

One-Time Cost	Description	Cost
<b>On-site prep &amp; move</b>		
<b>Salary &amp; Wages</b>		
Curator time	2 days @ \$250/day	\$ 500
<b>Materials &amp; Supplies</b>		
Boxes & Labels	30 moving boxes @ \$2.30/box	\$ 69
Pallets	6 pallets \$50/ea	\$ 300
Movers	1 day 1/2 truck	\$ 800
<b>Conservation Treatment</b>		
<b>Salary &amp; Wages</b>		
Conservator	3%FTE @\$60,000 + benefits	\$ 2,040
Belfor		\$ 3,000
<b>Process &amp; Create Finding Aid</b>		
<i>Process 180 linear feet at a rate of 8hr/ft.</i>		
<b>Salary &amp; Wages</b>		
Processing Archivist	1/2 FTE @ \$50,000 + benefits	\$ 32,500
Student Assistants	1000 hours @ \$10/hr	\$ 10,000
<b>Materials &amp; Supplies</b>		
Boxes & Labels	180 boxes @ \$5/box	\$ 900
Acid free folders & envelopes	50 pkgs folders @ \$22/pkg & 200 pkg mylar envelops @ \$21/pkg	\$ 5,300
<b>Digitization</b>		
<b>Salary &amp; Wages</b>		
Manage vendor & students	10% FTE \$50,000 + benefits	\$ 6,500
Student Assistants for QA	1000 hours @ \$9/hr	\$ 9,000
Outsource vendor	40,000 photo negatives @ \$3 ea	\$120,000.00

<b>One-Time Cost</b>	<b>Description</b>	<b>Cost</b>
<b>Digitization</b>		
<b>Metadata</b>		
<b>Metadata Librarian</b>	Map EAD finding aid to Dublin Core 10% FTE: \$50,000	\$ 5,000
<b>Student assistants</b>	Provide additional metadata for 1000 important photographs: 500 hours @ \$10/hr	\$ 5,000
<b>Systems programmer</b>	Write script to convert metadata from EAD to Dublin Core. 5% FTE \$65,000 + benefits	\$ 4,150
<b>Migration of Digital Content</b>		
<b>Systems programmer</b>	Transfer 10,000 born digital files(2 TB) to staging area and upload to digital library & dark archive. Create renditions. 10% FTE \$65,000 + benefits	\$ 8,300
<b>Systems programmer</b>	Upload 40,000 files (8 TB) to digital library & dark archive. Create renditions. 10% FTE \$65,000 + benefits	\$ 8,300
<b>DL students</b>	Review uploaded content & metadata for accuracy \$1000 hours @ \$9/hr	\$ 9,000
<b>DL supervisor</b>	5% FTE \$50,000 + benefits	\$ 3,200
<b>Project Management &amp; Support</b>	25% FTE for 2 years @ \$60,000/yr + benefits	\$ 37,000
<b>Total One-Time Costs</b>		<b>\$233,859.00</b>