

Guidelines for Preparing, Packing, and Shipping Print Materials for Digitization

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Image: California Nursery Company, Women Working, Standing and Packing, Poeding Fig Packing Shed, Fresno, Washington Township Museum of Local History

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Introduction

These guidelines include instructions and expectations for preparing, organizing, packing, and shipping print materials for digitization with California Revealed (CA-R). Please review the **entire** document before packing and shipping awarded objects to CA-R. Failure to follow the guidelines might delay the digitization process (or worse—damage your precious materials!) If you have any questions, please email team@californiarevealed.org. We are here to help!

Partners must prepare their materials so that each object is:

- Already “Capture Ready” and prepared for digitization when it arrives at CA-R
- Easily identifiable and physically labeled with its unique Temporary ID or Call Number (please avoid using Post-It notes since they fall off easily)
- Accounted for and arranged in a straightforward way within the shipment boxes
 - Whenever possible, please arrange the objects in the shipment in the order of their Temporary ID or Call Number labels. If this is not possible, please provide us with a clear explanation of how they have been arranged instead.
- Packed safely for shipment to minimize risk of damage in transit

Please confirm all requirements have been completed by using the [Capture Ready Checklist](#) before packing, and the [Shipping Checklist](#) before shipping.

Once we receive the shipment, CA-R staff will:

- Confirm all awarded items are accounted for and match their metadata
- Confirm the items’ condition and that they are properly prepared for digitization
- Assign digitization-specific Object IDs based on the arrangement of the objects
- Repacks the materials and sends to the vendor for digitization.
- Coordinates with trusted vendors to digitize the materials.

California Revealed may return awarded materials to the Partner Organization if not properly prepared for digitization.



Image: Mountain View Packing Shed, 1931, Courtesy of the Mountain View Public Library

Preparing your Objects for Digitization

What does “Capture Ready” mean?

An object that is “Capture Ready” can be easily and quickly identified, captured, and returned its housing during digitization. As a partner, it is your responsibility to ensure that all the objects you ship to CA-R are already “Capture Ready”: that each object has been individually separated and labeled, with all enclosures (such as mylar sleeves) and staples removed.

Preparing your objects for digitization prior to shipment helps us streamline the digitization process, allowing your items to be processed and sent for digitization as quickly as possible amidst the thousands of objects in our queue each year. It also helps us avoid incurring additional fees from the vendor and ensures that your items will be returned to you in the same condition they were shipped in. Please follow the instructions below and complete the [Capture Ready Checklist](#) before packing your items.

If a collection is not “capture ready,” the vendor will charge us additional fees to prepare the materials for digitization which in turn effects our digitization budget. We appreciate your cooperation in preparing your materials to be digitized. Please note that the vendor will take all precaution to avoid breaking or creasing objects when flattening, but this is an inherent risk of print digitization. The vendor will contact California Revealed if the general condition of a collection may impact the quality of the capture results, and if any special handling—such as repair, treatment or disbinding—is necessary. In such cases, California Revealed will ask the partner institution for permission to proceed, and partner may be responsible for covering additional handling costs. The vendor will record any treatment or condition notes.

For questions or guidance regarding preparing print materials for digitization, please email California Revealed at team@californiarevealed.org.

Step-by-Step Capture Ready Instructions

- 1. Print the finalized spreadsheet of your awarded items linked in the official Award Letter. You will use it as an inventory and Packing List as you complete these instructions.**
 - a. If California Revealed requested updated metadata records prior to shipment, confirm that these updates have been made in the CA-R Repository and are reflected in the Packing List.
- 2. Compile all awarded objects in one location, making sure to follow your institution’s local procedures regarding collection management.**
 - a. As you “pull” the items, refer to the Packing List and order the objects using their Call Number or Temporary ID.
- 3. Complete Steps A-G one-by-one for each object as you confirm your inventory using the Packing List:**
 - a. **Separate the objects from any unawarded materials.**
 - b. **Identify and remove any duplicate objects, selecting only the highest quality copy to include in your shipment.**
 - c. **Separate each awarded object so that it can be individually labeled.**

