

# 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:

- Inclusion on the UPLINK website as a participating organization
- Collection-level finding aids and descriptions of both digitized and un-digitized collection
- Continued storage and basic digital preservation of your digital materials
- Borrow mobile digitization equipment or use digitization equipment in Marquette

## 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.

- **Digitization, metadata, and database ingest:**

### 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

- **Digitization and database ingest**

**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

- **Metadata and database ingest**

<b>Estimated number of items* in collection</b>	<b>Cost per item</b>
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.

- **Database ingest**

<b>Estimated number of items* in collection</b>	<b>Cost per item</b>
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.