

# Introduction to the Curation Costs Exchange (CCEx)





# The 4C Project

- Our vision is to create a better understanding of digital curation costs through collaboration.
- Our mission is to provide useful, useable resources which support the process of cost management in digital curation.

The CCEx is one of these resources.

# What is the CCEx?

CCEx will provide a means through which interested parties will be able to access information on the costs of curation, in exchange for a little information about the cost of their own digital curation activities.





Collaboration to Clarify the Costs of Curation



# What does CCEx mean to you?

As a ...

*Please indicate your professional area (researchers, administrator, librarian, etc.)*

I would expect to find ...

*What information would you expect to see here?*

I'd like to ...

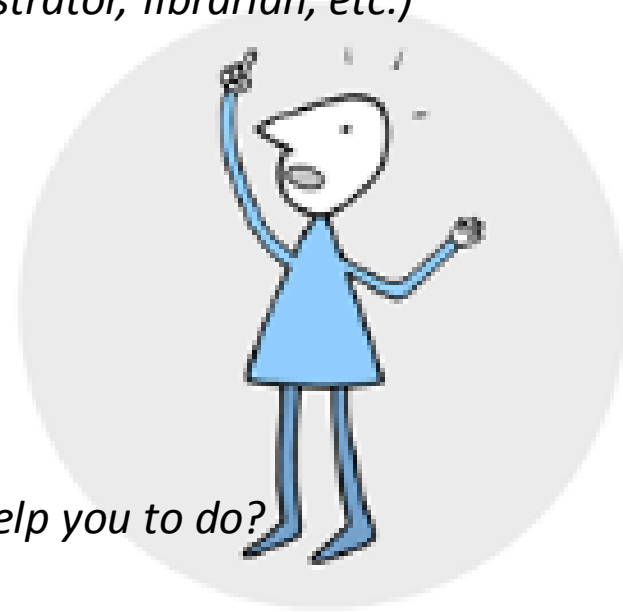
*What functionality would you like to see in CCEx?*

So I can ...

*What could the information you'd aim to get out of CCEx help you to do?*

I'd be prepared to share...

*What data would you be willing to share with others via CCEx? Under what conditions (anonymity?)*





# How will it work?

## 1. Submission/Input

Submission Template will determine what information the CCEx will collect about our users:

- User type: lurker, registered user, member, partner, administrator
  - Which will enable access to different information
- Stakeholder type: funder, data collector, SME...
  - Based on various use cases
- Cost type: any/activity based/ financial reporting
- How the data is to be shared: all, nothing, anonymous



# How does it work?

## 2. Output

- Cost information based on user profiles and use cases
  - Cost models and user guidance
  - User reviews
  - Related articles, blogs, fora
- Cost data
  - Normalised/aggregated cost data based on profiles and bands of similar size/type organisations and volumes of data
  - Confidential
  - Anonymous



# So what does it look like...at the moment?





# Welcome to CCEX

[Login / Register](#)

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## What the CCEX can do for you



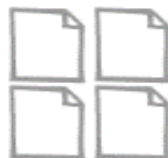
Define your  
organization profile



Compare your costs  
by activity



Compare your costs  
by capital and labour



Browse through cost models  
descriptions and comparisons



Know what cost models  
you should use



Know about other's  
risks and benefits



Connect with others  
with the same motivations



Stay informed about all  
news and events



Know about suppliers  
and their services





Define your organization profile

Organization name

Organization description, purpose and mission

**Cost determinants**

Data volume in TB

Organization staff size   
Less than 100 people  
Less than 500 people  
Less than 1000 people  
Less than 10000 people  
More than 10000 people

Number of copies policy   
One replica  
Two replicas  
Three replicas  
More than three replicas

Country (where most of staff lives)   
Albania  
Algeria  
...

Core business   
Other [Help](#)

Organization type   
...  
Other

Other organization type

**Other settings**

Privacy definitions   
List my organization but don't share costs  
Share costs in anonymity  
Share cost information only with other registered partners  
Share cost information with everyone




Compare costs by activity


[http://ccex.org/costs/activity/list](#)

### Compare costs by activity

Define your curation costs by activity and compare it with other users of the same type.



You must define [your organization profile](#) before being able to compare costs.  
You still haven't? [Go there now!](#)



Did you know that you can [compare the costs by capital and labour](#) instead than by activity?  
If you have your costs organized that way this will be a better option, but if you already have costs divided by activity then you are in the right place!

### My costs by activity



Please add to the list below the costs of all activities that relate to digital curation within your organization. You can create the activities you want, as defined on your currently cost method, and then relate to our defined cost categories. After that you can compare your costs with other institutions that have done the same process.

