

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

October 22, 2026

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL OF AGREEMENT WITH UNIVERSITY OF SOUTHERN CALIFORNIA DIGITAL REPOSITORY FOR THE DIGITIZATION OF THE BOARD OF LIBRARY COMMISSIONERS MEETING MINUTES**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Approve the agreement with the University of Southern California Digital Repository (USC) for the digitization of the Board of Library Commissioners Meeting Minutes collection.
2. Authorize the City Librarian or his designee to execute the agreement upon completion of all required approvals.
3. Adopt the attached Resolution regarding the execution of the agreement between the Library and USC.
4. Authorize the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the license.

B. BACKGROUND:

1. The Library's Special Collections Department maintains a collection of 68 volumes of bound Board of Library Commissioners Minutes dating from 1889 through 1990. Each volume ranges from 338 to 400 pages.
2. USC is an ideal partner for the digitization project because of their proximity to Central Library, allowing for LAPL delivery of the volumes, and their ability to digitize bound volumes.
3. Funding for this project was approved by the Board of Library Commissioners as part of the 2025-26 budget process.
4. The agreement consists of a one-time estimated payment of \$33,495.55 with a contingency fee of \$5,024.33 for a total agreement amount of up to \$38,519.88.
5. Authorize the City Librarian to access the contingency fee as needed and as agreed to in writing by both parties.

6. The agreement has been reviewed by the City Attorney and is ready for processing.

Attachments

Project Managers: Kren Malone, Director of Central Library Services
Jene Brown, Director of Emerging Technologies and Collections

Prepared by: Emily Wooten, Management Analyst

Reviewed by: Claudia Aguilar, Co-Acting Business Manager
Heather Smith, Co-Acting Business Manager

LIBRARY RESOLUTION NO. 2026-XX (C-XX)

WHEREAS, the Library's Special Collections Department maintains a collection of Board of Library Commissioners Minutes; and

WHEREAS, the Board of Library Commissioners approved funding for the Board of Library Commissioners Minutes Digitization Project in fiscal year 2025-26;

WHEREAS, the University of Southern California Digital Repository has been determined to be uniquely equipped to receive and handle the collection;

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the award and execution of the agreement between the Library and the University of Southern California's Digital Repository.

USC Digital Repository
SERVICE LEVEL AGREEMENT

This Service Level Agreement (“SLA”) made by and between the University of Southern California, on behalf of the USC Digital Repository (“USCDR”), and the Los Angeles Public Library (“Client”) is entered into as of the ____ day of August, 2026 (“Effective Date”), and is subject to the following terms and conditions:

1. General Conditions

- 1.1. The term of this SLA shall begin on the Effective Date and will continue for one (1) year. This SLA shall automatically be renewed on a yearly basis, up to a maximum cumulative term of three years, unless either party notifies the other in writing prior to the expiration of the then current Term of the intent not to allow this SLA to renew for a successive Term.
- 1.2. This SLA may be terminated by either party without a cause upon thirty (30) days written notice. In the case of a material breach of this Agreement by one Party, the other Party shall have the right to terminate this Agreement with no advance notice if, after providing the breaching Party with notice of the breach, the breaching Party fails to cure the breach within three (3) days after receipt of the notice of breach. If Client terminates this SLA as a result of USCDR’s material breach, then Client will be responsible only for charges for the period before the date of termination. In all other circumstances, there are no prorated refunds.
- 1.3. Services may be modified upon mutual written agreement by the parties.
- 1.4. The parties to this SLA agree to perform in accordance with the terms and conditions specified herein. USCDR reserves the right to modify the terms of this SLA after providing thirty (30) days' notice to the Client.
- 1.5. The scope and description for services will be outlined in Attachment A.

2 Terms and Conditions

2.1 USCDR Description of Services:

This SLA outlines the services to be provided to Client and addresses the levels of support provided for Client. USCDR provides a collection of services available for purchase, offering reliable and centralized infrastructure for data digitization, cataloging, access and preservation across the USCDR network. The USCDR environment makes it possible for single users and small workgroups to gain all the advantages of using enterprise-level file services such as managed storage and automatic backups without incurring the high cost of purchasing and maintaining server hardware.