- i. Loose, unbound objects (such as postcards, photographs, photographic negatives, flyers, pamphlets, booklets, newspapers) must be sent in their own, individual folders. If you are preparing print materials that your organization does not store individually, please separate and refolder all items individually.
 - 1. Make sure to use *folders*. Do not use mylar sleeves or envelopes.
 - 2. If your shipment contains oversized objects that do not fit in folders, separate and wrap the item in acid-free glassine or Kraft paper.
 - ii. Print materials already housed individually (e.g. materials stored individually in folders, boxes, or 4-flaps, or microfilm rolls in their boxes) can remain in their original housing.
 - iii. Bound materials in stable condition, such as hardcover books, do not require additional housing to separate them from other objects.
- d. **Prepare each item so that it is “Capture Ready”.** Relying on CA-R staff or the vendor to complete this step requires a significant amount of extra handling and administrative labor, risking damage to your materials and delaying digitization.
 - i. Remove items from any protective sleeves or enclosures (e.g. mylar sleeves, envelopes, etc.) beyond a simple folder or box. Place the enclosure in the folder/housing of the object.
 - ii. Remove any staples or metal clips.
 - iii. Flatten any dogears or creases.
 - iv. Unroll and flatten objects that are stored rolled.
- e. **Adhere a label on the housing of each object with the corresponding Partner-supplied ID listed for the object on the Packing List.** California Revealed relies on the Partner-supplied ID to identify each object in your collection.
 - i. For **bound** items, insert a paper flag with the ID into the pages of the object.
 - ii. For **unbound** items, label the folder, box, or wrapping of the object with the ID.
 - iii. Keep items in the order of their Partner-supplied IDs.
- f. **Provide specific instructions/guidance regarding any physical factors that might affect how you expect the object to be presented in a digital format.** Include a paper flag with the directions with the physical object and enter these notes in the “Partner Administrative Notes” field within the object’s metadata record on the CA-R Repository.
 - i. Factors to note include:
 - 1. Any oversized, folded, or loose inserts you would like digitized within an object.
 - 2. If the content of the object extends into the margins or the gutters of the object.
 - 3. If you expect the back of an object to be digitized, or if there are any blank pages you expect to be included in the digital object (CA-R policy is to only digitize pages that include content).
 - 4. If there are any pages you do NOT wish to be digitized.
 - ii. This step ensures that the items will be accurately digitized according to your expectations (and that the items will not have to be sent back to the digitization vendor for rework, causing extra labor and time for you, CA-R staff, and the vendor).
- g. **Note any additional condition considerations that were not included in the original submission.** Include this information in the “Condition Notes” field within the object’s metadata record in the CA-R Repository.

- i. **All print materials:** Please note if the item is brittle, damaged or deteriorated.
 - ii. **For bound materials:** Please note if a bound object CANNOT be opened to 180°, and to what degree it can be safely opened for digitization. Additionally, note the condition of the binding, and if the object can be disbound during digitization (if this is necessary, we will contact you for final permission prior to proceeding).
 4. **Confirm that the physical materials directly match the Packing List, that each item is correctly labeled with its Partner-supplied ID, and that there are no extra or missing items.** If you are not mailing an object which was awarded, please email team@californiarevealed.org to inform us.
 5. **Confirm that each metadata record in the [CA-R Repository](#) accurately reflects the physical object being shipped,** including any Condition Notes and Notes to Vendor.
 6. **Continue to the [Packing Your Objects for Shipment section](#) of this document.**
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Additional instructions for objects receiving folder-level digitization:

If an object is composed of loose materials intended to be digitized as a single digital object (e.g. a folder of loose newspaper clippings), please arrange the loose pieces within a folder in the order you expect for the digital object, face up.

- California Revealed will capture the front side only unless there is content on both sides of the page. If you wish to scan both sides of a page within the folder, please insert a flag with this instruction and include a note in the “Notes to Vendor” metadata field.

