

**PART 1:
Labor Costs per Minute Worksheet
(Confidential)**

This assumes three basic levels of workers: hourly student or casual workers, clerical staff and professional /managerial staff. You might want to assign 2 levels of student pay/workers. Use this worksheet to determine your local labor costs. Then apply these figures in the following worksheets—there are checkboxes for level of worker for each step to figure precise costs. (You might only have one worker/cost throughout).

For benefit costs, contact your institutional HR department; in general these run from 33% to 50% in addition to annual salary.

Number of work weeks; Use 52, since benefits are already added in.

Number of hours in work week; this varies between institutions; usually between 37.5 and 39 (for fulltime). Use specific hours for part time positions.

Student wages (level 1)

Hourly rate			Divide by 60 min.	Per Minute Cost

Student wages (level 2)

Hourly rate			Divide by 60 min.	Per Minute Cost

Clerical staff wages

Annual Salary	Benefits , if applicable (add)	Number of weeks per year (divide by 52)	Number of work hours per week (divide)	Divide by 60 minutes =Per Minute Cost

Result: _____

Professional / Managerial staff wages

Annual Salary	Benefits , if applicable (add)	Number of weeks per year (divide by 52)	Number of work hours per week (divide)	Divide by 60 minutes =Per Minute Cost

Result: _____

PART 2: Digital Image Production Costs Worksheet

Note that this document does not take into account office space, building maintenance and overhead, or computer and other equipment cost and maintenance. It attempts to provide a per item materials and labor cost. You can also determine minutes per item (separate from the actual cost).

Steps are numbered; at the end of the worksheet, you can tally to get a total cost. Fill out every step applicable; mark NA for Not Applicable. Look through all the steps before beginning. You will have to adjust at what steps you determine the final filename and name (or rename) and save, etc.

PRE-CATALOGING & ORGANIZATION

1. Pre-production per book order (divide by 10 for per item average)

Interview / establish due date	Paper log (track order)			Time / Cost per item (divide by 10)
min.	min.			min. / .

- Student
- Clerical
- Professional

2. Pre-cataloging per book order (divide first 2 by 10 for per item average)

Sort/ label card (for order) (divide by 10)	Enter bib citation (divide by 10)	Make item # records	Determine item filenames	Time / Cost per item
min.	min.	min.	min.	min. / .

- Student
- Clerical
- Professional

SLIDE PRODUCTION (Film recorder only)

3A. Slide production (Digital scan to Film recorder) (if Outsourced, put cost in right hand column)

Film cost per frame	Film develop. per frame	Machine time (do not figure in cost)	Loading/handling (do figure in cost)	Cost per item
.	.	min.	min.	min. / .

- Student
- Clerical
- Professional

3B. Slide mounting (if Outsourced, simply put cost in right column)

Cost per Gepe	Masking	Mounting		Cost per item
.	min.	min.		/ .

- Student
- Clerical
- Professional

DIGITAL PRODUCTION

4A. Digital scan (Outsourced “raw scan,” received on disk—put correction cost in #5)

Cost per scan	Time to sort, pick up, deliver			Time / Cost per item
.	min.			min. / .

- Student
- Clerical
- Professional

4B. Digital scan (Inhouse) “raw capture” Flatbed

Acquire scan	Run corrections programs	Temp. name and save		Time / Cost per item
min.	min.	min.		min. / .

- Student
- Clerical
- Professional

4C. Digital scan (Inhouse) “raw capture” Slide scanner

Clean slides	Acquire scan	Run corrections Programs (ROC, ICE)	Temp. name and save	Time / Cost per item
min.	min.	min.	min.	min. / .

- Student
- Clerical
- Professional

4D. Digital scan (Inhouse) “raw capture” Digital copystand

Shooting	Downloading files	Temp. name and save		Time / Cost per item
min.	min.	min.		min. / .

- Student
- Clerical
- Professional

5. Image post-processing per item (if Outsourced, put cost in right hand column)

Cropping, rotation, color correction	Digital cleanup		Naming and saving	Time / Cost per item
min.	min.		min.	min / .

- Student
- Clerical
- Professional

CATALOGING / CLASSIFICATION

6. Cataloging (average per item—estimate average of “easy” work with that needing translation or research and some authority entry)

Catalog/ Data entry	Proofing/ correction	Classification (if still using for digital)		Time / Cost per item
min.	min.	min.		min. / .

- Student
- Clerical
- Professional

7. Labeling / filing (slides) per item, if producing collection slides from film recorder

Printing & Labeling	Filing	Label/ backer card cost		Time / Cost per item
min.	min.			min./ .

- Student
- Clerical
- Professional

NETWORKING / BACKUP

8. Linking and loading into networked DAP system (estimate per item—divide by average batch)

Data export and clean-up	Making automated derivatives (actual labor time only)	Linking, log entry	Copying image delivery files to server	Time / Cost per item
min.	min.	min.	min.	min. / .

- Student
- Clerical
- Professional

9A. Backup / Server maintenance (Outsourced to Library or IT)

Monthly chargeback	Running backup (do not figure in cost if automated)	Storage cost per scan (divide by 18 Mb)	Redundant offline copy storage	Time / Cost per item
				min. / .

- Professional

9B. CD/DVD Copies (No longer recommended) (per CD, divide by 35 for item)

Writing backup CD-R burning	Printing file lists	Removing files/ testing	CD cost w. case (storage)	Time / Cost per item
min.	min.	min.	.	min. / .

- Student
- Clerical
- Professional

9C. Storage cost of Inhouse external hard drives

Running backup (do not figure in cost if automated)	Printing file lists	Removing files/ testing	Storage cost per scan (divide by 18 Mb)	Time / Cost per item
min.	min.	min.	.	min. / .

- Student
- Clerical
- Professional