



Digital images of partners' materials 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, Partners have up to forty-five (45) days to inspect the files and let CA-R know all Quality Control (QC) issues (if any). Once QC (if any) is collected, CA-R contacts Backstage. All QC (if any) is addressed by Backstage staff within thirty (30) days. After QC (if any) is addressed, then it is time for the Partner to order copies from Backstage.** If there are questions about the approval date, please contact CA-R (team@californiarevealed.org) directly.

According to CA-R's technical specifications, (please see Statement of Work: [https:// californiarevealed.org/partners/sow](https://californiarevealed.org/partners/sow)), the file set for each object includes: Master (TIFF) files for preservation, derivative files for access, and metadata. The partner will need to purchase a portable flash drive or hard drive directly from Backstage Library Works. The attached form must be filled out and submitted to BSLW to receive your digital files.

HDD Prices are as follows:

64 GB / 128 GB Flash Drive - **\$25.00**

1TB / 2TB Portable Hard Drive - **\$95.00**

Below is an estimate of how much space will be required

Up to 1,000 images - ~200 GB

Up to 2,500 images - ~500 GB

Up to 5,000 images - ~1 TB

The attached file order form must be filled out in order to receive files. Invoices for the purchased HDD and shipment of HDD will be submitted to the email address provided.



CA-R File Order Form

Partner Information:

Name _____
Institution _____
Email Address _____
Phone Number _____
Address _____

Object identifiers provided by California Revealed

Object ID _____

Return Address:

☐ same as above

☐ return to:

Name _____
Institution _____
Email Address _____
Phone Number _____
Address _____

