



Califa 2006-2007 LHDRP Guidelines

Shipping Guidelines

Shipping Address:

Northern Micrographics
Attn: Tom Connelly
2004 Kramer Street
La Crosse, WI 54603

Shipping Recommendations:

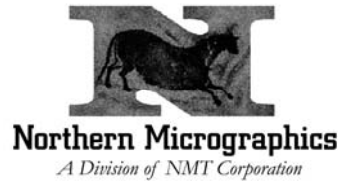
- Use a shipping organization that offers some form of shipment tracking.
- Pack the items tightly.
- Make sure the item is well padded.
- Insure the item against loss or damage.
- Each box should be certified to withstand a certain amount of weight so it can remain structurally sound. We recommend, at a minimum, a single wall box with a bursting test of 200 pounds per square inch.

NOTE: If an item to be scanned is securely stored in a sealed plastic enclosure, it must be removed for scanning. If the plastic enclosure is sealed using double-side tape, the item and the plastic enclosure could be damaged when removing the item for scanning. Northern Micrographics wants to ensure the safety of all items sent for scanning. Please pack each item securely, yet in a manner so the item can be safely removed from its enclosure.

Northern Micrographics suggests placing each item to be scanned in their own manila folder. The folder should be labeled with the items file name. Placing an 8.5" x 11" sheet of paper (with file name) on top of the items that will not fit in a folder should be sufficient.

Storage and Handling of Materials

All materials will be stored in a secure, dry, fireproof location at Northern Micrographics and great care will be taken in handling fragile originals. Preventing damage to original materials will be a primary concern during scanning. The equipment (including lights) used for all image capture should not damage original materials. Rough handling or the placement of stress on original items (especially in cases of fragile materials, book bindings, etc.) is unacceptable. Adequate support of original items to prevent damage during scanning, such as book cradles or other supports, is required.



Vendor personnel should perform all handling and scanning labor which includes removing items from storage containers one at a time, performing the scanning and appropriate record keeping, and replacing the items in their original containers.

Vendor will ensure that the scanning system is free of dust and other distorting materials, that the optical elements of the scanning system are clean, that appropriate calibration targets are used. Before scanning, the vendor will carefully remove all dust from the material, cleaners or solvents should not be used without permission from Califa. Scanning operators should wear archival quality gloves while handling historic materials. No food or drink will be allowed near the historic materials.

Because of the possible fragile nature of the historic materials, all material will be placed manually on the scanner platen or camera copy board. Automatic document feeders will not be used unless given permission from Califa.

When the historic material is shipped in its own sleeve (envelope) or case, the Vendor will be responsible for the returning the artifact to the appropriate sleeve or case.

Shipping

Upon completion of each shipment, a tab-delimited file (with shipping tracking information) will be e-mailed to Trudy Levy and the contact at the participating library. This file will include all data entered by the participating library prior to shipment, date the items were received at Northern Micrographics, scanning comments and date the items were sent back to the participating library. The original source documents will be sent back to the library at this time as well. The tab-delimited file can then create the Project Activity Worksheet as necessary by the participating library.

NOTE: The tab-delimited file can be generated using the data entry tool.

Each CD will be sent to the originating library. The Califa DVD will be shipped to the following address:

Trudy Levy
CALIFA
7 Third Ave.
San Francisco, CA 94118

Return of Historic Materials

Historic Materials will be stored and packed by the Vendor in a secure, orderly manner equal to if not better than the manner in which the original library sent their material. A



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copy of the original detailed packing slip will be included with each box listing all items received and returned. Each package will be clearly labeled.