

Per Unit (Image) Cost and Labor
 Susan Jane Williams, Yale University <susan.j.williams@yale.edu>

Unit= 1 glass mounted slide, labeled and filed plus a digital image and text record mounted in campus-wide image database delivery system. Catalog record/ database is shared by slide and digital system

Note: Productivity year calculated as 1308 hours per FTE (may be low—figures ample time for meetings, vacations, sick time etc.)

3 FTE can produce 7,583 items in a productivity year based on figures below

C & T=Clerical and Technical; M & P=Managerial and Professional

****PLEASE NOTE: These figures are only a sample/guide for local comparison.**

Pre-production (C&T labor cost) per book order, divide by 10 for per item average

Interview / due date	Paper log	Drop off to AV	Pick up from AV/ check price	Time / Cost per item
5 min.	3 min.	5 min.	5 min.	1.8 min / 0.37

Pre-cataloging (C&T labor cost) per book order, divide first 2 by 10 for per item average

Sort/ label card	Enter citation	Enter items and PhotoCD #	Number slide and dot	Time / Cost per item
10 min.	5 min.	2 min.	1 min.	4.5 min / 0.95

Slide production (outsourced to AV)

Slide				Cost per item
				/ 3.00

Digital scan from new slide (PhotoCD outsourced to AV)

PCD scan				Cost per item
				/ 0.63

Cataloging (M&P 20 labor cost) average per item

Catalog/ Data entry				Time / Cost per item
10 min.				10 min / 2.67

Image post-processing (Student/casual labor cost) per item

Cropping, rotation, color correction	Cleaning		Naming and saving	Time / Cost per item
3 min.	3 min.		1.5 min.	7.5 min / 1.25

Linking and loading in Insight (M&P 20 labor cost) per item

FMP export and clean-up	Luna Pro	Linking, log entry	Copying image files to server	Time / Cost per item
.7 min.	.3 min.	1.0 min.	1.0 min.	3.0 min / 0.80

Labeling / filing (Student/casual labor cost) per item

Printing & Labeling	Filing			Time / Cost per item
2 min.	2 min.			4 min./ 0.67

Backup / Server maintenance (some outsourced) per CD, divide by 70 for item

Writing backup CD-R burning	Printing file lists	Removing files/ testing	CD cost w/ case	Time / Cost per item
5 min.	4 min.	6 min.	0.99	.25 min / 1.04

Time total per unit: 31.05 minutes

Cost total per unit: \$11.38