Capture Ready Checklist

- Any duplicates have been removed from awarded materials.**
- Items have been removed from their enclosures and placed in folders.**
Example: photos are removed from mylar; letters are removed from envelopes.
- Items have been flattened for shipping.**
Example: creases flattened; dog ears unfolded; items stored rolled are unrolled.
- Items' protective housing has been clearly labeled with the object's Partner-supplied ID.**
Call numbers or temporary identifiers have been adhered to carrier folders.
Do not use Post-It notes as labels (they easily fall off).
- All staples and metal clips have been removed.**
Example: letter pages are not stapled or clipped together.
- Items can be flattened with glass in a book cradle or on a copyboard stand.**
Example: metal bindings have been removed; items have been removed from three-ring binders, and books bound with metal studs or grommets have been disbound.
- Bound items open with ease and ideally lay flat. At minimum, bindings must open to 90 degrees.**
Example: covers and pages turn without breaking, fragile, broken, and/or tight bindings have been noted in the record for the object.
- Inserts or loose pieces obstructing content have been removed or flagged with a note on a bookmark.**
Note if the insert should be digitized or not. If present, inserts or loose pieces will be scanned in the order in which they are found within the object.
Example: Post-it notes, bookmarks, researcher notes, flags, fold-outs, and other loose ephemera are either removed or marked appropriately.
- Please note in the "Notes to Vendor" field if item cannot be disbound.**
CA-R and vendor reserve the right to ask the partner institution if material can be disbound for digitization.
- Please note condition and signs of deterioration in the "Notes to Vendor" field.**
Example: Note vinegar syndrome for microfilm.

Failure to comply with these guidelines may result in physical items being returned to partners by California Revealed staff.

Packing your Objects for Shipment

Before beginning to pack:

- 1. Confirm all items are “capture ready”** and that Partner-supplied IDs are adhered to each object.
- 2. Review the [Instructions for Packing your Objects by Material Type](#)** and take note of which types of materials you plan to ship.

In the unlikely event that your Packing List includes a type of media that does not fall into one of these categories, or if you have additional questions, please email team@californiarevealed.org for guidance.

3. Gather your packing supplies.

Depending on your materials, you may use all or some of the items listed below:

- Scissors and a box cutter
- Archival storage boxes (if available)
- “1st Wrap” Materials
 - Clean, smooth paper such as glassine paper or Kraft paper for wrapping
 - Tissue paper for scrapbooks and fragile bound objects
 - Acid-free artists’/painters’ tape or twine for securing wrapping
 - Corrugated cardboard for softbound or unbound materials
- “2nd Wrap” Materials
 - Cushioning material such as bubble wrap
 - Acid-free artists’/painters’ tape
 - Corrugated cardboard for materials that need additional bracing
- Shipping & address labels
- Strong packing tape
- Outer shipment boxes (see requirements below)
- Loose cushioning material for filling the shipment box, such as crumpled paper or additional bubble wrap

Avoid the following materials:

- Styrofoam peanuts and padding, as it can break down and damage archival material.
- Water-resistant, plastic sheeting (such as polyethylene). If your materials are wrapped in plastic sheeting and there is an abrupt temperature drop during shipping, condensation can form inside, causing water damage to your materials.

Outer shipment box requirements:

- Shipping box must be sturdy enough to send to multiple locations (we will use the same box to ship your materials to the vendor, then back to you after digitization).
- Keep box weight under 60 pounds.
- Double-tape the top and bottom of the box.

- Use filament tape or gummed paper tape to seal and secure the outer box. Using inexpensive packing tape may result in damages.

Instructions for Packing your Objects by Material Type

The type of your materials determines the method of packing. These steps should be completed **after** preparing your items for digitization according to the Capture Ready instructions and checklist. These steps have been adapted from the NEDCC's [Packing and Shipping Paper Artifacts](#) and represent best practice for shipping archival materials. Reference images are provided at the end of this document.

