

Town Hall 322Concord Road Sudbury, MA 01776-1843 978-639-3351 Fax: 978-443-0264

clerk@sudbury.ma.us

November 12, 2010

Community Preservation Committee 278 Old Sudbury Road Sudbury, MA 01776

#### Dear Committee Members:

I submit for your consideration, a proposal for a project to restore, preserve, protect, conserve and digitize twenty-two historic Town books and documents. These are irreplaceable public resources that are seriously threatened. The digital images of these documents would be utilized for public access. Included in this project are custom archival boxes for each document to complete the protective environment required for storage and prevent damage from handling.

Please find enclosed twelve (12) copies each of the following:

Project Submission Form
Descriptions of Treatments and Estimated Costs (Historic Records Attachment 1)
Letter from Maureen Valente, Town Manager, Award of Contract to NEDCC
Technical Bulletin 2 (Historic Records Attachment 2)
Technical Bulletin 3 (Historic Records Attachment 3)

#### Justification and Need:

Permanent records are by their nature, of historical and cultural importance to the Town. This project will provide as much permanent protection as possible for the repair and preservation of these historic records.

#### Benefit:

This project restores, preserves, protects and conserves unique historic Town documents which are irreplaceable public resources and are seriously threatened. In addition to conservation and preservation of the actual bound volumes of documents for posterity, this project funds the digitization of the documents. The scanning of these historic documents provides expanded public access to the information contained in the documents and in addition, allows the public to experience these historic manuscripts without causing any destruction or damage to the original writings. Scanning greatly

reduces, and in most cases, completely eliminates the need for the public to physically handle the documents, and will eventually allow access to them over the internet.

The preservation of historic documents qualifies for funding in the category of Historic Preservation in the Community Preservation Act, and Sudbury is well known for the quality of its ancient recordkeeping.

### Consequences of Not Implementing/ Delaying Implementation:

Continued physical deterioration of historic records

### Other Pertinent Background Information:

As records custodians, Town Clerks are mandated to protect Municipal records from fire, flood, vandalism, theft and environmental damage. Sudbury is in the process of providing the treatment, restoration, conservation and digitization for nineteen historical records and upgrading the two existing vaults at the Town Hall with climate control, fire suppression and archival quality shelving. This proposed project will provide treatment and conservation for twenty-two additional historic documents and capture the digital images of these records for the Sudbury Archives.

The Town of Sudbury has a three year contract with Northeast Document Conservation Center in Andover Massachusetts. Fourteen books of records have been repaired, conserved and digitized and five additional books are currently being conserved and digitized at that facility. The digitized images of the completed volumes have been provided to the Director of the Goodnow Library who is working with Laura Scott Lowell to provide access to these digitized volumes on the Town Website in the Sudbury Historic Archives.

I appreciate the opportunity to submit this proposal. Thank you for your consideration.

Best Regards,

Rosemany & X Lawell
Rosemary B. Harvell

Town Clerk

**Enclosures** 

## TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

## PROJECT SUBMISSION FORM

	1100					
Submitter: I	Rosemary B. Harv	ell, Town Clerk	Submission Date: November 12, 2010			
Submitter's address and phone number: Town Hall 322 Concord Road, Sudbury, MA 01776 978-639-3359			Purpose (please select all that apply):  Historic			
Submitter's	email address: har	vellr@sudbury.m	a.us			
Project Nan	ne: Restoration an	d Preservation of	Historic Town Records			
Town docur of these doc images will	nents which are uni uments will expand be used as part of tl ibrary Trustees and	que public resource public access withone expansion of the	serve, protect and conserve twenty-two historic is that are seriously threatened. The digitization ut endangering original materials. The digital Sudbury Archives on the Town Website by the the Goodnow Library on disks.  ted   Other Funding Sources (amount and source)			
	3	•				
2010	\$117,000	\$117,000	n/a			
2011						
2012						
2013		.,				
2014						
Total	\$117,000	\$117,000	n/a			
<ul> <li>This project will restore, preserve, protect and conserve unique historic Town documents which are irreplaceable public resources that are seriously threatened.</li> <li>The scanning of these historic documents will provide expanded public access to the information contained in the documents and in addition, allow the public to experience these historic manuscripts without causing any destruction or damage to the original writings.</li> <li>This project will provide as much permanent protection as possible for the repair and preservation of these historic records. Included in this request are custom archival boxes for each volume to provide the protective environment required for storage and prevent damage from handling.</li> </ul>						
	ity Preservation Comn		and the constant			
Form Receiv	ed on:		Project Presented to CPC on:			
Reviewed by:			Determination:			



# TOWN OF SUDBURY MASS

Office of Selectmen

Website: www.sudburqq.0CT -7 PH 1:02

278 Old Sudbury Road Sudbury, Massachusetts 01776-1843 Tel: (978) 639-3381 Fax: (978) 443-0756

E-mail: selectmen@sudbury.ma.us

October 6, 2009

Ms. Barbara Chisholm Town Accountant Sudbury, MA 01776

> IN BOARD OF SUDBURY SELECTMEN September 22, 2009 Historic Records Conservation - Contract Award

It was on motion unanimously

VOTED: To approve award of a three-year contract by the Town Manager to the eligible conservator under the criteria set forth in the RFP for Historic Records Conservation and Preservation, dated August 31, 2009, who offers the most advantageous base price for the services offered, subject to the concurrence of Town Counsel.

