



Digital images for partners' assets 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 to the California Light and Sound Collection, partners have 30 days to order copies from Backstage. *If there are questions about the approval date, please contact CA-R (californiarevealed@calpreservation.org) directly.***

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 Provo Utah 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 on drive size:

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

Instructions:

1. Include a partner contact name, address and phone number.
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.
6. The files at Backstage are removed from our production server 60 days following customer approval.

Thank you!

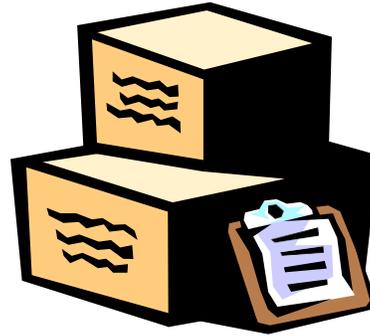


Shipping Manifest

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

Ship to:

Backstage Library Works 25
East 1700 South
Provo, UT 84606
Tel. +1-800-288-1265
Attn: Lori Swain



Sender Information:

Name _____

Title _____

Email Address _____ (will be used to send receipt notice)

Institution _____

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 _____

Title _____

Email Address _____

Institution _____

Address _____
