

Planning and Budgeting for Potential Quilt Index Contributors

Designing Your Quilt Index Work Plan and Budget

After completing and submitting your **application** (“Quilt Index New Contributor Application Form”) and letter of interest, Quilt Index staff will work with you on **planning and budgeting**, during which you will create a work plan, budget, and fundraising plan (if necessary). Your specific budget for becoming a contributor to the Quilt Index depends on a number of factors including number of records, format of data, and format of images. This worksheet will help to explain the process of figuring your budget and workplan.

Adding Your Data to the Quilt Index

Quilt documentation/catalog records

Quilt records can be added to the Quilt Index in two ways. The easiest, fastest, and most economical way to add your data to the Quilt Index is to enter it directly into the Quilt Index. If your data is not already computerized but is in a standardized format, you will enter your data directly into the Quilt Index using a computer that is connected to the Internet and a password protected online entry form. If information about your quilts is not in a standardized format (for example, if they are in a narrative form or they have not been thoroughly documented), you will use the Quilt Index Documentation Form <http://www.quiltindex.org/docs/QI_docform_compfieldsfinal.pdf> to gather information about your quilts. If your data is already entered into a database, the data *may* be able to be transferred into the Quilt Index.

As we work with you to figure your workplan, we will choose the workflow that most closely resembles your collection’s status. The following steps may be taken to add your data to the Quilt Index:

1. If your records are in a database:

1. Match your database fields to *Quilt Index Comprehensive Fields*.
You will need to print out a sample record from your database. Also, print or have access to a list of the entire design of your database information, which includes the actual database field names, the standard format of each field (e.g. number, number + “inches”, text, all-caps, names “firstname lastname” or “lastname, firstname” etc., a controlled vocabulary list) and any additional codes or data entry patterns for that field. Starting from your fields, review the *Quilt Index Comprehensive Fields* and try to find the appropriate QI field for each of your fields of information. In some cases there may be more than one option. Quilt Index staff can work with you to determine the best matches.
2. Fill out a Crosswalk Template.
The Crosswalk Template is a guide for programming the data between your database and the Quilt Index database. Quilt Index staff will collaborate with you on this. This process will determine exactly how well the data will match and will identify any fields that have to be adjusted during input or that will need to be adjusted by hand before or after the data ingestion.

3. Send MSU a current finalized copy of project's database or create an output file in an appropriate format.
4. The complete crosswalk template and database copy are given to a programmer who transfers the contributor's data into the Index.
5. Once the data is transferred to the Quilt Index, the contributor will need to check each record to verify and correct the data.

If your records are standardized but not computerized (i.e. on hand written forms):

1. Match your standard form to the Quilt Index comprehensive fields (FAQ, see <http://www.quiltindex.org/faq.php>). Contributor will send a sample documentation form/catalogue record to MSU.
2. Quilt Index staff will work with contributor to fill out a crosswalk template. This template matches the questions asked during your documentation or cataloguing process to the fields of the Quilt Index.
3. Contributor will enter each record directly into the Quilt Index using online management system.
4. After the data is entered, contributor will check the records to verify the data.

Images

1. MSU will provide information on image specifications.
2. Contributor will digitize or reformat images according to Quilt Index standards.
3. Contributor will upload each image to corresponding records in the Quilt Index. It is possible to include details of the quilts.
4. Contributor will verify images uploaded to the Index.
5. Contributor create archival CD's of preservation quality TIFFs.

Budget

The budget for each collection contributed to the Index varies according to a variety of factors and has several components: A) an application fee, B) a data base assessment fee (if needed), C) fixed project start up costs, D) MSU project administration and implementation costs, and E) contributor administration and implementation costs. As soon as a contributor pays the application fee, MSU Quilt Index staff will work closely with a contributing organization to a budget appropriate to the specific collection.

Costs associated with sections A and B are to be paid by the potential contributor to MSU upon **application**. Staff will then work with contributor to develop a workplan and overall budget, which will include costs for sections C and D to be paid to MSU for implementation.

Application and Planning Costs:

A. Application Fee \$150 (covers development of workplan and budget as well as consultation on any necessary fundraising)

B. Database Assessment Fee (if applicable): \$150 (if your data is already in a database, MSU will need to assess the database to determine how much programming must be done to transfer the data into the Quilt Index)

Implementation Costs:

C. Project Start-Up: Fixed costs of \$3500 (costs to be assumed by contributor)

MSU provides a variety of fixed management activities for each contributed project, including: assisting in project design/development, quality control, project maintenance and activity, training the contributing project in Quilt Index management system, creating dedicated, password protected management pages for contributor's records, creating contributor pages for new contributor with contributor's information, and providing XML export of contributors in Quilt Index. These budget figures reflect the actual work and time required to develop and maintain a new contributor, using as a basis the experience and workplans from the 23 contributors in the pilot and implementation phases of the Quilt Index.

