TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Special Meeting of the Corporation and Administrative Agency
Thursday, February 24 2011, 8:30 a.m.
Boston Public Library
McKim Orientation Room, First Floor, Copley Square Library
Boston, MA 02116

1. Chairman's Report, Trustee Jeffrey B. Rudman
   - Approval of Minutes for the Trustees Meeting on January 18. 2011

2. President's Report, Ms. Amy E. Ryan
   - FY12 Operating Budget
     Revenue assumption update; estimated cost projections for budget options and review of potential service impacts; preliminary budget direction
   - Update on Boston Public Library FY12 public budget roundtable discussions
     Mr. Sean Nelson, Chief Financial Officer

3. Trustees Finance and Audit Committee Report
   Trustee Evelyn Arana-Oritz, Chair
   - BPL Digital Services: proposed fee schedule for imaging services
     "VOTED: that, the Trustees of the Public Library of the City of Boston approve the fees schedule for imaging services."

4. New Business
   Mr. Jeffrey B. Rudman, Chairman

5. Public Comment

6. Adjournment
   Mr. Jeffrey B. Rudman, Chairman

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Upcoming Trustees Meetings
- Tuesday, March 8, 2011, 3:00 p.m., Charlestown Branch Library
- Tuesday, May 10, 2011, 8:30 a.m., Annual Meeting, McKim Orientation Room

FY12 Public Budget Roundtable Discussions
- Tuesday, March 15, 2011, 6:30 p.m., Central Library in Copley Square
- Wednesday, March 16, 2011, 6:30 p.m., Codman Square Branch Library

Trustees of the Public Library of the City of Boston
Jeffrey B. Rudman, Chairman; Evelyn Arana-Ortiz, Vice Chairman;
Zamawa Arenas; James Carroll; Donna M. DePrisco;
Carol Fulp; Berthé M. Gaines; Paul A. La Camera; Byron Rushing
President, Amy E. Ryan
Clerk of the Board, (vacant)

BPL Digital Services: proposed fee schedule for imaging services
January 10, 2011
Tom Blake
Digital Projects Manager

Overview

The Boston Public Library has two in-house, state-of-the-art digitization labs focused on converting library collections into digital files so they may be accessed freely online. In addition to this mission, Digital Services can fulfill patron requests for certain items to be digitized "on-demand." This service, while corollary to the primary mission of the department, is highly valued by the public as electronic reproductions of research materials become preferable to paper photocopies or prints.

The following fees are based on the type of material to be digitized and its estimated, correlated cost to the BPL for staff time and overhead. Furthermore, prices for similar services were examined at three peer institutions (New York Public Library, Library of Congress, Los Angeles Public Library) and three commercial vendors (Boston Photo Imaging, Northeast Document Conservation Center, Luna Imaging). In all cases, our proposed prices were generally in alignment.

Proposed fee schedule

The following prices apply to original material handling, studio capture, and post-production editing up to the creation and delivery of the final digital file. **Materials approved for capture beyond normal specifications may be subject to additional costs.**

Material type	Unit rate
Loose, flat items and individual book pages (< 24"x30")	$40 set up fee + $10/unit
Full book volume	$50
Oversized (>24"x30") or 3D	call for estimate
Pre-existing image file	No charge

Pricing for delivery/transfer:

Burn to disk	$10 per disc
Standard first class domestic shipping	$5 per up to 10 discs
Email/FTP to patron or vendor	free