

**Community Directory Digitization Project:
Projected Costs for In-House Digitization (Detailed)**

Project Scope:	Minimum	Maximum	Average	Hourly Wages	Starting Year	Year 4	Average Hourly Wage
Books to be Scanned	20	110	65	Clerk 1	\$17.55	\$20.79	\$19.17
Average Pages per Book	150	200	175	Library Technician	\$21.54	\$24.77	\$23.16
Scans per Book (total pages x 2)	300	400	350	Librarian 2	\$32.44	\$35.96	\$34.20
Storage Space per Scanned Book (GB)	80	100	90				

Cost Category	Cost Item	In-House Estimate					
		Unbinding and Feeding through High			Scanning Volumes while still bound		
Human Resources		Details	Staff Time (in hours)	Cost (in hourly wages)	Details	Staff Time (in hours)	Cost (in hourly wages)
	Courier	insured courier cost to send to bindery			n/a	n/a	n/a
	Unbinding	avg. unbinding time 15 min per book @ LT's hourly wage	16.25	\$376.27	n/a	n/a	n/a
	Rebinding	\$12.50 per book (send to Bookshelf Bindery Ltd.)	n/a	\$812.50	n/a	n/a	n/a
	Scanning	avg. scan time 2 min per scan @ Clerk's hourly wage	682.50	\$13,083.53	avg. scan time 4.5 min per scan @ Clerk's hourly wage	1820.00	\$34,889.40
	Image Processing Time (OCR)	avg. OCR time 12.5 min per scan @ LT's hourly wage	4777.50	\$110,623.01	avg. OCR time 20 min per scan @ LT's hourly wage	7507.50	\$173,836.16
Total HR Costs:		Hours:	5476.25	\$124,895.31	Hours:	9327.50	\$208,725.56
Required Technology							
	Scanner	Toshiba 453 or current		\$0.00	Book-2-Net Spirit		\$10,000.00
	Scanner Maintenance/Repair				Annual Maintenance Fee		\$475.00
	OCR Software	(ex - ABBYY Finereader)		\$411.94	(ex - ABBYY Finereader)		\$411.94
	Photo-editing Software	(ex - Adobe Photoshop Elements)		\$94.98	(ex - Adobe Photoshop Elements)		\$94.98
	Digital Storage Space (requires 5850 GB x 2 for backup)	Iomega Storcenter IX4-200D Cloud Edition Network Storage Server (\$994.48 x 2)		\$1,988.96	Iomega Storcenter IX4-200D Cloud Edition Network Storage Server (\$994.48 x 2)		\$1,988.96
Total Technology Costs				\$2,495.88			\$12,970.88
Total Costs				\$127,391.19			\$221,696.44