Packing instructions for the following material types are provided:

- [Standard-size flat materials](#)
- [Bound hardcover materials](#)
- [Scrapbooks, photographic albums, and fragile bound materials](#)
- [Oversized flat materials](#)
- [Unbound newspapers](#)
- [Microfilm, slides, and slide negatives](#)
- [Glass plate negatives](#)

Standard-size flat materials

Use these packing directions for foldered materials with dimensions under 26 x 22 inches, such as loose papers, photographs, photographic negatives, postcards, as well as “softcover” or “paperback” bound materials such as booklets or pamphlets.

- A. Confirm the objects are “Capture Ready” and are in individual folders labelled with Partner-supplied unique IDs.
- B. Standard-size flat objects should be packed using Option 1 or 2 for protection during shipment.

Option 1 (Preferred): If archival boxes, commonly referred to as “Hollinger boxes,” are available . . .

- i. Place the foldered objects in archival boxes (26 x 22 x 12 inches or smaller) in the order of their Partner-supplied IDs.
- ii. Fill any empty space with crumpled paper to prevent shifting.
- iii. Secure the opening of the archival box so that it does not empty its contents during shipping.
- iv. Proceed to Steps C and D.

Option 2: If archival boxes are unavailable . . .

- i. Separate the foldered objects into 2-inch-thick bundles in the order of their Partner-supplied IDs. Complete the following steps for each 2-inch bundle.
- ii. 1st wrap: Wrap the bundle of folders in clean, smooth paper, in the same manner as wrapping a present. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
- iii. Sandwich the wrapped bundle between two pieces of corrugated cardboard, cut slightly larger than the length and width of the folders. This will protect the materials against bending, folding, or creasing during shipment. (See Images 4-6)
- iv. Secure the sandwich using tape. (See Image 7)

- v. 2nd wrap: Wrap the sandwiched bundle in a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Image 8-9)
- C. Label the outside of the box or wrapped bundle with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).
- D. After being either packed in an archival box or bundled and wrapped, place the prepared materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

Bound hardcover materials

Use these packing directions for bound materials with stiff protective covers, such as hardcover books, ledgers, or bound newspapers.

- A. Confirm the objects are “Capture Ready” and that a paper flag with a Partner-supplied ID has been inserted into the pages of each object.
- B. Bound hardcover objects should be wrapped individually for protection during shipment.
 - i. 1st wrap: Wrap each object individually in clean, smooth paper, in the same manner as wrapping a present. Make sure no corners are exposed, providing additional protection if necessary. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
 - ii. 2nd wrap: Wrap the object again with a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)
 - ★ ***If the object’s binding appears to be fragile or deteriorating***, create a 4-flap box to brace the object and prevent movement during shipping that could further compromise the binding. For directions and reference images for creating a 4-flap, see Images 11-17.
- C. Label the outside of the wrapped object with the Partner-supplied ID.
- D. Once individually wrapped and labelled, place the bound materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

Scrapbooks and photographic albums

Use these packing directions for fragile, bound objects that contain materials that have been either inserted or loosely adhered to the pages, such as scrapbooks and photographic albums.

- A. Confirm the objects are “Capture Ready” and that a paper flag with a Partner-supplied ID has been inserted into the pages of each object or adhered to the housing of each object.
- B. Scrapbooks, photographic albums, and fragile bound objects should be packed using Option 1 or 2 for protection during shipment.

Option 1: If the object is already housed in an archival box, or if an archival box in an appropriate size for the object is available . . .

 - i. 1st wrap: Carefully and loosely wrap the object in clean tissue paper. Do not tape the tissue paper closed.
 - ii. 2nd wrap: Carefully and loosely wrap the object in a padded material, such as bubble wrap, to absorb shock during shipment. Do not tape closed.
 - iii. Place in the archival box.

- iv. Fill any empty space with additional bubble wrap or crumpled paper to prevent shifting.
- v. Secure the opening of the archival box so that it does not empty its contents during shipping.
- vi. Proceed to Steps C and D.

