



Digitization Quote

October 21, 2022

Project: Wead Library Yearbook Digitization

Quote ID: 21.311.01

Revision 01: Budget \$5,000.00 - estimated 8,500 pages

Wead Library

64 Elm Street
Malone, NY 12953

Description: Wead Library has a collection of 92 high school yearbooks from 1912-2021 they would like digitized. The yearbooks have been described to be in good condition with some older volumes having loose bindings. Overall, the collection is estimated to be about 18,400 pages.

Chelsie Russo

Phone: 518-483-5251
Russo@nnyln.org

Backstage will capture each page at 400ppi 24-bit color archival TIFF images using nondestructive measures, an overhead camera, 180 degree book cradle and manual page turning with the use of glass to flatten each page. The archival TIFFs will go through an automated batch process to split two-up captures and to crop off any excess copyboard resulting in a black border, no more than 1/4" thick, around the page edges where possible.

The archival TIFFs will go through our Quality Assurance department where a QA specialist will inspect 100% of the images for quality and completeness as well the collect volume level metadata such as; title, year, and apply a three digit counter that is to reset with each new volume.

Once the images are renamed using the collected metadata, we will create a jpegs from the TIFFs, bound PDFs with OCR for each compound object.

The archival TIFFs, PDFs and jpegs will be loaded onto a hard drive purchased by the client.

Project Note: . The price quote is provided based on the assumption that the materials will arrive camera ready and will be free of staples, fasteners, folds and have been weeded for duplicates. If materials do not arrive camera ready, a special handling fee may apply. A 120° cradle set-up price as been provided for volumes with bindings that cannot open to 180 degrees. Once the materials have been received, a project manager will assess the materials to determine how many volumes will need this set-up. We have seen with glossy paged magazines that images may result in an effect known as moiré. Color photographs are particularly problematic because they are printed using a four color process which uses four different screens, each at a unique angle. We will scan the issues on an angle which once deskewed can eliminate or minimize the appearance of moiré. Due to different printing practices for color our process can only include scanning volumes at a single setting and angle to attempt to eliminate or minimize this condition. However, moiré is sometimes unavoidable in certain images, even with the methods we have in place to reduce it. If we find anything unusual with the photographic images that require any other processing we will contact you prior to moving forward.

Classic Digitization Service Description	Unit Price	Units	Extended Price
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Direct capture from bound yearbooks 9.5"w x 10"h - 9.5"w x 12.5"h in page size using non-destructive methods - overhead camera with 180 degree book cradle and manual page turning - the location of each book will be adjusted once on camera to minimize glare and moiré as needed

Uncompressed 24-bit color Tiffs at 400 ppi	\$0.58	8,500	\$4,930.00
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Direct capture from bound yearbooks up to 9.5"w x 12.5" h in page size using non-destructive measure and a 120-degree cradle with glass

Uncompressed 24-bit color Tiffs at 400 ppi	\$1.15	TBD	TBD
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Automated image processing

Crop to eliminate copy board and show page edge where possible - resulting in a black border around the non-gutter edges			Included
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Split two-page captures to one page per TIFF			Included
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Deskew +/- 2° to the top of the page edge			Included
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Metadata collection/Filename schema - title, year, sequential counter

Example: Wead_1913_001.tif			Included
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Image review

100% of images will be reviewed to ensure quality & accuracy			Included
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Derivative files

Searchable PDFs w/uncorrected raw OCR - bound per volume			Included
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Note: accuracy levels for character recognition and ability to search are dependent on the software's ability to recognize text; faint, broken, illegible text are examples of text not recognized and therefore not searchable. The price does not include correcting or rekeying text that is not recognized.

Jpeg Access files			Included
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Delivery media

Transfer data of TIFFs, PDFs, and JPEGs to a hard drive purchased by client	\$105.00	1	\$105.00
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Shipping & handling

Shipping is invoiced as the actual UPS ground charge.

Handling fees are 35% of the weight of the shipment. For example, a 20-pound box will incur a \$7.00 handling charge (.35*20=7).

If the Library would like to request a different shipper, provide their shipping account, or provide a weight estimate we would be glad to amend this quote.

UPS ground shipping (unless otherwise directed by the Library) per box

TBD

Handling (\$0.35 x estimated weight per box of 25.3 pounds)

TBD

Comprehensive Quality Guarantee

Included

All work done by Backstage Library Works is delivered with our exclusive lifetime guarantee. We will correct to the client's satisfaction, and at our expense, any problem with our services, no matter when such problem comes to light.

Project Total	\$5,035.00
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TERMS & CONDITIONS:

1. All prices are in US dollars. Pricing is valid for 6 months from the issue date of the quote. Upon signature, pricing is valid for the course of the project up to 12 months from the date of signature. Ongoing projects and services are renewable on an annual basis, at which time pricing will be reviewed.
2. Unit prices are firm. The final invoice will reflect the actual number of items processed. On-site projects are subject to a minimum cost based on units if the completed project results in fewer than 80% of expected units.
3. If, during production, Backstage Library Works determines that the sample or other information given by the Client does not accurately reflect the actual composition of the collection, the pricing may be re-negotiated.
4. Payment terms: 100% invoiced upon batch completion. For projects over \$20,000, 30% down payment, which will be applied to each invoice, reducing each invoice by 30% until the down payment is depleted. Terms are net 30 days. Interest may be charged on past due accounts.
5. All taxes, if any, are the responsibility of the Client.
6. All prices are based on scanning material in its entirety. Scanning partial items will add cost.
7. All responsibility for copyright belongs to the client. All products created under the terms of this proposal are the property of the client and no copies will be made without the written permission from the client.
8. There is a 60-day acceptance of delivered files. Backstage Library Works will retain the images for 60 days from delivery and then permanently delete them.
9. Please send signed pricing agreements, purchase orders, contracts, or payment notices to your Backstage Account Representative.

For Wead Library of the United States

For Backstage Library Works:

Signature: _____

Signature: _____

Print Name: _____

Print Name: Nate Cothran

Title: _____

Title: President

Date: _____

Date: _____

Please return to the Backstage Library Works Corporate Office, attention Lauren Helgeson.
 Fax to 801.356.8220 or scan and email to lhelgeson@bslw.com; if an original signature is required, mail to:
 Backstage Library Works • 25 East 1700 South • Provo, UT 84606