NIH Data Management

The USC Digital Repository offers a full suite of data management services to help researchers meet new requirements for data preservation, access, and security by the National Institutes of Health (NIH), the National Science Foundation (NSF), and other federal agencies. The USCDR is collaborating with the USC Office of Culture, Ethics, and Compliance, the USC Office of the Chief Information Security Officer (OCISO), and USC Research and Innovation to help researchers fulfill these requirements, securely share data, and protect human subjects data and other sensitive information.

Digitization Service

USCDR utilizes state-of-the-art digitization systems to convert physical or analog content (paper, still image, motion picture film, audio, and video) into the digital equivalent. For digitized content, local and remote file ingest systems are used to transfer assets into the preservation and access system from anywhere in the world. Quality assurance processes are implemented at each point of the transfer to ensure data integrity. Transcoding services to transform one file format into another are also available.

Cataloging

USCDR offers services and technology to classify, catalog, or index almost any data set. The Digital Repository also manages the personnel needed for manual indexing.

Digital Preservation

USC Digital Repository will offer services to preserve Client's content and ensure high availability through the use of modern digital preservation standards and best practices. Content is defined as digital objects as well as the metadata describing that object whether an image, text, audio or video asset or other research media.

A SHA-1 based fixity check will be used to verify that any action taken upon the digital resource does not alter the original resource. In the event a file format becomes obsolete, USC Digital Repository will use its best efforts to convert the content to a corresponding supported file format.

The automated system will retire storage hardware and move media assets to new storage hardware every three years to ensure that only the most modern and reliable facilities are used.

Custom migrations from existing digital libraries to the Digital Repository are available on a case-by-case basis.

Asset Management Systems

USCDR offers two different asset management systems to enable the customer to manage their digital content. Custom migrations from existing Asset management systems to the Digital Repository are available on a case by case basis.

File-Server Services for Large Assets

USCDR provides clients with secure network access to personal directories up to one Petabyte in size and 10 Gbps in bandwidth from anywhere at any time. These directories are compatible with Mac OS, Windows, Linux, and Web-based systems. Billing is incurred per terabyte of data on a monthly basis at the highest monthly usage level.

2.2 USCDR Responsibilities for Services Offered

- 2.2.1 Digital Repository will manage a site maintenance vendor, either USC Information Technology Services (ITS) or a mutually agreed upon third party site maintenance vendor ISP. The vendor will monitor, troubleshoot and coordinate needed repairs and shall provide Client with access seven days a week, 24 hours a day, excluding ad hoc downtimes of which USCDR will provide Client advance notice.
- 2.2.2 Via the ISP vendor, USC Digital Repository will be responsible for maintaining existing hardware and operating systems used to support offered services.
- 2.2.3 USCDR will be responsible for maintaining the existing software as it pertains to the existing environment to support offered services.
- 2.2.4 Any upgrades to the hardware or software used to support the services offered must be planned in advance by USCDR and will be communicated to Client in writing.
- 2.2.5 When a network outage is detected, the ISP vendor will respond to the outage within three (3) hours of the initial call. USC Digital Repository will investigate and the ISP vendor will repair

software related problems and co-ordinate with other departments to resolve hardware or network problems. Neither USCDR nor the ISP vendor is responsible for laptop or desktop support issues.

- 2.2.6 If any emergency maintenance directly impacts access to the services covered in this SLA, USCDR will provide the primary and secondary contacts advanced notification via email and phone. During any downtime, USCDR will display a web page informing users that the system is down.
- 2.2.7 USCDR will install and utilize software necessary to track the timely resolution of all calls regarding services provided to Client. During regular business hours, Mon-Fri, 8am-5pm, all initial calls should be directed to USCDR at 213-740-9263 where the calls can be triaged. Alternatively, questions or requests can be sent via e-mail to uscdr@usc.edu.
- 2.2.8 USCDR will follow the USC policies governing computing resources.

2.3 Client Responsibilities

- 2.3.1 Client will provide a primary and secondary contact, as outlined in section 4 of this SLA, to communicate with USCDR regarding outages. Any changes to this information should promptly be communicated to USCDR to insure this information is kept current and the correct individuals are notified in the event of a problem.
- 2.3.2 Upon notification of scheduled downtime, Client agrees to acknowledge the request for downtime and work with USCDR if for any reason the scheduled downtime is not acceptable.
- 2.3.3 While USCDR will monitor the utilization of disk space, Client will be responsible for determining how to use the space available and or providing any needed additional disk space.

