The CTDA serves the people of Connecticut by maintaining and making accessible digital assets of long-term value for research, education, and lifelong learning by providing a digital preservation repository program to memory and academic institutions based in Connecticut. The CTDA offers two participation options: CTDA, aimed at cultural institutions, and smaller academic libraries, and CTDA Pro aimed at larger academic institutions and organizations with large digital programs or advanced management and access requirements.

### Membership Models at a Glance

#### CTDA
- Free to join and participate
- Standard Toolset to manage, organize, and present your content
- Committee participation
- Community communication tools
- Resource Center
- 1 TB storage included
- Additional storage available for a fee

#### CTDA Pro
- Yearly subscription based on institutional characteristics
- Enhanced toolset aimed at academic institutions, including embargoes, IR activities, more
- Committee participation
- Community communication tools
- Resource Center
- 3TB/year storage included
- Additional storage available for a fee
- Optional institutional presentation site

### CTDA Membership Benefits

**It's FREE!**

There is NO COST to participate in the CTDA. The CTDA is open to all memory institutions based in Connecticut. This includes libraries, archives, museums, galleries, cultural organizations that have a mission to preserve and make available historical and cultural resources. All you have to do is ask! Contact us at ctda@uconn.edu.
CTDA Pro Membership Benefits

CTDA Pro membership offers many benefits for institutions who regularly produce and manage larger amounts of digital content or who require more advanced management and access tools.

- Yearly subscription based on institutional characteristics (internal link)
- Enhanced toolset aimed at academic institutions, including embargoes, IR activities, more
- Committee participation in ad hoc and standing committees that help make the CTDA/CTDA Pro better for everyone
- Community communication tools like the Mobilize community, our newsletter/magazine CTDA Connect, and our Slack communications tool
- The Resource Center that has tips, tools, and training to help you most effectively manage and make your content available.
- 3TB/year storage included. That’s the equivalent of about 66,000 digital objects PER YEAR (depending on the form and format), with additional storage available for a fee

CTDA Pro Fees

There is a one-time onboarding fee for new members that is based on the amount of set up, training, and migration assistance that is desired. Onboarding takes about two weeks. Membership fees are assigned using the member institution’s Carnegie Classification of Institutions of Higher Education category. Institutions without a Carnegie Classification category are evaluated on a case-by-case basis, and a membership level is assigned by mutual agreement. Membership fees and yearly storage allocations are set each year by the UConn Library in conjunction with the APS Advisory Committee. Membership fees offset the cost of external contractors and vendors and are not used to pay the salaries of UConn employees.

CTDA Pro Membership Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Membership Fee</th>
<th>Institution Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$10,000</td>
<td>ARL/Highest Research Activity (Categories 15 and 16)</td>
</tr>
<tr>
<td>Level 2</td>
<td>$5,000</td>
<td>Masters Institutions and Doctoral Institutions with Moderate Research Activity (Categories 17-20)</td>
</tr>
<tr>
<td>Level 3</td>
<td>$3,000</td>
<td>Undergraduate and Special Focus 4-year Colleges (Categories 21-33)</td>
</tr>
<tr>
<td>Level 4</td>
<td>$2,000</td>
<td>Associates/Community Colleges (Categories 1-9)</td>
</tr>
</tbody>
</table>

CTDA Pro Membership Fee Schedule

Given that budgets for FY19/20 and even FY 20/21 are already set and that the roll out of the full set of services will take some time, the membership fee will be implemented in phases:

**Institutions who join in FY19/20 will pay:**

- One-time onboarding fee (Institutions already part of CTDA will not pay the onboarding fee)
- NO membership fee until FY21/22 (July 2021)

**Institutions who join in FY20/21 (between July 1, 2020 and June 30, 2021):**

- One-time onboarding fee (Institutions already part of CTDA will not pay the onboarding fee)
- Half the membership fee in the first year

**Institutions who join after June 30, 2021:**

- One-time onboarding fee (Institutions already part of CTDA will not pay the onboarding fee)
- Regular membership fee
Membership fees are set in the Fall and billed to institutions in July of the next calendar year. Membership fees are reduced by 50% for the year if an institution joins in the second half of the fiscal year.

Standard onboarding fee: $2,500. Includes on-site training, institutional profile creation, user account creation, on-site training, analysis of existing content and suggested paths to migration. (Additional onboarding services such as migration assistance is available at extra cost.)

Additional Optional Services

Institutional presentation site ($1,000/year)
A fully customizable Islandora implementation for presenting your content in ways you like. Requires familiarity with Drupal and Islandora. Site is for presentation ONLY. Managing content will continue in the general CTDA Management system. Requires one-time set up institutional presentation site set up. ($3,000)

Institutional presentation site set up ($3,000)
We implement and work with you to set up your presentation site.

Membership Decision Tree
Start at the top of each decision area: Content, Funding, and Intellectual Access, and follow the decision tree down. If all the areas get to the same answer, your task is easy! If not, we are available to talk more about which program is right for you.

Important Documents

CTDA policies: The rules that govern the relationship between the CTDA and its members.

CTDA Memorandum of Understanding: The paperwork that we both sign to start our collaborations.

Primary Contact Form: Identify one person at your institution who is the person we talk to most.