Fixed costs include:

Contracting

Assistance with matching contributor information to *Quilt Index Comprehensive Fields*

Setting up contributor pages in Project Builder management system and on quiltindex.org website

Training contributor for data entry

Training and editorial support for contributor's page

Training for image preparation and uploading

Online and telephone support

Access to internal communication listserv

Publicity (press release and dissemination upon joining and when records become live, and inclusion in publicity materials)

Dissemination through project demonstration and presentation opportunities generated by project partners (MSU and The Alliance)

License to use The Quilt Index name and web address (www.quiltindex.org)

Preservation and management -- domains, data migration and new technologies, server and disaster planning and protection, back up and restore functions etc.

D. MSU Project Administration and Implementation (varies depending on project, to be determined during initial planning and budgeting phase):

MSU provides ongoing project management beyond the standard fixed project requirements depending on the complexity and needs of the contributor. These services may include: crosswalk development, detailed project planning, fundraising assistance, writing assistance, and digitization management. Costs for these services are to be assumed by the contributor.

Database ingestion from an existing database (varies considerably depending on how well crosswalks match and how much programming must be done to transfer the data-- includes crosswalk refinement, programming, data transfer, basic accuracy verification):

60-80 hours programming (costs to be assumed by contributor)

Scanning (per slide, per transparency, per photograph): If needed, MSU can offer this service to the contributor (cost to be assumed by the contributor).

Data Entry (records per hour, 3-6 depending on length and complexity of documentation information)- If needed, MSU can offer this service to the contributor (cost to be assumed by the contributor).

E. Contributor Administration and Implementation (costs to be assumed by contributor):

These role descriptions and formulas are meant to guide you through developing a budget for your specific case. You may complete the required work with any combination of volunteer time and paid staff that your project finds appropriate.

1. Project manager: Each contributor will need a project leader to provide project coordination, oversight, and interact with Quilt Index staff. (Note, for some types of organizations, this may be a volunteer.)

Costs: 60-80 hours over life of project @ hourly rate =

2. Database Crosswalk Development: Fill in crosswalk template and collaborate with Quilt Index staff to create crosswalk: approximately 20 hours @ hourly rate =

3. Data entry (if records are entered directly into database):

Total number of records / 3-6 records/hour = ? hours @ hourly rate =
(varies depending on length and complexity of form)

4. Data verification and correction: # records @ 10 records/hour x hourly rate =

5. Images: Costs will vary depending on format of images.

If images need to be scanned, will you need to purchase scanning equipment?

Ex. Nikon Super CoolScan 4000ED- 35 mm slide and film scanner, set up and troubleshooting time- \$2000

Slide scanning: # slides @ 20 slides/hour = ? hours @ hourly rate =

Scanning from transparencies: # slides @ 4 transparencies/hour = hours @ hourly rate =

If images are not photographed: # of quilts @ 2 quilts/hour = hours @ hourly rate =

If third party will be scanning slides: prepare, package and ship slides

XX hours @ hourly rate =

Shipping and insurance: sufficient FEDEX shipping to replace set @ .50/slide

Archival costs:

CDs: # images/CD

Burning CDs: ??CDs/hour @ hourly rate.

6. Contributor webpage:

Each contributor to the Quilt Index provides text, images, and color scheme requests for their contributor's portal page. The page will feature a description of the project's quilt collection, and work and also create dedicated searches of contributor's collection with the Quilt Index.

Steps:

1. Contributor will provide text, images, and color scheme requests for Quilt Index "collections" pages (example at <http://www.quiltindex.org/louisvillecollection.php>). (*MSU will provide guidance on word length for text and image size).
2. Contributor will edit their collections webpage.

Costs: Writing text, selecting images, and uploading information: 10 hours @ hourly rate =

In addition to these start-up and implementation activities, there may be additional costs in the future that should be anticipated.

• **Long term internal costs for your institution or organization:**

Responding to queries generated by online users

Editing or revising existing records as new information becomes available (e.g. through research on your collection or notification by the public viewing the website records)

Entering new additional records in the system

Additional photography of details for quilts (optional)

Training for new personnel, occasional, as needed

• **Future opportunities:**

As the Quilt Index grows and expands and new technology develops, there will be opportunities for implementing additional features. These could include opportunities for contributing or uploading new material types (such as documents, oral histories, videos, audio etc) or for additional user features within the existing materials.