

<http://ahds.ac.uk/creating/information-papers/checklist/index.htm#appendix>

Appendix. Estimating digital reformatting costs

based on [Research Libraries Group](#), *Worksheet Estimating Digital Reformatting Costs (1997, revised May 1998)*

Ten step programme

Selection of materials

- Identify materials (Determine legal restrictions (Investigate the availability of digital and other versions
- Eliminate items which are in poor condition or incomplete (Determine appropriate conversion process (e.g. film, then scan, disband originals etc.)
- Calculate staff time for selection of materials = **cost 1**

Determine the size of the collection

- Count number of titles, volumes and pages to be imaged, from bound or unbound documents
- Count number of frames, fiche or reels of micro-images to be converted
- Count number of finding aids required

Prepare documents

- Retrieve documents from storage
- Remove documents from circulation
- Record physical condition of documents
- Collate and identify missing pages and damage
- Repair and replace missing or illegible pages
- Prepare intermediates (e.g. photocopies, transparencies)
- Disband originals (when required)
- Create documentation for bibliographic control, indexing, tagging and encoding information (when required)
- Calculate staff time for preparing documents = **cost 2**

Determine imaging requirements (benchmarking)

- Assess essential document attributes to determine scanning requirements (resolution, bit depth, enhancements, file format, compression)
- Confirm results by scanning a sample
- Perform inspection of sample on screen and in print
- Calculate staff time for benchmarking = **cost 3**

Determine requirements for and create metadata

- Create catalogue entries for digital resources
- Determine file naming and structuring strategies (e.g. individual images cf. Groups of images)
- Create additional indexes (e.g. index at article level for journal literature) or revise/enhance existing finding aids
- Calculate staff time for preparing metadata = **cost 4**

Determine imaging costs

- Assess costs of external or internal service providers = **cost 5**

Determine text conversion costs

- Define nature and extent of text conversion (e.g. full-text of all or specific documents)
- Assess costs of external or internal service providers = **cost 6**

Determine SGML encoding costs

- Define nature and extent of coding and accuracy requirements
- Assess costs of external or internal service providers = **cost 7**

Determine Finding Aid Conversion costs

- Define nature and extent of finding aid conversion and encoding
- Assess costs of external or internal service providers = **cost 8**

Post-process quality checking

- Load digital files
- Conduct data integrity checks
- Perform on-screen and paper inspection
- Ascertain accuracy and consistency of file naming , structuring, text conversion and encoding
- Integrate corrections into the digital file sequence
- Create derivatives for network access
- Calculate staff time and non-personnel costs (e.g. hardware) for quality checking = **cost 9**

Estimate additional local costs

- Project management and tracking
- Programming and systems support
- Shipping and insurance
- Purchasing storage devices, media and software
- Other
- Total = **cost 10**

Total cost = Costs (1-10) + (Indirect costs)



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