Option 2: If archival boxes are unavailable . . .

- i. Create a 4-flap box to enclose the object in after wrapping it. For directions and reference images for creating a 4-flap, see Images 11-17.
 - i. 1st wrap: Carefully and loosely wrap the object in clean tissue paper. Do not tape the tissue paper closed. Then, carefully and loosely wrap the object in a padded material, such as bubble wrap, to absorb shock during shipment. Do not tape closed.
 - ii. 2nd wrap: Wrap the object again with a padded material, such as bubble wrap. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)
 - ii. Enclose the wrapped object in the 4-flap box to brace the object and prevent movement during shipping that could damage the object.
- C. Label the outside of the wrapped object with the Partner-supplied ID.
- D. Once wrapped, boxed, and labelled, place the object horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

Oversized flat materials

Use these packing directions for oversized flat objects over 26 x 22 inches, such as maps, panoramic photographs, and posters.

- A. Confirm the objects are “Capture Ready” and are in individual folders or wrappings labelled with Partner-supplied IDs.
- B. Separate the foldered objects into 2-inch-thick bundles in the order of their Partner-supplied IDs. Complete the following steps for each 2-inch bundle.
 - i. 1st wrap: Wrap the bundle in clean, smooth paper, in the same manner as wrapping a present. Make sure no corners are exposed, providing additional protection for objects with fragile edges. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
 - 1. Sandwich the wrapped bundle between two pieces of corrugated cardboard, cut to the dimensions of the bundle. This will protect the materials against bending, folding, or creasing during shipment. Secure the sandwich using tape. (See Images 4-7)
 - ii. 2nd wrap: Wrap the sandwiched bundle in a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)
- E. Label the outside of the box or wrapped bundle with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).
- F. After being either packed in an archival box or bundled and wrapped, place the prepared materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

Unbound newspapers

Use these packing directions for unbound newspapers.

- A. Confirm the objects are “Capture Ready” and are in 2-4-inch-thick bundles in chronological order of the issues (note: each issue should have its temporary ID attached). Complete the following steps for each bundle.
 - i. 1st wrap: Wrap the bundle in clean, smooth paper, in the same manner as wrapping a present. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
 1. Sandwich the wrapped bundle between two pieces of corrugated cardboard, cut to the dimensions of the bundle. This will protect the materials against bending, folding, or creasing during shipment. Secure the sandwich using tape. (See Images 4-7)
 - ii. 2nd wrap: Tightly wrap the sandwiched bundle in a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Image 11)
- B. Label the outside of the box or wrapped bundle with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).
- C. After being bundled and wrapped, place the prepared materials horizontally in the shipping box, surrounded by cushioning on all 4 sides. (See Image 10)

Microfilm, slides, and slide negatives

Use these packing directions for microfilm reels, slides, and slide negatives.

- A. Microfilm
 - i. Confirm the reels are “Capture Ready” and housed in individual boxes.
 - ii. Proceed to Steps C and D.
- B. Slides and slide negatives
 - i. If the slides are housed in boxes, leave them in their boxes. Make sure the slides are in the order of the Partner-supplied Identifiers, then proceed to Steps C and D.
 - ii. If the slides are loose, separate the foldered objects into 2-inch-thick bundles in the order of their Partner-supplied IDs. Complete the following steps for each 2-inch bundle.
 - iii. 1st wrap: Wrap the bundle in clean, smooth paper, in the same manner as wrapping a present. Tape wrapping paper to wrapping paper (not to the object) using acid free tape, or tie closed with twine. (See Images 1-3)
 - i. Sandwich the wrapped bundle between two pieces of corrugated cardboard, cut to the dimensions of the bundle. This will protect the materials against bending, folding, or creasing during shipment. Secure the sandwich using tape. (See Images 4-7)
 - iv. 2nd wrap: Tightly wrap the sandwiched bundle in a padded material, such as bubble wrap, to absorb shock during shipment. Make sure no edges are exposed. Tape bubble wrap to bubble wrap. (See Images 8-9)
- C. Label the outside of the box with the Partner-supplied ID range.
- D. Once wrapped, boxed, and labelled, pack the boxes tightly, surrounded by cushioning on all 4 sides. (See Image 10)

Glass plate negatives

Use these packing directions for glass negatives, such as collodion wet plate negatives and silver gelatin dry plate negatives. Please note because these materials are **extremely sensitive to abrasion**, special care must be taken to pack them vertically and as tightly as possible. This will reduce the risk of any friction, shifting, or movement during transport.

