

ADPNet Membership Model

Preface:

The following text describes a new model for membership in the Alabama Digital Preservation Network (ADPNet) that provides options to attract small and medium sized organizations into the preservation network. The fundamental principle is that each member contributes to the financial sustainability of the network. The original model required that each member in ADPNet join the LOCKSS Alliance at rates set according to LOCKSS. That fee structure is based on the Carnegie Classification for institutions of higher education with the lowest membership amount being in excess of \$1,000 per year. The new model is designed to lower the entry fee while maintaining a sustainable financial model based on consumption of network resources.

In order to achieve this change in the model, several adjustments are needed in the operation of ADPNet:

- ❖ Membership in ADPNet will incur a fee to cover LOCKSS and technology infrastructure expenses. The goal is to cover future server and storage expenses through the ADPNet membership fees.
- ❖ ADPNet Membership is separate from LOCKSS Alliance Membership. An ADPNet member is no longer required to join the LOCKSS Alliance.
- ❖ ADPNet will engage a fiscal agent for the collection of annual ADPNet membership fees and the payment of LOCKSS fees and technology infrastructure expenses.
- ❖ The ADPNet Governance Document will be revised.
- ❖ The Anchor and Host levels of membership require a greater commitment on the part of the members and therefore convey additional weight in the management and guidance of the network.

Policies:

1. Membership year begins on October 1.
2. Membership fees are due during the month of October of each year.
3. Fees are associated with consumption of resources in the network.
4. All fees will be collected by the official fiscal agent for ADPNet.
5. Membership categories and fees are subject to change. Members will be given a six-month advance notice of any upcoming changes in the categories or fees. Current categories are: Anchor, Host, Participant (Large), and Participant (Small). The details of these categories are found in Appendix A.
6. Membership category is determined at time of joining the network and evaluated annually.
7. If any member during the first nine months of the membership year exceeds the limitations of the current category fee, the additional fees to accommodate that change will be due immediately.
8. ADPNet Membership annual fees are different than LOCKSS Alliance Membership fees. A portion of the collected ADPNet fees will cover associated LOCKSS expenses. ADPNet membership itself will not confer LOCKSS Alliance Membership.
9. If an ADPNet Anchor or Host member wishes to join the LOCKSS Alliance for their respective organization in order to accrue the additional benefits pertaining thereto from LOCKSS, they may do so. (For LOCKSS Alliance fees, see http://lockss.stanford.edu/locksswiki/files/LOCKSS_ALLIANCE_MEMBERSHIP_FORM.pdf.) If an ADPNet Anchor or Host member maintains a LOCKSS Alliance Membership separate from ADPNet Membership, ADPNet will credit the amount of that member's LOCKSS Alliance membership fee toward meeting that year's ADPNet base annual membership fee. These credits will not accrue from year to year or apply to any fees beyond the ADPNet base annual membership fee. If the member's ADPNet base annual membership fee exceeds the LOCKSS Alliance membership fee for that member, the balance of the ADPNet base annual membership fee will be due.
10. Failure of a renewing member to pay ADPNet fees within the month of October will result in the cessation of harvesting new material from that site.
11. New members' content will not be harvested until all fees have been paid.
12. A member organization may choose to upgrade their membership category if desired, regardless of content quantity at the time of annual renewal.
13. Financial exigency issues related to membership will be reviewed by the Network of Alabama Academic Libraries Executive Council on a case-by-case basis in accordance with the ADPNet Governance Document.
14. All ADPNet financial transactions are subject to the same audit and transparency rules as other NAAL efforts.
15. When necessary, policy and procedural issues within the Steering Committee and the Technical Committee will be handled by strict vote of the representatives as outlined below and further indicated by official appointed membership through NAAL. Short of this circumstance, engagement and input from the member organizations is encouraged.

Appendix A

Membership Categories

- ❖ Each member pays a fee and receives a base allotment of storage in the network according to the category of membership.
- ❖ Each category of membership incurs additional annual fees once the base allotment is exceeded.
- ❖ Each category of membership requires differing responsibilities to the network.
- ❖ Governance representation on the Steering and Technical Committees varies by membership category.
- ❖ Anchor and Host members serve as onramps for Participant members. This responsibility entails a combination of harvesting content, staging content, and/or assisting in writing plug-ins for content.

