



## Town of Amherst Form 2: Individual Capital Project Request

Department: The Jones Library, Inc.

Division: Special Collections

Prepared By: Cynthia Harbeson and Matthew Berube

Date Prepared: November 19, 2015

1. Project Title: Infrastructure for Digital File Storage

2. Purpose of Project Request (Check One):

- New
- Replacement
- Addition / Alteration

3. Was this Project Request submitted last year?

- Yes
- No

4. Department Priority Classification (Check All):

- Imminent threat to health and safety of citizens, employees, or property
- Maintenance and improvement of capital assets
- Requirement of state or federal law
- Improvement of the infrastructure
- Improvement/maintenance of productivity
- Improvement of an overburdened situation
- Newly identified need
- Consistency with long-term planning objectives – (Master Plan, Disability Access Transition Plan, etc.)

6. Basis of Cost Estimate (Check One):

- Cost of comparable facility or equipment
- Rule of thumb indicator or unit cost
- Cost estimate from engineer, architect or vendor
- Cost from lowest qualified bidder
- Preliminary Cost Estimate (best guess)

7. Estimated Useful Life In Years (Check One):

- 3 4 5 6 7 8 9 10 15 20 25 30 indefinite
- 

8. Estimated Project Schedule:

Task	Start (month/year)	Finish (month/year)
Design	_____	_____
Permitting	_____	_____
Procurement	August 2016	_____
Constructions/Acquisition	_____	_____
Training	_____	_____
Deployment	September 2016	March 2017

5. Department Priority Ranking (Check One):

- Very High     High
- Medium         Low

9. Project Description & Justification:

Give a brief (1-2 paragraph) description of what the project includes. Provide basic information, such as the objective of the request, the need and background, as well as the location, size, acreage, floor capacity, etc. Attach additional sheets as necessary.

The Jones Library's Special Collections department has been digitizing items from its collections since 2008. These digital images are used for both preservation and access (available on our Digital Amherst website: <http://www.digitalamherst.org>). Currently, we store these digital images on a Town of Amherst server, which is at capacity, thereby impeding progress on our digitization efforts. This lack of infrastructure for our digital files comes at a time when we are not only attempting to digitize additional photographs and manuscripts, but also when we are about to embark on a project to digitize our audiovisual materials, which are the items most at-risk for loss and deterioration. These materials consist of obsolete formats, such as reel-to-reel audio recordings, film reels, Betacam tapes, VHS tapes, and audio cassette tapes, which are subject

Project Title: Infrastructure for Digital File Storage

10. Project Cost Summary, Recommended Financing Sources & Operating Budget Impact

Project Cost Element	FY 17	FY	FY	FY	FY	Total
Feasibility Study						0.00
Design - Engineering						0.00
Site Acquisition						0.00
Site Improvements						0.00
Construction						0.00
Inspection Services						0.00
Equipment & Furnishings	18,600.00					18,600.00
Other	16,400.00					16,400.00
Contingency						0.00
<b>TOTALS</b>	<b>35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,000.00</b>
<b>Financing Sources</b>						
Capital Program (Taxation)	35,000.00					35,000.00
State / Federal Grants						0.00
Stabilization Fund						0.00
Free Cash						0.00
Lease - Purchase						0.00
Bond Authorization						0.00
Sale of Surplus Property						0.00
Enterprise Funds						
Water						0.00
Sewer						0.00
Solid Waste						0.00
Transportation						0.00
Golf Course						0.00
Other						0.00
<b>TOTALS</b>	<b>35,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>35,000.00</b>
<b>Impact on Operating Budgets</b>						
Full /Part time Salaries & Wages						0.00
Temp or Seasonal Wages						0.00
Fringe Benefits						0.00
Annual Maintenance/Contract						0.00
Debt Service						0.00
Supplies						0.00
Insurance						0.00
Increased Utility / Energy Costs						0.00
Other						0.00
<b>TOTALS</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Infrastructure for Digital File Storage Proposal

## FY 2017 Capital Request

Submitted by Cynthia Harbeson and Matthew Berube

The Jones Library is committed to preserving and making accessible the unique materials housed in its Special Collections. Community Preservation Act funds have assisted in this mission by providing the means by which portions of the collection have been microfilmed, conserved, properly stored, and digitized. Our collections that have been digitized are accessible online through Digital Amherst, our website that houses our digital images run using Omeka, an open source web-publishing platform for library, archives, and museum collections and exhibitions.

While we endeavor to continue digitizing the materials in our collections, we also recognize that the most at-risk items in our collections from a preservation standpoint are the audiovisual materials in our collections. These materials consist of obsolete formats, such as reel-to-reel audio recordings, film reels, Betacam tapes, VHS tapes, and audio cassette tapes, which are subject to deterioration if not transferred to digital media. Additionally, the materials must be digitized in order to be accessible as they are often in formats that require specialized equipment for use. We have secured funds through the Community Preservation Act to have these materials digitized, but lack the infrastructure necessary to support the long-term preservation of the digital files that will likewise ensure access to these materials.