2.4 Compliance

- 2.4.1 Client shall not use the Services in such a manner such that it adversely impacts the integrity of the applicable Service or the ability of any other Client of USCDR to use their computing environments. Any network integrity or infrastructure problem that adversely impacts the Services provided by USCDR to Client or to any other party, in the sole opinion of USCDR, that is related to Client's network, Client's computers, or Client's use of Service, whether authorized by Client or not, may result in the immediate suspension of Service by USCDR until such problem is corrected to the satisfaction of USCDR. If, in USCDR's sole opinion, the Client's use of Service cannot be reconnected in a secure fashion, then USCDR shall have the right to terminate this Agreement. In that event, USCDR shall refund a pro-rata portion of the fees paid by Client as provided for in this Agreement. A Client that excessively uses a Service may incur an excessive use penalty equal to the Client's monthly fee applicable to such Service.
- 2.4.2 Client, its employees, agents, and any party granted access to Services by Client must: (A) use the Services for lawful purposes only; (B) not interfere with the operation of any applicable exchange point, co-location or Los Nettos facility, or any other Client; (C) abide by the technical criteria specified by USCDR; and (D) not "spam" any third party (that is, the sending of a message to multiple news groups and/or mailing lists, especially where the topic of the message is not germane to the normal subject matter of many of those news groups or mailing lists). Client further agrees that it will not use the Services or the network in a manner that would violate any laws, infringe the rights of others, or interfere with the users, services, or equipment of any applicable network. For example, Client shall not distribute, if applicable, unsolicited advertising, chain letters, propagate computer viruses, attempt to gain unauthorized entry to other computers, data, or networks, distribute child pornography, obscenity, or defamatory materials or infringe copyrights, trademarks or other intellectual property rights. If, in the sole opinion of USCDR, Client violates any USCDR policies or any part of this section, USCDR shall be entitled to terminate this Agreement as provided for herein and may immediately disconnect the Services provided to Client.

- 2.5 **Publication and Publicity.** The Client agrees and acknowledges that USCDR may desire, from time to time, to advertise the nature of the Services provided to Client. Notwithstanding the foregoing, if USCDR wishes to advertise the nature of the Services it shall not publish or use any advertising, sales, promotions, or other publicity materials that use Client's name, logo, trademarks or service marks without the prior written approval of Client. USCDR further agrees not to issue any publicity materials, press releases or other public statements that refer to or describe any aspect of this Agreement without the prior written approval of the Client unless required by legal or administrative process. Notwithstanding any of the foregoing, USCDR may disclose that Client is a user of the Service so long as USCDR does not imply any endorsement by Client.
- 2.6 **Non-Exclusivity.** Nothing in this Agreement shall be construed to limit the freedom of USCDR or the Client to engage in similar agreements with other parties, except, if applicable, for technical compatibility for multi-connected Clients, as discussed in the applicable Attachment.

3 Warranty Disclaimer, Limitation of Liability, and Indemnification

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT WILL EITHER PARTY BE RESPONSIBLE FOR ANY INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, EXEMPLARY DAMAGES OF ANY KIND, LOST GOODWILL, LOST PROFITS, LOST BUSINESS AND/OR ANY INDIRECT ECONOMIC DAMAGES WHATSOEVER REGARDLESS OF WHETHER SUCH DAMAGES ARISE FROM CLAIMS BASED UPON CONTRACT, NEGLIGENCE, TORT (INCLUDING STRICT LIABILITY OR OTHER LEGAL THEORY), A BREACH OF ANY WARRANTY OR TERM OF THIS SLA, AND REGARDLESS OF WHETHER A PARTY WAS ADVISED OR HAD REASON TO KNOW OF THE POSSIBILITY OF INCURRING SUCH DAMAGES IN ADVANCE. USCDR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY SERVICE PROVIDED. USCDR SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR TITLE OR NON-INFRINGEMENT OF THIRD-PARTY RIGHTS. EXCEPT FOR (I) DAMAGE TO OR DESTRUCTION OF CLIENT'S PHYSICAL MATERIALS OR PROPERTY, OR (II) GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, USCDR'S TOTAL LIABILITY UNDER THIS SLA SHALL IN NO EVENT EXCEED THE FEES PAID BY THE CLIENT TO USCDR HEREUNDER.

