Sacramento History Online Project Specifications

Scanning Equipment
- Computer: Sony VAIO with a RX570 Pentium processor, 4 1.8 GHZ, 80 gigs HD, 512 gigs RAM, a CD Burner.
- Monitor: 21-inch Sony G520.
- Scanners: Microtek 8700m ScanMaker and Epson Expression 1640XL Graphic Arts Flatbed.
- Printer: HP Laser Jet 1200se.

Software
- Adobe Photoshop
- Adobe Acrobat
- Sunshine Software's PixShow
- Macromedia Flash

Item Selection
- Each of the four member institutions selected 500+ items from their collections for scanning and cataloguing. There are 2000 items total for both phases of the project.
- Items must represent either transportation or agriculture in the Sacramento region.
- The cut-off date for items is 1929.
- Formats include photographs, maps, technical drawings, manuscripts, posters, postcards, book/magazine illustrations, and ephemera.

Workflow
- The main challenge for each of the member institutions was not only keeping track of its 250 original items, but also correlating these items and their metadata with the 750 digital images created for each collection. Project staff and the Scanning Technician used worksheet for each item as it was pulled from the collection to track its filing location/call number, scanning details, and the filenames for the corresponding digital images.
- Digital images were named according to the organizational acronym and its sequence in the scanning for that site. For example the 30th image scanned by SAMCC would have the three files of SAMCC_30.tif (the master copy in TIFF format), SAMCC_30.gif (the thumbnail image for the website in GIF format), and SAMCC_30.jpg (the webpage image in JPEG format).
- Each institution had a contact sheet generated from PixShow listing the thumbnail image and filename for items scanned at the preceding locations. The contact sheets were used to check for duplication of items and themes between the four collections.

Scanning/Imaging
- California State Library Scanning Standards.
- Oversized items that could not be scanned in-house were outsourced to local photography labs to be photographed as 4x5 transparencies.
- Website: GIF for the thumbnails in the search results and main catalog

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record and JPEG for web access images. Each member institution retains a master copy of its images in TIF for preservation and reproduction requests.
- Text-based items (maps, brochures, and transportation schedules) were converted to Portable Document Format using Adobe Acrobat to maintain readability and clarity. PDF was selected over the MrSID (Multi-resolution Seamless Image Database) format since Web users are more familiar with the Adobe Acrobat Reader software and already have it on their computers.

Metadata and Cataloguing
- California State Library Standard for Metadata
- Anglo-American Cataloging Rules (AACR2)
- The Thesaurus of Graphic Materials (TGM)
- Library of Congress Subject Headings (LCSH)
- Archives, Personal Papers, and Manuscripts (APPM)

Database Format
- 2001 to 2002 –Microsoft Access using Cold Fusion.
- 2002 to 2003 – MySQL/PHP. Final version of the site is 100% Open Source.

Educational Curricula and Games

- California State History-Social Science Content Standards, *California a Changing State*
- Standard 4.4: Students explain how California became an agricultural and industrial power, tracing the transformation of the California economy and its political and cultural development since the 1850s.
- Multimedia games use Macromedia Flash.

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