Add

Group by

Filter by

Import/Export

Activity name	Cost	Normalized activities mapping	
Digitalization	14000 €	Ingest 90%, Archival Storage 10%	<input checked="" type="checkbox"/> 
Format migration	2200 €	Archival Storage 50%, Access 50%	<input checked="" type="checkbox"/> 
Sum 16200 €			

### My normalized costs by activity

Below you can find your cost information normalized to a general set of activities that can be compared with others.

Normalized activity	Cost	% of total cost	Cost per TB
Ingest	12600 €	78 %	2520 €/TB
Archival storage	2500 €	15 %	500 €/TB
Access	1100 €	7 %	220 €/TB
Sum 16200 €			Sum 3240 €/TB

Compare my costs with others

You [defined](#) that your organization has around 5 TB of data.

My cost activity

← → × ↗

### Cost activity

Name\*

Description

Cost\*  €

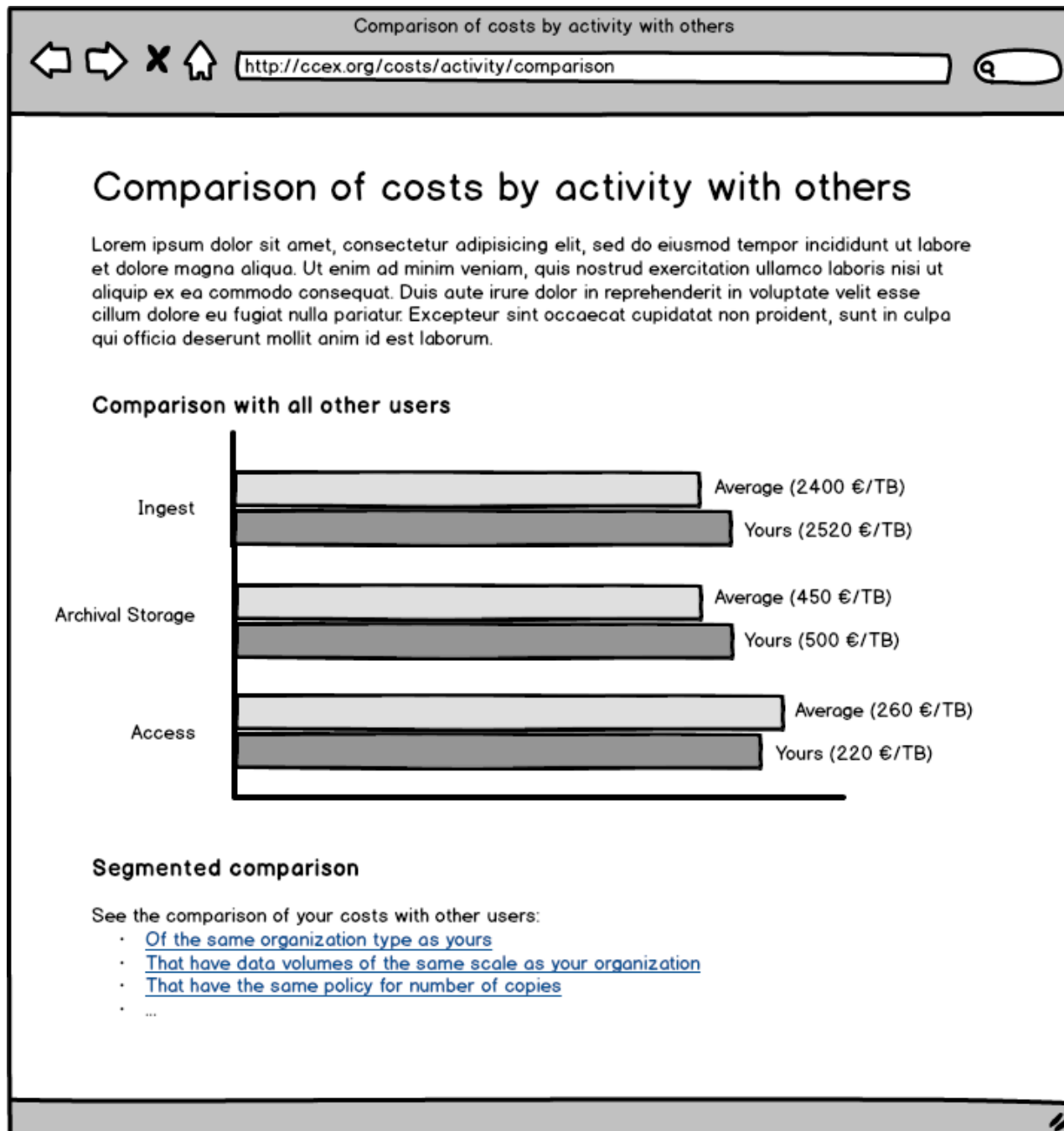
### Mapping to normalized activities (for comparison with others)

**Ingest**  10% (1400 €)  
Provides functions for Pre-Ingest and Ingest: Appraisal, submission agreement; Functions to accept digital assets SIPs from producers (validation, metadata enrichment), preparation of them for storage and management within the archive (creation of storage versions (AIPs))

**Archival Storage**  10% (1400 €)  
Functions for storage, maintenance and retrieval of the stored digital assets (AIPs). Includes media migration, storage hierarchy management, routine error checking and providing disaster recovery capabilities.