- 3.1 **Indemnification.**
- (a) **Client Indemnity.** Client agrees to hold harmless, indemnify and defend USCDR and its trustees, officers, employees and agents from all liabilities, demands, damages, expenses (including, without limitation, reasonable attorney's fees), claims and losses arising out of or in connection with any actual or alleged breach or default of any agreement, promise, representation or covenant under this Agreement and its Attachments by Client, including without limitation claims by third parties relating to such third parties' equipment located at the facility. This provision of this Agreement shall survive termination thereof.
- 3.2 **Governing Law.** This Agreement shall be governed by the laws of the State of California.
- 3.3 **Settlement of Disputes.** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled in Los Angeles County, California, by arbitration in the English language in accordance with the Rules of the American Arbitration Association. Judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. The Arbitrator(s)' award may include compensatory damages and costs of action (including attorney's fees) against either party, but under no circumstances will the Arbitrator(s) be authorized to, nor shall they award punitive damages or multiple damages against either party.
- 3.4 **General Provisions.** Client agrees to comply with U.S. export laws concerning the transmission of technical data and other regulated materials. Each party to this Agreement is an independent contractor and no principal/agent or partnership relationship is created between them by this Agreement. The captions of sections herein are intended for convenience only, and the same shall not be interpretive of

the content of such section. Should any provision of this Agreement be held unenforceable or in conflict with the law of any jurisdiction, then the validity of the remaining provisions shall not be affected by such a holding. No waiver by either party of any breach or default shall be deemed as a waiver of prior or subsequent default of the same or other provisions of this Agreement. This Agreement shall inure to the benefit of USCDR, its successors and assigns, but will be personal to the Client and shall be assignable by the Client only with the prior written consent of USCDR, which may be withheld for any reason. USCDR shall have the absolute, unfettered right to transfer this Agreement and its rights and obligations thereunder to any third party upon notice to the Client.

4 Fees/Pricing

The Pricing for USCDR Services is outlined in Attachment A. Future projects related to this SLA will be added as additional attachments.

Pricing is subject to change. In the event of any modification to the pricing terms, USCDR agrees to notify Client.

USCDR will bill Client, and Client agrees to pay USCDR within thirty (30) days of issue of invoice; Client will be deemed delinquent and overdue after thirty (30) days and USCDR may discontinue services. Past due amounts shall bear interest at the lower of 1.5% per month or the maximum permitted by law. USCDR will make all reasonable efforts to inform the primary and secondary contacts of the Client before discontinuing service.

5 Contact Information

5.1 Client Contact Information

USCDR will use the following information as a means of contacting the Client designated contacts that are responsible for managing the technical and operational issues and service(s) listed in this SLA. The primary contact is the first person USCDR will contact under the terms of this SLA. The secondary contact will be contacted if the primary contact cannot be notified.

Both personnel need to be aware and agree that under certain special circumstances, USCDR staff will contact them anytime day or night including official holidays if the situation demands immediate attention under the terms of this SLA.

<i>Primary Contact</i>	<i>Secondary Contact</i>
Name:	Name:
Title:	Title:
Organization:	Organization:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Cell:	Cell/:
Email address:	Email address:
Signature:	Signature:
Date:	Date:

5.2 USCDR Contact Information

Requests for service under this SLA should be directed to Linda Truong by sending electronic mail to Lntuong@usc.edu or by calling 213-740-9263.

6 Entire Agreement

This SLA constitutes the entire agreement and understanding between the parties and supersedes all prior oral and written, and contemporaneous oral, agreements and understandings relating to the subject matter hereof.

EXECUTED for the parties as of the date last executed by their respective representatives, who are duly authorized to execute this Agreement.

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute and deliver duplicate originals of this Agreement.

<XXXXX> (Client)
Authorized signer

Name:

Organization:

Address:

City:

State, Zip:

Phone:

Email:

Signature:

Date:

University of Southern California
Authorized signer

Name:

Organization:

Address:

City:

State, Zip:

Phone:

Email:

Signature:

Date:

Attachment A
STATEMENT OF WORK

USC Libraries' digitization, preservation, and discovery services have been creating archival digital files from unique and rare materials for 25 years. We have more than 500,000 digital assets in the USC Digital Library containing more than 1.2 million files.

We currently digitize approximately 222,000 items per year. We work with grant-funded projects, USC researchers, and external clients, including a multi-million-dollar contract to digitize media for the Department of Defense.