Membership Categories (effective October 1, 2011):

Anchor:

Base annual membership fee: \$5,000

Base local data allotment: 1.5 TB

Allotment increments to base allocation: 500 GB (min.) @ \$350/each (annually)

Governance representation: 1 seat/vote on the Steering Committee, 2 seats/votes on the Technical Committee.

Responsibilities:

- ❖ Purchase/allocate and host at least one server with sufficient capacity to accommodate the anticipated network holdings for the coming year (may require an initial investment in a server for new members at this level).
- ❖ Agree to expand server capacity as needed. (Capacity is reviewed annually in the summer to determine expansion needs; the goal is to cover future server and storage expenses through the ADPNet membership fees.)
- ❖ Provide system administration for the server(s) according to network policies (0.25 FTE).
- ❖ Guide the development of the network (time commitment ~2 hours/month).
- ❖ Make material available for ingest.
- ❖ Serve as an onramp for Participant category members (harvest content, procure content, and/or provide assistance with technical issues).
- ❖ Follow the policies and procedures of ADPNet.

Host:

Base annual membership fee: \$2,500

Base local data allotment: 500 GB

Allotment increments to base allocation: 100 GB (min.) @ \$250/each (annually)

Cannot exceed 1 TB, must move to Anchor category.

Governance representation: 1 seat/vote on the Steering Committee, 1 seat/vote on the Technical Committee.

Responsibilities:

- ❖ Purchase/allocate and host one server with sufficient capacity to accommodate the anticipated network holdings for the coming year (may require an initial investment in a server for new members at this level).
- ❖ Agree to expand server capacity as needed. (Capacity is reviewed annually in the summer to determine expansion needs; the goal is to cover future server and storage expenses through the ADPNet membership fees.)
- ❖ Provide system administration for the server according to network policies (0.25 FTE).
- ❖ Guide the development of the network (time commitment ~2 hours/month).
- ❖ Make material available for ingest.
- ❖ Serve as an onramp for Participant category members (harvest content, procure content, and/or provide assistance with technical issues).
- ❖ Follow the policies and procedures of ADPNet.

Participant (Large):

Base annual membership fee: \$800

Base local data allotment: 1.5 GB

Allotment increments to base allocation: 500 MB (min.) @ \$25/each (annually)

Governance representation: 1 elected representative/vote per five category members (or portion thereof) to the Steering Committee.

Responsibilities:

- ❖ Make material available for ingest by staging it on an accessible web server.
- ❖ Participate in writing plug-ins for content ingestion.
- ❖ Follow the policies and procedures of ADPNet.

Participant (Small):

Base annual membership fee: \$300

Base local data allotment: 500 MB

Allotment increments to base allocation: 100 MB (min.) @ \$50/each (annually)

Cannot exceed 1.5 GB local data, must move to Participant (Large) category.

Governance representation: 1 elected representative/vote per five category members (or portion thereof) to the Steering Committee.

Responsibilities:

- ❖ Make material available for ingest.
- ❖ Follow the policies and procedures of ADPNet.

Appendix B

File Size Approximations

What follows is a guide for planning the approximate amount of disk space consumption for typical file types and sizes. Since there are many factors that determine the actual size of a file, this exercise is not an exact science. Your mileage will vary!

File size approximations:

1 TB = 1,024 GB = 1,048,576 MB = 1,073,741,824 KB or thereabouts.

A typical page of text in a text file = ~4 KB.

A typical page of text as a PDF file = ~18 KB

An uncompressed TIFF image scan of a 8" x 6" b&w photo = ~17 MB
scanned at 600 dpi, 8-bit grayscale

An uncompressed TIFF image scan of a 8" x 6" color photo = ~50 MB
scanned at 600 dpi, 24-bit RGB color

A typical 3-minute MP3 file = ~2 MB

A standard definition 60-minute video podcast = ~300 MB

Princeton University Library Digital Collections offers an online image file size calculator:
http://diglib.princeton.edu/?_x=html&_xsl=imagingCalc.xsl.

The JPEG image file format is not considered archival quality as it entails significant compression, meaning that image detail and quality are lost as a trade-off for smaller file size. If you wish to calculate the likely approximate JPEG file size generated from a TIFF file, divide by 5. This is a rough rule of thumb, the actual calculation is very complex.