**Access**  10% (1400 €)  
Functions that support Consumers in determining the existence, description, location and availability of digital assets. Allows consumers to request and receive the digital assets

**Unmapped** 70% (9800 €)  
Beware that unmapped costs will not show on the cost comparison with others.





## Compare costs by capital and labour

Define your curation costs by capital and labour and compare it with other users of the same type.



You must define [your organization profile](#) before being able to compare costs.  
You still haven't? [Go there now!](#)



Did you know that you can [compare the costs by activity](#) instead than by capital and labour?  
If you have your costs organized that way this will be a better option, but if you already have costs divided by capital and labour then you are in the right place!

### My costs by capital and labour

Please add to the list below the all capital and labour costs that relate to digital curation within your organization. You can create the cost categories you want, as defined on your currently cost method, and then relate to our defined categories. After that you can compare your costs with other institutions that have done the same process.

[Add](#) [Group by](#) [Filter by](#) [Import/Export](#)

Name	Type	Cost	Cost categories	
Digitalization staff	Labour	10000 €	Support/operations 90%, Manager 10%	<input checked="" type="checkbox"/>
Digitalization machine	Capital	90000 €	Hardware 90%, Software 10%	<input checked="" type="checkbox"/>

Sum 100000 €

### My normalized costs by financial cost category

Below you can find your cost information normalized to a general set of labour and capital cost categories that can be compared with others.

#### Labour

Labour category	Cost	% of total cost	Cost per TB
IT-developer	0 €	0 %	0 €/TB
Support/operations	9000 €	9 %	1800 €/TB
Records manager	0 €	0 %	0 €/TB
Manager	1000 €	1 %	200 €/TB

Sum 10000 €

Sum 10 %

Sum 2000 €/TB

You [defined](#) that your organization has around 5 TB of data.

#### Capital

Capital category	Cost	% of total cost	Cost per TB
Hardware	81000 €	91 %	16200 €/TB
Software	9000 €	9 %	1800 €/TB
External services	0 €	0 %	0 €/TB
Building costs	0 €	0 %	0 €/TB

Sum 90000 €

Sum 90 %

Sum 18000 €/TB

You [defined](#) that your organization has around 5 TB of data.

[Compare my costs with others](#)

