



# Shipping Manifest (Newspapers)

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

## Ship to:

California Revealed Project  
California State Library  
900 N Street  
Sacramento, CA 95814  
Phone: 916-653-5074  
Email: dps@calpreservation.org

## Sender Information:

Name \_\_\_\_\_  
Institution \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_

## Please include a packing list/inventory of this shipment.

- Value is under \$1000 per item.
- Written declaration of value is included for items over \$1000 insurance value.

## Return Address:

- same as above
- return to: Name \_\_\_\_\_  
Institution \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_

## Special Handling Disclaimer

The digitization vendor will digitize your collection using non-destructive measures, including hand placement and manual page turning. Each collection that arrives is evaluated for condition and suitability for capture. In order to be digitized and achieve the best possible image, items will need to be capable of being unfolded, handled and flattened with glass without breaking. There are unavoidable risks to unfolding and flattening deteriorated newspapers for digitization. If deteriorated pages crack when handled, unfolded or flattened, the materials may require additional preparation to stabilize and/or mend the pages. This includes applying clear filmoplast tape, which may be permanent depending on the condition of the material, and splitting two-page spreads into single pages. **California Revealed will contact the partner institution if any special handling is necessary and will request permission to proceed.** Once the materials are prepared for digitization, vendors will make every effort to handle them carefully to avoid or minimize damage, with an understanding that the digital image is the primary goal and that this may be the last opportunity to capture the content. In all cases, neither vendors nor California Revealed can be held responsible for unavoidable damage due to deterioration of print originals.

- I have read the above disclaimer and acknowledge special handling, including alteration of original content, may be required to digitize my organization's materials.
- Do not return the newspapers - newspapers are to be recycled.

Signature \_\_\_\_\_ Date \_\_\_\_\_