Do not ship broken glass negatives, unless you have received explicit permission from the CA-R Print Preservation Manager, who will provide you with additional packing instructions.

- A. Confirm the objects are “Capture Ready” and are in individual paper enclosures labeled with Partner-supplied IDs.
- B. Find a rigid cardboard box, either archival or otherwise, that fits the negatives vertically and horizontally. You will use this box to tightly pack the plates to protect them during transport, prior to placing them in the shipment box.
- C. Cut two pieces of corrugated cardboard to the dimensions of the plates.
- D. Keep the plates in their individual enclosures and align them vertically against each other in the box, with the pieces of corrugated cardboard inserted into the front and back ends of the box.
 - i. For flat plates in stable condition, place them side-by-side vertically next to the other plates, with no padding in between.
 - ii. If a plate is warped, sandwich the plate with thin polyethylene foam (Ethafom or Volara) on each side to avoid cracking the plates when they are compressed against each other or adjacent flat plates. The foam sheets conform to plate surface irregularities and minimize stress on the plate.
- E. Fill any empty space with additional bubble wrap or foam to prevent side-to-side plate movement or end-to-end shifting. Make sure the plates are tightly packed and completely supported upright.
- F. Secure the opening of the box so that it does not empty its contents during shipping.
- G. Label the outside of the box with the Partner-supplied ID range. If materials are missing from the range because of different packing needs, please reflect it in the label (e.g. IDs 10-15, 17-21, 22-44).
- H. Wrap the boxes with protective plastic, such as stretch wrap, to protect against water or relative humidity extremes where a dew point may be crossed.
- I. After being packed, place the prepared box in the shipping box so that the plates remain vertical during shipment. **Make sure that the box is surrounded by cushioning on all 4 sides. Do not stack the boxes more than two high within the shipping box.**
- J. Place a label on the shipment box stating “THIS SIDE UP” to instruct the shipment provider to keep the plates and box vertical during shipment.

Shipping Guidelines

California Revealed’s preferred shipment provider is FedEx because of their reliable, robust, tracking system. You are welcome to use a shipper of your choice, including:

- FedEx
- UPS
- USPS

Whatever method you use, please email team@californiarevealed.org once you ship your items and provide us with a **tracking number**. We recommend pre-paid 2-day shipping. Most shippers offer pick-up services.

Ship all materials to:

Attn: Elizabeth Seeley
California Revealed
California State Library
900 N St
Sacramento, CA 95814
Phone: 916-603-6719

Shipping Checklist

- Print, review and sign the [Partner Agreement](#). Include it in the shipment with your items.
- Carefully review the Award Email, including the attached spreadsheet of awarded items.
- Confirm that each metadata record in the [CA-R Repository](#) accurately reflects the physical object being shipped, including any condition notes. If California Revealed requested updated metadata records prior to shipment, confirm that this step is complete and that the records have been updated before shipping any items.
- Print the spreadsheet of awarded items from the Award Email to use as a Packing List. If the metadata records have been updated since the Award Email was issued, contact California Revealed for an updated spreadsheet. Confirm that the physical materials directly match the Packing List and that there are no extra or missing items.
- Confirm that each object has its unique Partner-supplied ID (Call Number or Temporary ID) label attached to its housing. Any item lacking a label will be returned to the Partner.
- Print material only: Confirm the items are prepared and packed according to the Capture Ready instructions and checklist. Any item not adhering to these guidelines will be returned to the Partner.
- Ship the Partner Agreement, the Packing List, and materials to California Revealed:
California Revealed
California State Library
900 N Street
Sacramento, CA 95814
- Email California Revealed staff (team@californiarevealed.org) with the name of the shipping company and the tracking number once the materials are shipped.
- Confirm that there are NO nitrate materials in the package.