Overview

USC Libraries' digitization, preservation, and discovery services will digitize 68 Los Angeles Public Library's (LAPL) Board of Commissioners volumes. The 68 volumes will be delivered to the USC Libraries digitization

lab by the LAPL team in two batches. At the completion of the project, the volumes will be picked up from the Digital Imaging Lab by the LAPL team.

Assumptions

- Digitization
 - All volumes will be photographed against a neutral background
 - The physical objects, though fragile, do not require conservation work or rehousing into new containers
 - Conservations treatments and rehousing will incur additional fees
- The foldering naming convention will be: LAPL0001 → BOLCMinutes → BOLCVol[###]
 - [XXX] is volume number with two leading 0s
 - e.g. LAPL0001 → BOLCMinutes → BOLCVol001
- The file naming convention will be: lpusc-LAPL0001-BOLCVol[#]_###
[recto/verso][preservation/access]
 - ### is 3-digit page number
 - Example: 001
 - e.g. lpusc-LAPL0001-BOLCVol001_001_recto_preservation
- File naming convention for loose multiple single page attachments: lpusc-LAPL0001-BOLCVol[#]_[last page]_[recto/verso]_[a, b, c, ...]_[preservation/access]
 - [last page] is the same number as the page leaf prior
 - e.g. lpusc-LAPL0001-BOLCVol001_[last page]_recto_a_preservation
- File Output
 - Access JPGs: cropped and post-processed
 - Preservation TIFFs: uncropped and unprocessed
 - Checksum md5 files for all output files
 - Each volume will be output to PDF
 - PDF will be created by jpg files
 - Each PDF will have OCR
 - We make no guarantee that OCR will be viable on the six handwritten volumes
- File delivery and retention
 - Files will be delivered via hard drive provided by LAPL
 - Files will be retained by USC on local servers for three months after delivery date

Scope

The Los Angeles Public Library's Board of Library Commissioners collection consists of approximately 68 volumes. While some volumes are bound and cannot be disbound, in the cases where the volume is in a metal binder where the pages can easily be removed and replaced without harm to the archival documents it is acceptable to do so for digitization. We anticipate that these volumes will amount to the creation of an estimated 27,135 digital images including covers, spines, and attachments.

After digitization of all the volumes, we will load the digital images onto an external hard drive provided by the LAPL. The LAPL team will have three months to review the digital images for accuracy and completeness before the digital files will be deleted from the USC servers.

Out of Scope

- Redaction of sensitive information
- Digital manipulation of digital files
- Translation work
- Transcription work

Handling for digitization

USC Libraries' digitization, preservation, and discovery services regularly handle rare and valuable books, manuscripts, audio-visual materials, and other objects. Personnel are trained in proper handling techniques, chain of custody tracking, and security. The digitization labs are housed in the Carol Little Building at 3434 S. Grand Ave. in Los Angeles, a few blocks from the USC University Park Campus. The front desk at the main entrance is staffed 24/7 with an armed USC Department of Public Safety officer. Access is only available to badged staff members and pre-approved guests, whom a staff member must accompany at all times when in the building. USC Facilities Management manages keys to all rooms within the building and distributes keys to approved personnel, who must sign a document acknowledging receipt of a key.

Still digitization process

The digitization team will capture one shot each of both the front cover, back cover and spine of each volume using a digital camera and copy stand positioned such that the capture plane is contiguous with the object.

Camera-based capture will be the process for digitization of all volumes that cannot be disbound, as well as all covers and spines. Materials slated for camera-based capture will be digitized at 600 ppi resolution with an output of 16-bit depth. Tiffs generated from camera capture will be created from RAW format, and color profile of Adobe RGB 1998 will be assigned.

The volumes that can be disbound will be digitized using a Fujitsu fi-6800 sheet fed scanner.

Output resolution for preservation tiffs will be 400ppi and access jpegs will be output to 300 ppi.

The digitization team will review all files for accuracy and completeness. Quality assurance review will be provided by full-time staff.

When all the volumes have been captured and quality assured, they will be placed back into the original archival box.

Digitization physical environment

As required in FADGI 2023, the walls of our imaging facility are painted neutral matte gray with less than 60% reflectance to minimize flare and perceptual bias. Floor is gray. Any reflective surfaces on the camera or rig that can be covered are covered with either black velvet or black Velcro to minimize reflections. Monitors are positioned away from capture stations to avoid reflections and direct illumination of items by light from the screen onto the items being photographed. Lighting is positioned to avoid shadows.