Town Manager-Clerk

cc:

Town Treasurer Town Counsel



# TOWN OF SUDBURY OWN CLERK Office of the Town Manager

09 OCT -7 PH 1: 02

278 Old Sudbury Road Sudbury, Massachusetts 01776-1843 Tel: (978) 443-8891, x385 Fax: (978) 443-0756 E-mail: valentem@town.sudbury.ma.us

October 7, 2009

Deborah Wender, Director of Book Conservation Northeast Document Conservation Center 100 Brickstone Square Andover, MA 01810-1494

Town of Sudbury - Historic Records Conservation and Preservation Re:

Dear Ms. Wender:

Pursuant to the recommendation of Town Clerk Rosemary Harvell, I am pleased to award the contract for the above-noted project to Northeast Document Conservation Center, pursuant to its Technical and Price Proposals and in accordance with the Request for Proposals and requirements thereunder issued by the Town of Sudbury.

Enclosed is an Agreement for Technical Services to be signed in triplicate. Once signed, please return two originals together with the Certificate of Vote to the Town to the attention of Town Counsel at 278 Old Sudbury Road, Sudbury, MA 01776.

Also, please arrange to have certificates of insurance meeting the requirements of the RFP and Agreement forwarded to Town Counsel.

Please refer any questions to Elaine Jones, Assistant to Town Counsel, at 978-639-3384.

Very truly yours,

Maureen G. Valente,

Town Manager

CC: Town Clerk

Name of Record	Recommended Treatment	<u>Pages</u>	Digitization
Proprietors Records Volume 2, 1720-1805	\$6,980	360 pages	\$1,590
Proprietors of the New Grant	\$3,855	46 pages	\$184
List of Voters, 1793-1819	\$3,960	46 pages	\$230
Tax Lists 1825-1830	\$3,965	156 pages	\$624
Tax Lists 1831-1839	\$6,715	172 pages	\$688
Tax Lists 1840-1843	\$5,200	70 pages	\$280
Tax Lists 1844-1849	\$6,180	564 pages	\$2,256
Assessors Records 1778-1782	\$5,000	268 pages	\$1,072
Assessors Records 1780-1807	\$4,125	270 pages	\$1,080
Assessors Records 1798-1822	\$4,400	286 pages	\$1,144
Assessors Records 1791-1805	\$5,700	386 pages	\$1,544
Assessors Records 1812-1820	\$5,590	420 pages	\$1,680
Assessors Records 1810-1825	\$4,040	240 pages	\$960
Town of Sudbury, Church Records Of weekly	\$7,440	214 pages	\$856
meetings and copies of Covenants, 1728-1742			
Ezekiel Parmenter and Obediah Perry April 1, 1815	\$1,365	4 pages	\$24
Indenture			
Sudbury School Committee Records 1890-1923	\$3,440	360 pages	\$1,440
Selectmen's Book of RecordsTown of Sudbury 1850-	\$5,125	294 pages	\$1,176
1871			
Overseers of the Poor 1866-1893	\$250 (box only)	260 pages	\$1,040
List of Soldiers in the Town of Sudbury 1840-1884	\$2,685	300 pages	\$1,200
Town Records 1858-1903	\$2,790	290 pages	\$1,160
Report of the Committee of Seven Codification of	\$250 (box only)	6 pages	\$24
Town Bylaws 1892			
Papers from Peter Noyes 1711-1770	\$6,350	324 pages	\$1,296
	\$94,905.00		\$21,548.00

\$94,905.00

\$21,548.00 **\$116,453.00** 

**Total of Estimates** 



100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 · fax 978-475-6021 · www.nedcc.org

Deborah Wender Bill Veillette
Director of Book Conservation Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury Job #: 10.290B/I.1 of 22

322 Concord Road Contact: Rosemary Harvell, Town Clerk Sudbury, MA 01776 Telephone: 978/639-3359

Attention: Rosemary Harvell, Town Clerk

Email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Proprietors Records,
No. of Volumes: 1
No. of Pages: 360

Volume 2, 1720 – 1805. Dimensions: 327 x 232 x 40mm

#### CONDITION ON RECEIPT:

The full cloth stationery case binding is dirty and worn and is not contemporary to the text. There is visible mold growth on the interior cloth hinges. The text block consists of pages with manuscript ink entries. Many folios have been guarded with silk. An "Emery Process" label is adhered to the front pastedown. The front flyleaf has been crudely mended with silk. The pages are dirty, discolored, acidic, and stained. Many pages have creased corners and small tears particularly at the edges. Some of the numerous manuscript inks present vary in intensity.

#### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. (Remove sewing and separate sections).

