



MBARI: Archival Tape Digitization Project

Submitted May 13, 2019

Submitted to:

Kris Walz
Research Technician
Monterey Bay Aquarium Research Institute (MBARI)
7700 Sandholdt Road, Moss Landing, CA 95039
831-775-1810 office
kwalz@mbari.org<<mailto:kwalz@mbari.org>>

Submitted by:

Emily Halevy
Preserve South, Inc
emily@preservesouth.com
<https://www.preservesouth.com/>
(main) 770.932.9801
(cell) 404.580.2178

MBARI: Archival Tape Digitization Project

General Guidelines, Procedures and Client Responsibilities

1. Client will supply a flat file (i.e., Excel spreadsheet or .CSV file) of their catalog which will include each asset to be migrated. Additional charges will apply if the client's spreadsheet requires row expansion. For example, if one row is used to represent one program that spans multiple physical assets. This inventory/spreadsheet should include essential data about each asset:
 - The asset's unique identifier (such as a barcode) – required. A unique identifier must be present on each asset – on both the asset itself and its case.
 - The file name to be used for each asset (if different from the identifier) – required.
 - The number of the box in which the asset is packed – required.
 - The title or description of the asset – required.
 - File names must not contain illegal characters such as: spaces, commas, \ / : * ? ! " ' < > | # @ - required.
 - Asset format – desired, but not required.
 - Asset run time or stock length – desired but not required.
 - Any additional information about the asset that appears in existing inventories would be welcome.

If a spreadsheet does not exist, Preserve South will be happy to provide accessioning services at an additional charge (See Additional Services for pricing); however, this must be discussed prior to project commencement.
2. Client will provide a shipping manifest to Preserve South prior to shipping.
3. All assets will be inspected for defects, such as physical damage, poor tape wind and the presence of mold, dust, dirt, debris or chemical breakdown residue.
4. Clients have a 30-day window to confirm quality and completeness of files. After 30 days, all files will be removed from our servers.
5. This project consists of:
 - 8,920- 32 minute Digibeta tapes
 - 11,200- 64 minute Digibeta tapes
 - 8,800- 47 minute/62 minute HD D5 tapes
6. Tapes are known to be recorded from front to end with no breaks.
7. Timecode and audio must be retained.
8. Tapes do not contain closed captioning.
9. Files will be written to LTO-7M tapes using LTFS.
10. Project will take approximately 24 months to complete.
11. Files will be split into 8 GB chunks using Metus INGEST encoders. Automated clipping workflow will require testing and confirmation.



MBARI: Archival Tape Digitization Project

Data Estimate			
File Types	Hours	GB per Hour	Total TB
ProRes HQ 422 SD (720x486)	16,330.6	32.08	511.60
ProRes HQ 422 HD (1920X1080)	6,893.3	96.68	650.82
H.264/MP4	23,233.9	0.44	9.98
Estimated Total Data			1,172.4 TB/1.14 PB
Digitization			
Description	Quantity	Rate	Total
Digibeta	20,120	\$13.00	\$261,560.00
HD D5	8,800	\$21.00	\$184,800.00
File Clipping (first clip included in digitization rate)	60,120	\$2.00	\$120,240.00
Estimated Digitization Total			\$566,600.00

**rates include tape baking as needed*

File Delivery			
Description	Quantity	Rate	Total
Quantum LTO-7M (LTFS)	131	\$80.00	\$10,480.00
File Management and Data Delivery	1,200,537.6	\$0.07/GB	\$84,037.63
Estimated File Delivery Total			\$94,517.63
Shipping			
Description	Quantity	Rate	Total
Shipments to Preserve South	4	\$3,840.00	\$15,360.00
Return Shipments to MBARI	4	\$3,840.00	\$15,360.00
Estimated File Delivery Total			\$30,720.00

SUMMARY	
Digitization Services and File Clipping	\$566,600.00
File Delivery Media and File Management Services	\$94,517.63
Shipping	\$30,720.00
Estimated Total	\$691,837.63
10% Contingency	\$69,183.76
Estimated Total with Contingency	\$761,021.39

Additional Services (if necessary)				
Description	Units	Unit	Rate per Unit	Total
Minor Mold Remediation or Repair	TBD	Asset	\$22	TBD
Tape Baking	TBD	Asset	\$8	TBD
Spreadsheet Creation or Expansion	TBD	Asset (up to 6 fields)	\$5	TBD
Spreadsheet Correction	TBD	Asset	\$3	TBD
DVD One-off	TBD	Disc	\$30	TBD
Extensive Tape Repair	Hour	TBD	\$50	TBD