Did I include...?

- Partner agreement
- Packing list

Reference Images

Images are borrowed from the NEDCC's [Packing and Shipping Paper Artifacts](#) instructions. Many thanks to the NEDCC for their professional guidance and expertise during the creation of CA-R's shipping guidelines.



Image 1: First wrapping with glassine paper.



Image 2: Wrapping and folding the paper around the object.

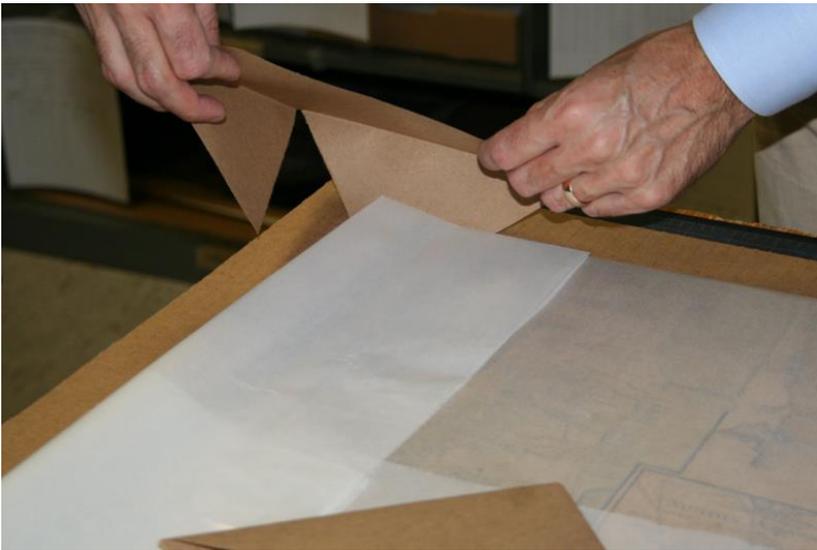


Image 3: Adding additional protection to the object's corners.



Image 4: Measuring the first wrapping.



Image 5: Cutting the cardboard to slightly larger than the dimensions of the first wrapping.



Image 6: Sandwiching the first wrapping between the two pieces of cardboard.



Image 7: Securing the sandwich using tape. Make sure original materials do not get stuck to the tape by using barrier paper under the packing tape.



Image 8: Second wrapping with bubble wrap.



Image 9: Securing the second wrapping with tape.



Image 10: Placing prepared, packed, and labelled materials horizontally in the shipping box, surrounded by cushioning on all 4 sides.



Image 11: Wrapping bundles of newspapers in bubble wrap.

Images and Directions for Creating a 4-Flap Box



Image 11: Locate either a large cardboard sheet or a cardboard box that can be broken down into a flat sheet.

Place the prepared materials on the center of the cardboard, and use a dowl, or another object (like the back of a box cutter), to crease the cardboard next to the edge of the wrapped materials, along the entire length of the cardboard. Do this on all 4 sides of the wrapped materials.



Image 12: Crease the cardboard to form a box around the wrapped materials.



Image 13: Fold the cardboard on either side of the object to form a box.



Image 14: Remove the corners of the cardboard sheet to make it possible to fold the other 2 flaps.



Image 15: Cut and leave tabs to seal corners.



Image 16: Press tabs inward to seal corners.



Image 17: Seal the flaps with filament tape and label the outside of the 4-flap with the Partner-supplied ID.

Additional Packing and Shipping Resources

[NEDCC Northeast Document Conservation Center – Packing and Shipping Paper Artifacts](#)

[Gaylord Archival — Packing and Shipping Materials](#)

[NARA —How do I Move Glass Plate Negatives?](#)