Time and Materials Centers – Rate Proposal and Questionnaire

FY13 Proposal

Name of service center: Rasmuson Library Photo Unit
Service center org/fund number(s): 60080 – 103010
Individual to contact: Rasmuson Library Fiscal Officer – Wendy Frandsen X6696

Phone number: 474-6344 Marge Thompson (preparer)

Date questionnaire was finished: May 15, 2012
Period was which rate is requested: FY13

Estimated revenue for the period: $20,000.00
Estimated amount charged to federal grants and contracts: None known

Rates proposed:
Price lists for the Photolab are attached.

I reviewed this questionnaire and proposal. I believe it fairly represents the activities of the respective service center and request authorization to implement these rates as proposed.

Signature and date

Dean/Director certification

CFO (Chief Financial Officer) Approval:
FY13 Rate Proposal
May 16, 2012
Questionnaire (Attachment 1)

1. **Provide a brief description of the time and materials activity, including why it is needed, principal customers or beneficiaries, and anticipated activity levels.**

FY13 will be our first year as a Time & Materials Center.

The Rasmuson Library Digital Photographic Services’ activities include three primary activities.

1) We provide photographic services to the Rasmuson Library. Our primary work will be digitizing materials for the Alaska and Polar Regions Collections and Archives (APR) of the Rasmuson Library. These services are primarily of two different types:
   a) One is to fulfill the needs of patrons (both campus and non-campus) ordering images from the historical collection, which is housed here.
   b) The other type of service is to stay abreast of the ever-increasing demand for access to the Collection, as well as preservation of the historical photograph collection. Many of the items we digitize are placed on Alaska’s Digital Archives [http://vilda.alaska.edu/cdm/](http://vilda.alaska.edu/cdm/)

2) We will also be available to provide any photographic services needed by the Library, such as the annual Author’s reception, author’s readings, visiting elders or dignitaries. Also, printing of photographs needed by the Library for displays or other Outreach activities.

3) Through the media photo lab we offer photographic services to the campus, and to agencies and individuals off-campus.

2. **Provide a brief description of the service center’s operating cycle or other period over which accumulated revenues are expected to be approximately equal to accumulated allowable costs including equipment use allowances.**

   The photo unit follows the University fiscal year, July 1 through June 30.

3. **Provide a brief description of the methodology used to establish the time & materials costs and price.**

   To determine the rate we establish unit prices based on labor costs and all related leave and staff benefits charges, supply costs, and equipment costs.

4. **What unit of measure is used as a billing base (hour, day, procedure, mileage, etc.)?**

   The hour is used as a base to help figure out a unit price for the work produced by the photo unit. We produce many different types of digital output photographic work. (about 40)

5. **Approximately how many units will be processed or sold during the fiscal year?**

   There will be approximately 18,000 units produced and sold during the fiscal year.

6. **Are all users charged for this service?**

   No.

7. **How do you determine who is charged?**

   Anyone within the Library, except grant-funded jobs, is not charged.
Everyone else, whether on-campus or off-campus, is charged.

8. Are charges made to anyone other than university departments and grants and contracts?
   Yes.

9. Are all users charged the same rate?
   Yes.

10. Are any costs related to this activity charged to another account or is the activity subsidized in some manner?
    The activities of this unit are subsidized by the Library.

11. Is an inventory required for this activity?
    No.

13. Are there any significant assets, liabilities, commitments, or risk management exposure associated with this activity?
    No.

14. Attach proforma income statements, schedules, and other supporting documentation and explanations.
    See attached.
FY13 Price List

DIGITAL PHOTOGRAPHIC SERVICES
FY13 PHOTOGRAPH REPRODUCTION PRICE LIST

| For digital files and prints, we generally have the order completed within 10 working days, or less. Rush Service is available for an additional 30% fee. Those jobs will usually go out in 2-3 working days, or less. Please allow extra time for large orders > 200 scans. Inquire with Photo manager beforehand. 474-6344 |

Digital Scanning Services

Digital Files: Our standard digital file is a TIFF with no compression, at 600dpi.

Digital files requiring Basic Scanning (most scans fit in this category)
(This would include scans from negatives, slides other than mounted 35mm, or printed materials.
  1. The standard film formats that would be included would be those up to 8" X 10".
  2. Unmounted 35mm slides, and also 120mm, 4X5 and 8X10 slides/transparencies (mounted or unmounted)
  3. Any printed materials up to 17" X 22"

Price: $30.00 per hour (minimum 1/2 hour) Approximately 15 scans an hour can be done, depending on material condition.

