

# UPLINK Service Fees

## Annual Membership Dues:

- Annual budget up to \$1,000 = \$25 annual fee
- Annual budget \$1,000 - \$5,000 = \$50 annual fee
- Annual budget \$5,000 - \$50,000 = \$75 annual fee
- Annual budget \$50,000 and up = \$100 annual fee

## Services Included with Annual Membership:

- Collection-level finding aids in ArchivesSpace
- Inclusion on the UPLINK website as a participating organization
- Continued storage and basic digital preservation of your digital materials

## Service Charges (One-time fees):

Creating digital access to the items in your collections in the UPLINK Islandora repository (a Digital Asset Management System) and in the DPLA (Digital Public Library of America) database entails two activities: digitizing the original analog records and creating metadata<sup>1</sup> for them. Heritage organizations can pay UPLINK to do both, or they can save money by choosing to do one or both on their own.

- **The heritage organization just does basic preparation for digitization. UPLINK does all digitization of analog material, creation of metadata, and creation of Islandora/DPLA records.**

### Documents and photographs

Estimated number of pages in collection	Cost per page
0-500	\$0.20/page
501-4999	\$0.15/page
5000+	\$0.10/page

### Audio-Visual

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<sup>1</sup> Metadata, or “data about data,” is essentially a structured description of the items in your collection that helps users find and understand your digitized materials.

<b>Estimated length of recordings in hours</b>	<b>Cost per hour of recording</b>
0-10	\$2/hour
10-50	\$1.50/hour
50+	\$1/hour

- **The heritage organization creates item-level descriptions/metadata for the collection. UPLINK does digitization of analog material and creation of Islandora/DPLA records.**

#### **Documents and photographs**

<b>Estimated number of pages in collection</b>	<b>Cost per page</b>
0-500	\$0.15/page
500-5000	\$0.10/page
5000+	\$0.05/page

#### **Audio-Visual**

<b>Estimated length of recordings in hours</b>	<b>Cost per hour of recording</b>
0-10	\$1/hour
10-50	\$0.75/hour
50+	\$0.50/hour

- **Heritage organization digitizes the collection. UPLINK creates item-level metadata and Islandora/DPLA records.**

Estimated number of items* in collection	Cost per item
0-500	\$0.15/item
500-5000	\$0.10/item
5000+	\$0.05/item

\*An “item” refers to a single record that will get its own individual description in Islandora. It could be a single-page object like a map, a ledger or book containing many pages, or an oral history interview.

- **Heritage organization both digitizes and creates metadata for the collection. UPLINK enhances/standardizes the metadata created by the heritage organization and creates Islandora/DPLA records.**

Estimated number of items* in collection	Cost per item
0-500	\$0.10/item
500-5000	\$0.05/item
5000+	\$0.01/item

\*An “item” refers to a single record that will get its own individual description in Islandora. It could be a single-page object like a map, a ledger or book containing many pages, or an oral history interview.

- **Advanced digital preservation of records with the MDPN LOCKSS network**

\$100 for 500 GB of material

The Michigan Digital Preservation Network is a statewide organization for archives and other heritage organizations. The network uses LOCKSS (Lots of Copies Keep Stuff Safe), a software that facilitates the storage of digital material in several “dark archives” around the state. A dark archive preserves your digital material but does not share it. It ensures that if our copies of your files are lost due to a natural disaster or hardware failure, the content itself is still safe and can be restored.