My financial cost
http://ccex.org/costs/financial/new

### Financial cost

Name\*

Description

Cost\*  €

Type\*

#### Mapping labour to standard staff roles (for comparison with others)

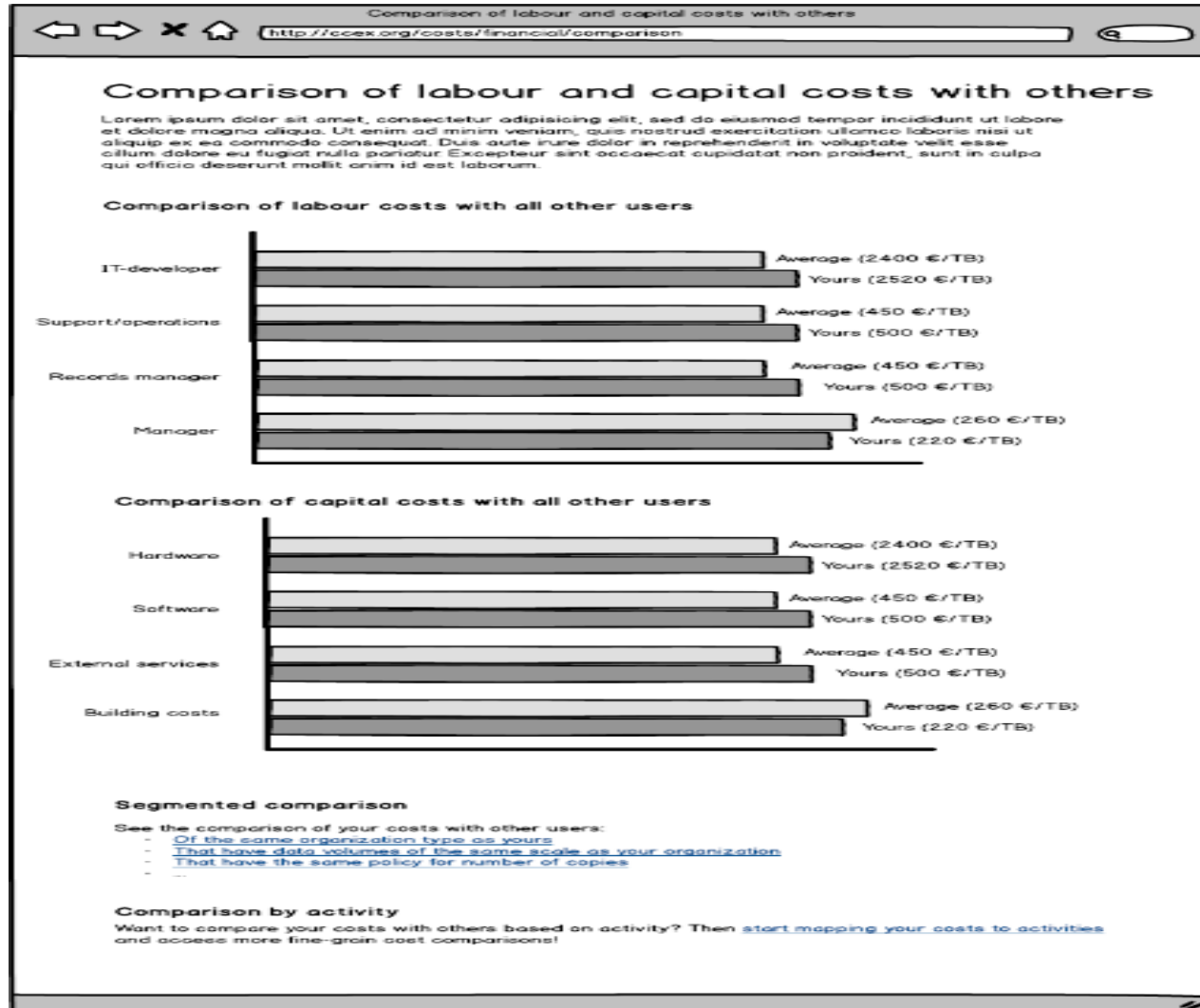
IT-developer  10% (1400 €)  
Staff that develops software. Software engineers, programmers, it-developers, coders.

Support/operations  10% (1400 €)  
Staff that executes technical tasks, for example testing digital material at ingest, operating the computers when migrations occur, burning optical disks, setting up robots, etc.

Records manager  10% (1400 €)  
Staff that contributes to and executes the preservation planning of the managers; develop the organisation, appraise at pre-ingest; consultants at access; administrative tasks.

Manager  10% (1400 €)  
Staff that organise and plan the work of digital curation in the organisations. Make tactical and strategic decisions, have staff responsibility, budget mandate and administrative tasks.

Unmapped  60% (8400 €)  
Beware that unmapped costs will not show on the cost comparison with others.





Know what cost models you should use

Please fill the following information so we can recommend you information about cost models, literature you might find of interest, and other resources as events, discussion forums, blogs and websites that might interest you.

Cost model accuracy preferences   
Average accuracy cost model that will finish under a week  
Very accurate cost model that will take more than a week

Notes on cost model accuracy preferences

Motivation to determine costs  
☐ Risk ☐ Efficiency ☐ Confidentiality  
☐ Trustworthiness ☐ Value ☐ Interoperability  
☐ Benefits ☐ Transparency ☐ Flexibility  
☐ Sustainability ☐ Reputation ☐ Sensitivity  
☒ Other

Other motivations to determine costs

Assets of interest  
☐ Text documents ☐ Websites ☐ Geo data  
☐ Email ☐ e-Journals ☐ Images  
☐ Spreadsheets ☐ Newspapers ☐ Video  
☐ Databases ☐ Audio ☐ Digitized documents  
☐ Multidimensional datasets ☐ Research data ☐ Other  
☒ Others

Other assets of interest

Activities to be costed  
☐ Pre-ingest ☐ Preservation Planning ☐ Production  
☐ Ingest ☐ Access ☐ Management  
☐ Data Management ☐ Administration ☐ Other  
☐ Archival Storage ☐ Common services  
☒ Others

Other activities to be costed

Preferred tool type   
Estimation  
Availability of spreadsheets with default data  
Other [Help](#)

Other preferred tool types







## We found the following resources for you!

Based on [your preferences](#), we recommend the following information.

### Cost models

#### The LIFE cost model

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[more information](#)

#### The KRDS cost model

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[more information](#)

### Literature

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[more information](#)

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[more information](#)

### Events

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[more information](#)

### Other resources

- [Blog X](#)
- [Forum Y](#)
- [Website Z](#)

Help

http://ccex.org/help

q

# Help

## Organization type

### Research funder

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### Memory institution

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## Preferred tool type

### Analysis

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### Estimation

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Feedback as we progress with CCEx  
is welcomed!

