

Local History Digital Resources Project

HANDBOOK

Appendix A: Northern Micrographics Shipping Schedule *DRAFT*

NOTE: Shipment dates reflect deadlines for mailing packages to the Northern Micrographics (i.e., dates do not reflect when packages must be received by Northern Micrographics).

Group A

Institutions

- American Jewish University. Ostrow Library
- City of Commerce Public Library
- Coronado Public Library
- Escondido Public Library. Pioneer Room
- Graduate Theological Union. Library

Shipping Schedule

- October 17, 2008: Send 1st shipment to Northern Micrographics
- November 10, 2008: Receive and begin review of 1st shipment received from Northern Micrographics
- November 14 2008: Send 2nd shipment to Northern Micrographics
- November 21, 2008: Send comments on 1st shipment to Califa
- December 8, 2008: Receive and begin review of 2nd shipment received from Northern Micrographics
- December 12, 2007: Send 3rd shipment (and 1st shipment rescans, if necessary) to Northern Micrographics
- December 19, 2008: Send comments on 2nd shipment to Califa
- January 12, 2009: Receive and begin review of 3rd shipment received from Northern Micrographics
- January 16, 2009: Send 4th shipment (and 2nd shipment rescans, if necessary) to Northern Micrographics
- January 23, 2009: Send comments on 3rd shipment to Califa
- February 9, 2009: Receive and begin review of 4th shipment received from Northern Micrographics
- February 20, 2009: Send comments on 4th shipment to Califa
- February 20, 2009: Send 3rd and 4th shipment rescans to Northern Micrographics, if necessary
- March 16, 2009: Receive and begin review of 3rd and 4th shipment rescans, if necessary
- March 20, 2009: Send comments on 3rd and 4th shipment rescans to Califa, if necessary
- May 30, 2009: Receive master set of images from Northern Micrographics

Group B

Institutions

- Mills College. F.W. Olin Library
- San Diego State University. Library. Special Collections and University Archives
- South San Francisco Public Library
- University of California, Riverside. Libraries. Special Collections Department
- Upland Public Library

Shipping Schedule

- October 31, 2008: Send 1st shipment to Northern Micrographics
- November 24, 2008: Receive and begin review of 1st shipment received from Northern Micrographics
- November 28, 2008: Send 2nd shipment to Northern Micrographics
- December 5, 2008: Send comments on 1st shipment to Califa
- December 22, 2008: Receive and begin review of 2nd shipment received from Northern Micrographics
- January 9, 2009: Send 3rd shipment (and 1st shipment rescans, if necessary) to Northern Micrographics
- January 9, 2009: Send comments on 2nd shipment to Califa
- February 2, 2009: Receive and begin review of 3rd shipment received from Northern Micrographics
- February 6, 2009: Send 4th shipment (and 2nd shipment rescans, if necessary) to Northern Micrographics
- February 13, 2009: Send comments on 3rd shipment to Califa
- March 2, 2009: Receive and begin review of 4th shipment received from Northern Micrographics
- March 13, 2009: Send comments on 4th shipment to Califa
- March 13, 2009: Send 3rd and 4th shipment rescans to Northern Micrographics, if necessary
- April 6, 2009: Receive and begin review of 3rd and 4th shipment rescans, if necessary
- April 10, 2009: Send comments on 3rd and 4th shipment rescans to Califa, if necessary
- May 30, 2009: Receive master set of images from Northern Micrographics