At the current time, we have only digitized photographs and manuscripts from our collections. These files include a master TIFF file, which is considered the preservation copy, and a JPEG file, which is considered the working copy. We currently have about 181,000 files consisting of over 70 GB of data. These digital files are housed on the Town server and the drive we use is too full to save additional files. Audio and video files are considerably larger than image files and we estimate that we would need about 66 TB of storage space to house the files that are digitized as part of the CPAC project. In order to successfully provide storage for these files, we need to upgrade our current infrastructure. To that end, we are requesting a server to provide the storage space necessary for all of our digital files and to host Collective Access, the digital content management system we have chosen with which to manage these files. We have also included a request to cover approximately 100 hours of consulting work through Whirl-i-gig, the company that created Collective Access, in order to assist us with getting the system installed and all the files imported correctly.

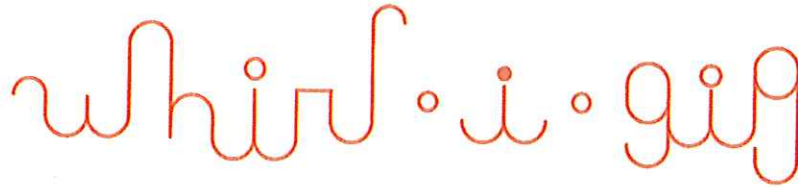
We also plan to upload any of the audio and video files for which we own the copyright or which are in the public domain. We recently completed an update of Digital Amherst to

improve its functionality and have been working to add items to the site. While we will include the files created through the audiovisual digitization project, we also hope to continue digitizing our photographs and manuscripts. Our current scanner limits our ability to digitize many items, particularly manuscripts, which are often larger than the 8 ½ x 11" maximum size of the scanner. If we get a scanner that will handle larger formats, we will be able to continue to preserve and provide access to our collections through in-house digitization. Completing the digitization in-house saves on the costs of contracting with an outside vendor and is safer for the materials because they remain secure in the building. We are requesting to purchase an Epson Perfection 11000XL Photo Scanner (or equivalent model) in order to continue our digitization work. This scanner is the top one recommended by archivists for digitization work, scans items up to 12.2"x17.2", and has the ability to scan a variety of formats including film, negatives and slides.

The final part of creating and upgrading the infrastructure to support our digital projects is the purchase of a new computer workstation with the ability to manage these digital files. Our current workstation is several years old and cannot manage such large files. This leads to inefficiencies and often halts the workflow. A new computer workstation will process these large files quickly and efficiently and will be invaluable for the audiovisual digitization project that will require us to perform checks on every file that is created.

#### Budget Estimates

Server and backup storage to store the digitized files and host Collective Access	\$13,000
Contract with Whirl-i-gig for Collective Access support	\$16,400
Epson Perfection 11000XL Photo Scanner	\$3,500
Computer workstation to manage digital files	\$2,100
<b>Total</b>	<b>\$35,000</b>



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October 22, 2015

**To:**

Cynthia Harbeson  
Head of Special Collections  
The Jones Library, Inc.  
43 Amity Street  
Amherst, MA 01002

**Budget: Development of CollectiveAccess  
for The Jones Library**

All work will be performed on a time-and-materials basis at the rates quoted below. The total cost of this project is based on the specs provided to Whirl-i-Gig ("Quote for consulting services email") and is estimated to be not more than \$16,400. Actual cost may be lower. If any deliverable appears likely to exceed estimated cost Whirl-i-Gig will inform the Jones Library in a timely manner. Cost breakdown is:

<b>Deliverable</b>	<b>Cost</b>
<i>Development of project-specific installation profile and metadata configuration (integrating Dublin Core and DACS)</i>	1 archival consultant * 4 days @ US\$800/day = US\$3,200
<i>Configuration of reports, search and browse interfaces, label formats and Finding Aids</i>	1 archival consultant * 2 days @ US\$800/day = US\$1,600
<i>Server specification, configuration and software installation</i>	1 systems administrator * 1/2 day @ US\$800/day = US\$400
<i>Import of legacy data and media</i>	1 archival consultant * 3.5 days @ US\$1,000/day = US\$3,500
<i>Front-end public website</i>	1 designer * 3 days @ US\$800/day =

	US\$2,400 1 developer * 4 days @ US\$1,000 = US\$4,000
<i>Training and end-user support services</i>	End-user support: (5 hours @ US\$100/hour) = US\$500  End-user training: (1 day @ US\$800/day) = US\$800
<b>Total:</b>	US\$16,400