

**California Revealed
Shipping Guidelines
For Paper-Based and Photographic Records
(rev. 26 Nov 2018)**

Step One: Gather Supplies

- Shipping labels and label envelopes provided by FedEx
- Address labels
- Clear packing tape for assembling boxes
- Small boxes and padded mailers provided by FedEx
- Bubble wrap
 - **Note: styrofoam peanuts or padding are **not** recommended – foam can break down, leave residue, get inside film canisters, and cause a mess.
- Sturdy boxes
- Straight tab file folders for labeling each item with your unique object identifier, like a call number.
 - Non-archival folders are available from [Amazon](#), for example. These are fine for temporary housing.
 - For permanent storage, consider archival boxes and folders from [Gaylord](#), for example.
- ½”-1” acid-free tape (often called paper, painter’s, or artist’s tape) for labeling items and wrapping bubble wrap around fragile material. Available from [JCX Expendables](#) in San Francisco, [Christy’s](#) in Burbank, or [Film Tools](#) online.
 - Please do not use post-it notes as they can come off of objects during transit and processing.

Step Two: Call FedEx

We prefer FedEx because they are reliable and offer the best tracking system. If you would prefer to use another shipping service, please contact us before shipping items.

Call FedEx (1-800-GO-FEDEX) or go [online](#) to set up a FedEx account if you don’t have one already. Request shipping labels, label envelopes, boxes, and padded mailers. Mailers are good for enveloping items and can also be used for additional packaging within a box if other packing materials are scarce.

When you talk to FedEx, it’s a good idea to check how much insurance comes with your account so you can be sure the value of your item is covered during transit.

Step Three: Prep for Digitization

Please assign and label the container of each item with a temporary object identifier, like a call number or sequential number. For **bound** items, please insert a paper flag with the identifier. For **unbound** items, label its folder.

- As stated in the award letter, confirm the metadata that you’ve supplied, including format and extent.
- Use the award letter as a packing list. Include the identifier on the packing list and in the metadata record using the “Call Number” field in Islandora so that CA-R staff can match objects to records. Multiple values can be added in the “Call Number” field using the “Add Another Item” button, if necessary.
- Please keep items in order according to their identifiers.
- Do no harm – label the enclosure rather than the original item. The vendor would like to know in advance if the object requires special handling. For example, is the item brittle, damaged or deteriorated, is the book bound or unbound, can the book open 180°, are there multiple inserts, does content extend into the margins/gutters? Please note special handling needs in the “Additional Technical Notes” field in Islandora. This field is not a public field.

Please refer to our [Statement of Work](#) for full technical specifications and handling procedures. See additional preparation instructions by format below.

- (a) **Books; multi-page pamphlets; ledgers**
- (b) **Unbound paper-based records; single or multi-page documents; photographs**
- (c) **Clippings files and Aggregations of Materials with Folder-Level Metadata**

a) Books; Multi-page Pamphlets; Ledgers

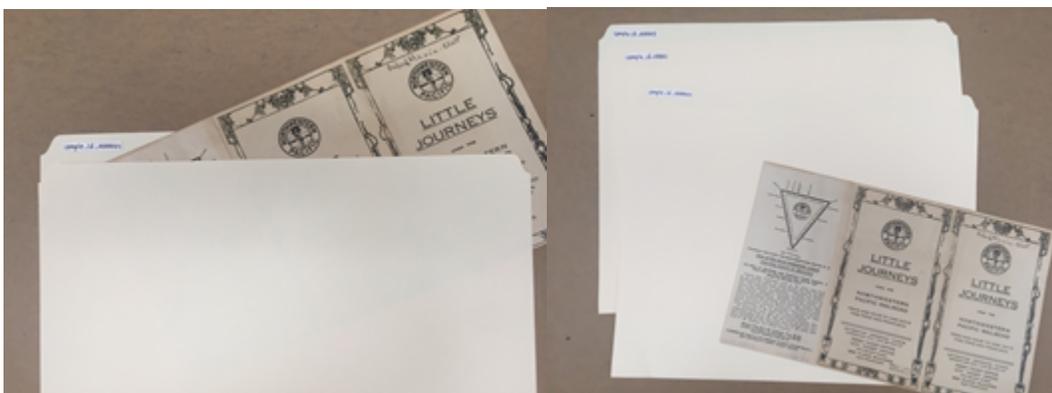
- California Revealed scans cover to cover but prefers not to scan multiple blank pages in a row. If there are blank or missing pages, insert an 8.5 x 11 in. “target” page to be scanned to alert the user that blank pages have been

skipped. The message can be general, e.g., “blank pages skipped,” or it can include specific page numbers. If pages are missing, please include a similar message, e.g. “This item has missing pages.”