The rooms for digitization and storage are climate controlled to avoid environmental damage to originals. The HVAC system includes a HEPA filter to minimize the presence of dust in the facility. The rooms will be cleaned on a regular basis to remove dust and dirt brought in from the outside. USC Libraries personnel will use compressed air to remove dust from transparent materials in good condition and lint-free cloths on reflective

materials in good condition. The storage area is housed in a highly-ventilated and humidity-controlled data room and is maintained in accordance with best practices as identified by USC's Information Technology Services.

Access to our digitization labs on the USC campus is controlled at all times, and the USC Department of Public Safety's (DPS) team of 306 full-time personnel provide 24-hour security and close coordination with Los Angeles police, fire, and other public safety agencies. Badges are required for access to the Carol Little Building, which houses the digitization labs, and dedicated personnel check badges at a security desk on the ground floor. We maintain the physical security of our digitization labs via additional restricted card-access areas, controlled-access inventory rooms for the storage of our clients' physical media, robust fire safety and security systems, and public safety personnel who monitor our facilities 24/7. USC maintains dedicated public safety, facilities, IT, and risk management departments and resources and close working relationships with local, state, and federal agencies charged with public safety and disaster response.

Costs

USC Libraries' digitization, preservation, and discovery services will invoice the LAPL at an hourly rate of \$63.46, which includes salary and indirect costs. See cost estimate in Appendix A for hourly work at the academic/non-profit rate.. The cost cited in Appendix A is an estimate and may be higher depending on the condition of the volumes. When we reach the estimated number of hours, we will contact LAPL to inform them that we have reached the estimated numbers and provide an estimate of the time left to completion before moving forward with digitizing the remaining volumes.

We require a P.O. for the estimated cost of \$33,495.55 and an upfront payment of \$3,500 to begin work on this project. A final invoice for digitization will be issued when the entire digitization project has been completed and files have been delivered.

Quality

Materials will be digitized in accordance with the Federal Agencies Digital Guidelines Initiative (FADGI) (<http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>). Digitization methods will depend on the format of the original item.

Project Schedule

As soon as the materials are received in the digitization labs, the project will begin.

Each process will be completed on the volume-level:

1. Each volume will be inventoried.
2. Each volume will be photographed by the digitization team.
3. Once a volume has been fully digitized, the volume will be stored in the digitization labs in its archival container until full project completion.

Changes and delays in the digitization schedule will occur if the volume is severely deteriorated and/or requires extra archival handling.

Major Task	Responsible Party	Completion Date
Materials received in digitization lab	LAPL	10/28/2026

Project kick-off	USC Digital Library	11/01/2026
Photographing of all volumes	USC Digital Library	01/15/2027
QC of all digital images	USC Digital Library	01/29/2027
Physical volumes returned to LAPL	LAPL	02/05/2027
Delivery of digital images to LAPL via external drive	LAPL	02/05/2026
Deletion of digital images from USC servers	USC Digital Library	05/07/2027
Project completion		02/05/2026

Retention

Materials must stay at the USC Digital Imaging Lab through the completion of the processing and quality checking process.

The USC Digital Library will hold onto the digital files, both preservation and access, for three months after delivery.

Appendix A: Cost estimate

	sheet fed	camera capture	bound
Board of Commissioners	20,926		3,012
Client:	Los Angeles Public Library		
Items:	68 bound volumes, not oversized		
Capture Count:	23,938		
Hours (estimate):	528		
Hourly Rate:	\$63.46		
Hourly Cost:	\$33,495.55		
Price Sheet Cost (non-academic):	\$46,002.40		
weeks	17.6		
months	5.9		

	sheet fed	camera capture	bound	oversized	transparency	object	a/v	
BOLC	20,926		3,012					
	CAPTURE			PROCESSING				
Material	Count	Average / Hour (capture)	Hours to complete (capture)	Count	Average / Hour (process)	Hours to complete (process)	Total hours	Total workdays
Bound capture (up to 11"x14")		70	0		330	0.0	0.0	0
Bound, Fragile	3,012	50	60	3,012	330	9.1	69.4	13
Sheet-fed scanning (per page)	20,926	295	71	20,926	54	387.5	458.5	83
						TOTALS:	527.8	96
						months		5