved recordings and metadata to CAVPP for processing	**p. 1**
CAVPP actions: • Add administrative metadata to item-level records • Send recordings to vendor for digitization • Check technical specifications of new files • Upload access files to the Internet Archive • Long-term storage	**p. 2**
Partner actions: • Check image quality and content of access files at the Internet Archive • Update metadata in CONTENTdm	**p. 2**
Long-term storage	**p. 3**
Further resources available on calpreservation.org	
Metadata Guide and Tutorial	
Best practice permission guidelines	
CAVPP Quality Assurance procedures	
Shipping Guidelines for the CAVPP	

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Guide to CONTENTdm

Create WorldCat username(s) for CONTENTdm

- To use CONTENTdm, please create a worldcat.org account.
- Email CAVPP the username and email address you created [CAVPP@calpreservation.org]
- CAVPP will assign collection rights to do everything in CONTENTdm except approve and delete records (only CAVPP can do that).
- To add records go to the CONTENTdm Administration page.
- To edit metadata, set access rights, run reports, export metadata and setup the collection profile, find your collection from the "California Light and Sound" landing page - another access point to your recordings.

Selection Criteria

Remember the CAVPP's selection criteria when nominating recordings:
- statewide and/or local historical significance that contributes to an understanding of the history of California and its people - (ideally) featuring widely known names and events
- risk of loss due to physical condition and format obsolescence
- never published commercially– must be primary source material
- intellectual property in the public domain, held by the owning library, or secured from the rights holder, when possible*
- cataloging metadata provided by the owning archive
- titles most requested by users

The CAVPP will exclude recordings based on the following criteria:
- content is unknown
- limited historical significance beyond the owning institution

* For help navigating questions of intellectual property, the CAVPP's permission guidelines walk participants through reasonable steps of

due diligence to gain permission to digitize your selected recordings for preservation and access.

Nominate recordings by adding item-level records to CONTENTdm

To nominate recordings, please go to the ContentDM [Administration page](https://server15972.ContentDM.oclc.org/cgi-bin/admin/start.exe). [https://server15972.ContentDM.oclc.org/cgi-bin/admin/start.exe]

After you login, click on the '**items**' tab then click '**add**' to add nominations.
Instructions follow the flow of the page from top to bottom:
* Please click the 'Add URL' button and use 'http://archive.org/details/' as a placeholder.

* Only the fields marked with an asterisk are required:
- Name of Institution
- Media Type (Moving Image/Sound)
- Generation (Copy/Master/Submaster/Original/Print/Unknown)
- Title
- Why the recording is significant to California or local history
* If known, please include:
- Country of Creation
- Date Created (YYYY-MM-DD)
- Copyright Statement (Public Domain/Copyrighted/Copyright Status Unknown)
* We recommend including Creator information (Director/Producer/ Writer/Interviewer/Performer) if available.
* Please leave the default 'Use ContentDM thumbnail' at the bottom of the form.
* Please use controlled vocabulary if applicable.

See CAVPP's Metadata Guidelines [online.](online)

* Once you're done click 'add' at the bottom of the form.
* When you've added all your nominations please contact the CAVPP. If you'd like a copy of your submissions please be sure to state that in your email. CAVPP@calpreservation.org.

* When your nominations are approved for digitization by the CAVPP, we will contact you to arrange for shipping and processing of originals.

* Upon receipt of originals, CAVPP will add administrative metadata, including unique source identifiers, for all items in CONTENTdm.

* When digitization is complete, CAVPP will check the technical specifications of each file state.

See our current Quality Assurance steps [online](#).

*Access files will be uploaded to the Internet Archive and we will contact you to do quality control to enhance descriptive metadata accordingly.

Check image quality and content of access files at the Internet Archive

Please note that as part of our service the CAVPP checks the technical specifications of each file state.

As partners, your role is to select titles, to review the digitized recordings to confirm their value to the collection, and to correct/enrich the descriptive metadata as needed. Since many of the recordings digitized to date could not be viewed prior to digitization, the value of having the owning partner view each digitized recording to confirm its value to the collection and to correct/enrich its descriptive metadata is becoming quite apparent. In response to this situation, the CAVPP recommends the following quality control procedures for partners:

1. Play the online access copy in its entirety if staff time permits (at the Internet Archive – link can be found at the top of the item's CONTENTdm record).

2. Confirm that image and sound quality are adequate for patron use.

3. Check for evidence of an incomplete recording.

4. Report problems to the CAVPP by entering comments in the 'Quality Control Notes' field in CONTENTdm.

5. Verify that the content corresponds to associated metadata. Correct/enrich descriptive metadata as needed in CONTENTdm.

6. Please notify CAVPP (CAVPP@calpreservation.org) if you add QC Notes and/or edit the metadata (and what your changes are) and we will

index the collection so you can see your changes. The CAVPP will update the online record at the Internet Archive.

Long-term storage

As a new CAVPP partner, there are a few steps to setting up your online collection at the Internet Archive:

* Please create an account at archive.org. Email CAVPP (CAVPP@calpreservation.org) the email account you use and CAVPP will request 'keys' to your collection. There are no limits to the number of keys so feel free to create multiple accounts.

* Complete your institution's collection page [http://archive.org/details/your marc org code] at the Internet Archive, which includes basic information about your institution. (See UC Santa Barbara's page [http://archive.org/details/ucsantabarbara] for an example.)

* The CAVPP recommends the following information, in this order:
  ● about the institution/mission statement
  ● statistics about the collection (if available)
  ● contact information for researchers - address, phone, email
  ● collection-level rights statement (if available)

* The CAVPP will maintain individual item level records for your collection at the Internet Archive. If you would to correct any information in these records, please email the CAVPP with details of the changes after you make them in CONTENTdm.

* The CAVPP prefers to link to existing collection guides in the Online Archive of California (OAC) in the individual records. California Digital Library (CDL) has a web-based form called RecordEXPRESS that makes it easy to create collection-level records which can be published right to the OAC with a click of a button. Please ask for detailed instructions if you're interested (a quick overview is here). It's always nice to add context, particularly for audiovisual records!

* Do you want copies of your files? In practice with the digital archival principle of redundancy, we encourage partner archives to store at least one copy of each digital object on hard disk drives (HDDs) or servers at their institution. Please let CAVPP staff know at the time of digitization

that you plan to keep copies and we'll tell the vendor to hold onto your files for your order (email CAVPP@calpreservation.org). We'll send you contact information for the vendor and they'll send copies of your files directly to you once the files are approved. Files are free; partners are responsible for the costs of the storage media and shipping.

* Do you want copies of your PBCore xml records? As part of the digitization process, the vendor combines technical metadata, administrative metadata and the descriptive metadata provided at the time of nomination, providing a full picture of the new digital object at the time of transfer. The CAVPP uploads the XML record with the access files at the Internet Archive. You can download the PBCore following this URL schema:

> http://archive.org/download/source_id_PBCore.xml
> example: http://archive.org/download/chi_00008_PBCore.xml