- If the pages are creased and a significant amount of text is lost in the gutter, the vendor may recommend ironing or dis-binding.

b) Unbound paper-based records; single or multi-page documents; individual or groups of photographs to be scanned together

- Please remove duplicate copies. Choose the highest quality source material for scanning.
- Arrange the unlabeled pieces within the folder in the order in which you want them scanned, face up. California Revealed will capture front side only unless there is content on both sides of the page. If you wish to scan both sides of specific items, please leave a note in the “Catalogers Notes” field in Islandora, please insert a piece of paper with this instruction.
- Please try to keep materials grouped by format (e.g. separate photographic negatives and prints).
 - For individual items of the same format, please arrange by size unless sequence is important, in which case order sequentially rather than by size. Please keep this in mind when foldering and labeling materials.
- **Please do not use sleeves.** The vendor prefers that Partners use a folder so items are easier to remove and rehouse during scanning. This will also avoid crushing/bending and reduce handling of material.



Do no harm – label the enclosure rather than the original item.

- Batches of similar-sized materials in their individual folders can be sandwiched between two pieces of cardboard taped on all sides. Please make sure the original materials do not get stuck to the tape by using barrier paper under the packing tape to tape sandwich together. Properly size the barrier paper to prevent items from slipping out.



Unbound items foldered and sandwiched between cardboard. Paper is used under tape to protect items from the tape.

c) Clippings Files and Aggregations of Materials with Folder-Level Metadata

- Arrange the unlabeled pieces within the folder in the order in which you want them scanned, face up. California Revealed will capture front side only unless there is content on both sides of the page. If you wish to scan both sides of specific items, please leave a note in the “Catalogers Notes” field in Islandora, please insert a piece of paper with this instruction.

Step Four: Pack

- If you are shipping any formats that are unusually fragile, such as glass plate negatives, please contact us for additional instructions.
- Please deliver the materials ready for scanning, packaged and cushioned in shipping boxes that can be used to safely ship to/from the digitization vendor.
- It's often more convenient to keep materials in archival containers if they are already stored that way. Fill empty space with bubble wrap or crumpled paper to ensure the materials will not bang around inside the box. If you're delivering collections using archival boxes, please try to keep the boxes under 26 x 22 x 12" if possible. Smaller boxes can be shipped in a larger outer box, with additional packing around the inner boxes. Fill any open space that is left in the box with bubble wrap or crumpled paper, and please pack materials tightly to ensure the materials will not move and get damaged inside the box during shipping.
- Make sure the outer box is sturdy – tape all corners and double tape bottom and top.
- Cover any old labels, barcodes, or address information on the box with tape/marker, so that it is no longer visible.
- Add a separate address label with from:/to: information and tracking number, and use clear packing tape to cover it. This will help the package reach its destination in case FedEx shipping label falls off.
- When filling out the shipping label, it's recommended that you use a low insurance claim (less than \$100) to avoid additional fees. Your account's insurance should cover items lost or damaged during shipping up to \$100.
 - If you wish to purchase additional coverage depending on the value of the items being shipped, "collector items" or "antiques" (like archival collections) are limited to a maximum declared value of \$1,000.
- Please note that your insurance will need to cover the materials when they are on our premises. When the materials are in transit and with the vendor, the vendor's insurance will cover the materials.

Step Five: Ship

- Be sure you have finalized your associated metadata, as requested in the award letter, via Islandora or spreadsheet form.
- Please ship on a Monday, Tuesday or Wednesday to ensure a package is not held over the weekend by FedEx.
- Call FedEx (1-800-GO-FEDEX) or go [online to request a pickup. Always write down pickup number in case FedEx doesn't show up.](#)
- **Please ship all materials** pre-paid via FedEx Standard Overnight or 2-Day delivery to:
 - California Revealed
 - California State Library
 - 900 N Street
 - Sacramento, CA 95814
 - Phone: 916-653-5074
 - Email: team@californiarevealed.org
- Please email Project staff with the tracking number for the shipment so they can track your package and let you know when it arrives safely.

Please note that items are not insured when they arrive at the California Revealed office at the State Library, so please check with your insurer to make sure the materials are protected while at our facilities. Items are insured by the vendor when the materials are in transit and with the vendor.

If you have any questions about shipping, please call or email ([916-653-5074](tel:916-653-5074) / team@californiarevealed.org).