



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 thirty (30) 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 (TMP). All QC (if any) is addressed by TMP 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 TMP production servers.**

TMP will supply a portable hard drive containing your digital files, according to CA-R's technical specifications (please see Statement of Work at <https://calpreservation.org/california-revealed>). The hard drive is returnable and offered gratis, but it must be returned within sixty (60) days after receipt. After sixty (60) days, an invoice will be generated for the cost of the drives(s). If the Partner prefers, hard drives can be sold outright at cost. (Please contact TMP for current drive prices.) The Partner may, of course, also provide their own hard drive. Partners should send a portable Flash Drive or Hard Drive directly to our Cranberry Township office using the attached Shipping Manifest.

According to CA-R's specifications, the Standard Definition file set for each object includes: preservation master files, 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 = ~2GB / hour
- Video = ~103GB / hour
- Film = ~103GB / 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**, several options are available for an additional charge.

Instructions

1. Include a Partner contact name, address, phone number, and email address.
2. Include the Object Identifiers, supplied by CA-R, in your order.
3. Upon receipt of the Partner's drive (and completion of CA-R's QC), TMP will transfer the files to the drive and ship within two (2) weeks.
4. 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; then transfer the files to a network or partition that is routinely backed-up.
5. Please include a return shipping label.
6. All Partner files at The MediaPreserve are removed from our production server thirty (30) days following delivery.



Shipping Manifest

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

Thank you!

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

CONTACT INFORMATION	
Institution	
Address	
Contact Name	
Title	
Email Address	
Phone Number	

ASSET INFORMATION	
Object Identifiers (provided by CA-R)	

PREFERRED DELIVERABLE FORMAT(S)			
Preservation Master File Specs for Film Assets*	CA-R Standard Definition <input type="radio"/>	HD (1080p) <input type="radio"/>	2K DPX <input type="radio"/>
Hard Drive**	Partner Will Send Drive: <input type="radio"/>	Purchase / Borrow Drive from TMP: <input type="radio"/>	
	Format: Mac <input type="radio"/>	PC <input type="radio"/>	
CD / Blu-Ray / DVD***	CD: <input type="radio"/>	Blu-Ray: <input type="radio"/>	DVD: <input type="radio"/>
E-Transfer****	Partner's E-Transfer: <input type="radio"/>	TMP's WeTransfer Account: <input type="radio"/>	
	Partner's Service Name:		
	Partner's Account Name:		

*CA-R's default file type for all film assets is a Standard Definition (SD) uncompressed 10-bit MOV. Should the Partner prefer a higher resolution file type (see choices above), then the Partner will be charged an additional fee per film asset.

**If borrowing a hard drive(s) from TMP, please return the drive(s) within 60 days of receipt. After this point, an invoice will be generated for the cost of the drive(s).

***Fees are \$6.00 for the first copy per file and \$4.00 for each additional copy per file.

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