Community Directory Digitization Project:
Projected Costs for In-House vs. Out-Source Digitization

Cost Category	Cost Item	In-House Estimate		Perimeter Digital Quote (2007)				Critical Control Quote (2011)			
Human Resources		Unbinding and Feeding through High Volume Scanner	Scanning Volumes while still bound	Unbinding and Feeding through High Volume Scanner		Scanning Volumes while still bound		Unbinding and Feeding through High Volume Scanner		Scanning Volumes while still bound	
	Courier		n/a					150.00 per shipment (x 2 shipments) (CCS Bonded Driver)	$300.00	150.00 per shipment (x 2 shipments) (CCS Bonded Driver)	$300.00
	Unbinding	$376.27	n/a	35.00 per book	$2,275.00	n/a	n/a	20.00 per hour (15-20 hours for 65 books for combined unbinding and rebinding)	$400.00	n/a	n/a
	Rebinding	$812.50	n/a	45.00 per book	$2,925.00	n/a	n/a			n/a	n/a
	Scanning	$13,083.53	$34,889.40	0.15 per scan	$3,412.50	0.35 per scan	$7,962.50	0.12 per scan	$2,730.00	0.75 per scan	$17,062.50
	Image Processing Time (OCR)	$110,623.01	$173,836.16	0.03 per scan (searchable PDF option)	$682.50	0.03 per scan (searchable PDF option)	$682.50	1.50 per scan QC/OCR & Page Editing	$34,125.00	1.50 per scan QC/OCR & Page Editing	$34,125.00
Total HR Costs:		**$124,895.31**	**$208,725.56**		**$9,295.00**		**$8,645.00**		**$37,555.00**		**$51,487.50**
Required Technology											
	Scanner	$0.00	$10,000.00								
	Scanner Maintenance/		$475.00								
	OCR Software	$411.94	$411.94								
	Photo-editing Software	$94.98	$94.98								
	Digital Storage Space (requires 5850 GB x 2 for backup)	$1,988.96	$1,988.96								
Total Technology Costs		**$2,495.88**	**$12,970.88**								
Total Costs		**$127,391.19**	**$221,696.44**								

Project Scope:	Minimum	Maximum	Average
Books to be Scanned	20	110	65
Average	150	200	175
Scans per Book (total	300	400	350
Storage Space per Scanned Book (GB)	80	100	90