For mounted 35mm slides, the charge would be for 2 hours time @ $30.00 per hour, per every 40 slides. (1 hour minimum)

Digital files requiring Complex Scanning
(Film larger than 8 X 10, odd-sized film, printed material larger than 17 X 22", up to 40 X 60")
Additionally, any item from the vault [rare books, rare maps, etc.] will be charged at this rate, or using the Special Scanning hourly rate, if difficulties are encountered.

Price: $43.00 (This is based on $40.00 an hour. Approximately 1 scan an hour can be done, depending on material condition and other factors.)

Digital files requiring Special Scanning

Price: $108.00 per hr.

If the scan requires digital restoration or other Custom Photoshop work, special lighting, or time.

(Minimum 1/2 hr., per image = $81.00)

Digital File Delivery. We need to charge a nominal fee for materials and/or labor in order to deliver your files to you. These help to defray our costs, so we can continue our preservation and access mission. Choose 1 of 2 methods. The fee is $5.00 per order, if quantity is less than 50. (Every 50 files thereafter will be @ $5.00 per group.)

- The files can be put on CD/DVD, with jewel case.
- The files can be sent via FTP to your server. Please provide an e-mail address so we can notify you when the job is completed, as well as providing information on downloading the files.
**Mailing Services**
For 1 – 3 prints (8 ½ X 11”), we will mail via Priority Mail, for $7.50.
Larger sizes will ship in mailing tubes. Please add $4.00 for the tube, plus 10% of order for shipping.

**HIGH RESOLUTION PHOTOGRAPHIC QUALITY INKJET PRINTS**
Digital prints are available in *Black & White*, or *Color*. We use Epson printers and Epson K3 Ultrachrome inks, which are extremely stable.

*We use matte surface paper for all black & white, or color printing.*

<table>
<thead>
<tr>
<th>Print Size</th>
<th>Price</th>
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<tbody>
<tr>
<td>8 ½ X 11”</td>
<td>$11.00</td>
</tr>
<tr>
<td>11 X 14”</td>
<td>$17.00</td>
</tr>
<tr>
<td>17 X 22”</td>
<td>$29.00</td>
</tr>
<tr>
<td>24 X 36”</td>
<td>$60.00</td>
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**NOTE:** While definitive testing is still being conducted, *Matte surface digital prints are rated to last more than 70 yrs.* This is based on proper storage and display environments. See:

http://www.epson.com/  
http://www.wilhelm-research.com/

**SHEET papers**

<table>
<thead>
<tr>
<th>Print Size</th>
<th>Price</th>
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<tbody>
<tr>
<td>7” wide</td>
<td>$9.00 per linear foot</td>
</tr>
<tr>
<td>8 ½” wide</td>
<td>$10.00 per linear foot</td>
</tr>
<tr>
<td>13” wide</td>
<td>$12.00 per linear foot</td>
</tr>
<tr>
<td>24” wide</td>
<td>$24.00 per linear foot</td>
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The price is determined by the linear footage of the final print, including borders.

*Prices charged by the linear foot, for every half foot (or portion, thereof) that is used.*

**Tyvek 24” wide roll**
*This is an indoor/outdoor banner material. At 10 mil.thick, it can be sewn and grommeted. The finished product is water and scratch resistant.*

$24.00 sq. ft.

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Print sizes greater than 17 X 22”   AND   Panoramic Prints
We can print large and panoramic prints in various sizes. Our photographic-quality prints are limited to a 24” roll paper. While we have printed a panoramic print that was 2 ft. tall x 12 ft. long, an important consideration is the cost of matting and framing to display it. Please investigate this thoroughly before placing your order.

**Panoramas**

Short - $24.50  
Longer - $40.50

**Misc. products**

Notecards - $3.00 each  
Boxed set (6) - $13.50  
Tote Bag - $15.00 each (screen-printed AK History Store logo)

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**Sheet-fed document scanning**

**Preparation to be made by Customer - in Advance**

- Remove all staples and paper clips  
- If any papers have folds, straighten them out  
- Use post-it flags, or colored strips of paper between each group of papers that you want to be made into a separate PDF file  
- Provide names for each PDF file

**Charges**

$1.20 per minute, with a $20.00 minimum charge  
Plus, $5.00 to burn to CD

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***RUSH FEES ARE 50% EXTRA***