

Services and Pricing

University of London Computer Centre: Digitisation Service

Provisional Costing

Client:	Imperial College London
Project:	Digitisation of <i>Felix</i> 1949-2002, to enable searchable outputs for student access
Funding Source:	Independent Charitable Trust?
Project timeframe:	End of January - End of June

This costing is based upon a number of assumptions drawn from the information you've provided so far:

- Total Images: **22,000 images**
- Digitising: *Felix* (Imperial College Student Union Magazine) 1949 - 2002
- Project duration: **5 months**
- No conservation concerns (other than earliest bound volume of Felix 1949- which may require some special care).
- The material to be digitised will predominantly (c.90 %?) comprise unbound duplicates of Felix, owned by the Corporate Records Unit & College Archives.
- Only minimal disbanding and rebinding required (if any). To be undertaken by Imperial College? e.g. earliest volume is quite tightly bound.
- The images must retain as far as possible the tonal values and colours of the original – encompassing both text and illustrations.
- Require OCR to enable indexing and searchable outputs.
- Possibility of Imperial College Volunteers correcting inaccuracies or transcribing where OCR generation fails to recognise faded text, typescript and text overlaying shaded backgrounds.
- PDF outputs requested by Editor.

- Felix magazines will consist of 3 varying dimensions:
 - Broadsheet: 440x320 mm
 - Tabloid: 380x320 mm
 - A4: 300x220 mm(See '*Felix Archive*' Excel spreadsheet for further details)
- Subject to agreement: Imperial College to package, transport and insure the items?

Output delivery

- Archival copies can be provided in uncompressed TIFF format (i.e. high resolution preservation masters, from which all surrogates can be generated and made fit for purpose).
- Access copies can be provided in the form of searchable or non-searchable PDF surrogates.

Individual Imaging Costs:

- 22,000 TIFF Master outputs **Cost: £ 9,140**

And

- PDF surrogates from TIFF (with searchable text i.e. OCR) **Cost: £ 16,600**

Or

- PDF surrogates from TIFF (without searchable text) **Cost: £ 380**

ESTIMATED TOTAL IMAGING COSTS:

(for TIFF + searchable PDFs):

= £ 25,740

(for TIFF + non-searchable PDFs)

= £ 9,520

+

VAT reduction

**For your budgeting purposes, VAT would be in addition to the cost of the quote noted above. Pending further negotiation, we should be able to offer you a substantial reduction in VAT in accordance with specific University transfer arrangements.*

Notes to Pricing

1. There are ways of automating and maximising workflow efficiency that may further help to reduce costs – for instance, if OCR is automated and a higher percentage of errors is permitted.
2. If you undertake to check OCR input and manually transcribe instances where text was inaccurately transcribed by OCR; costs can be reduced even further.
3. Periodic reports and updates included in price.
4. Quality verification testing included.
5. Production of database media (CD or DVD, other by request) included (includes one set of unaltered original tiff images and any derivatives).
6. The pricing assumes that we do no image processing to the archival TIFF image files, but only make adjustments (crop, skew, etc.) to the derivative files. This is in-line with current best practice.