Wash pages in water and ethanol to clean, reduce acidity of paper, and to remove silk.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with 1/2% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a split-board structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

## ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$6,980.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

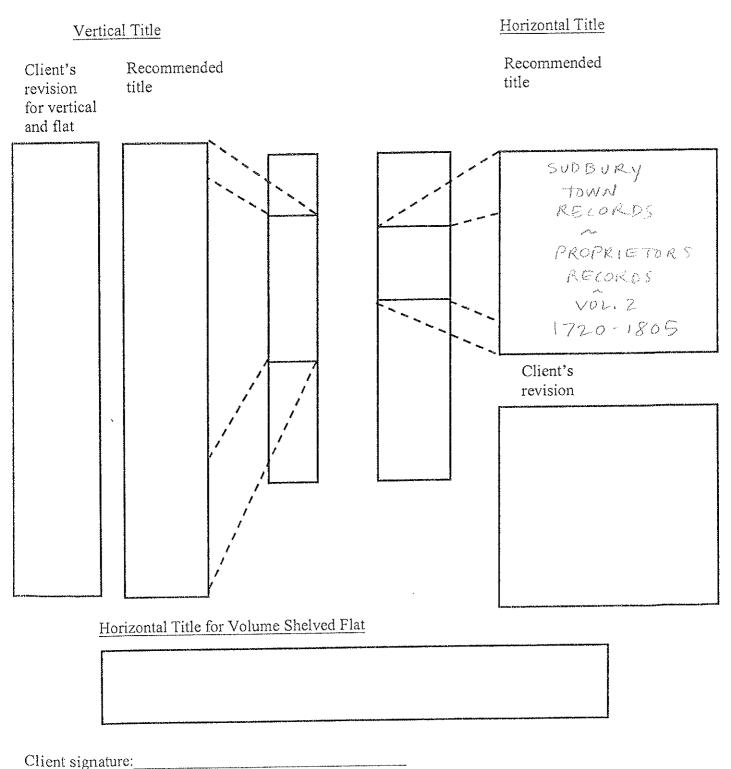
Town of Sudbury Job #: 10.290B/I.1 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				Way Pam 1 Bogy -	08/24/2010
OWNER/AUTHOR	IZED /	AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required?	YES	NO	#	Mary Patrick Bogan	ml

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.



Bill Veillette Executive Director



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_i.1	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
	ased on the conservation treatn	nent proposed by the book lab. pi, 48 bit, RGB TIFF files and deliverable(s).	
		Digital Services Estimate	
Digital Capture:			
High Resolution Digital Capt Based upon estimate of pages, ac	-\	Total image(s) <u>360</u>	\$1,440.00
* File Identification: vol	ume and page #	F	olease specify
	r to complete estimate		
Image File Delivery: CD/	DVD C EXHD C		\$ 150,00
Shipping:		Billed @ cost	
		Total Estimate	\$1,590.00
consultation with the Owner or Author ESTIMATED COST OF DUPLICATION not Unless the owner's insurance policy	orized Agent, a new estimate wi including insurance, delivery or other provides the standard all risk p licy at a rate of \$1.00 per montl	hat imaging may be modified or halted should it prove difficult to meet original ill then be presented to reflect revised specifications.  r, \$ OWNER'S STATEMENT of INSURANCE VALUE: maximum liability linerils and the owner's insurance company sends the Center a waiver of subrogh per \$1,000 value. If no valuation is provided by the owner, an assignment of	nited to \$ ation, all works left
		IMENT CONSERVATION CENTER to film the above object(s) as proposed he bility to the NORTHEAST DOCUMENT CONSERVATION CENTER for negliging	
Bills are payable upon receipt. Obje Estimate valid for 6 months.	cts must be picked up within 30	0 days after work is completed, unless alternate arrangements are made.	
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	8/25/2010 DATE
Purchase order required? Yes	No #	David Mathews	

Please sign white copy and return to NEDCC

Cc: Registrar's Files



100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender Bill Veillette
Director of Book Conservation Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury Job #: 10.290B/I.2 of 22

322 Concord Road Contact: Rosemary Harvell, Town Clerk

Sudbury, MA 01776 Telephone: 978/639-3359
Attention: Rosemary Harvell, Town Clerk Email: harvellr@sudbury.ma.us

Object: record book No. of Volumes: 1
Title/Bibliographic Information: Proprietors of the New Grant No. of Pages: 46

Dimensions: 355 x 243 x 11mm

#### CONDITION ON RECEIPT:

The full cloth stationery case binding is dirty and worn and is not contemporary to the text. There appears to be some slight mold growth on the internal cloth hinges. The text block consists of leaves with manuscript ink entries that have been lined with silk on both sides. An "Emery Process" label is adhered to the front pastedown. Each silked leaf is edged with a paper "frame." The pages are dirty, discolored, and acidic. There are a few areas where the pages are laced as a result of heavy applications of acidic iron gall ink. The edges of some of the pages have small tears; there are several losses.

#### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate.

Disbind. Remove sewing and separate into single leaves.

Wash pages in water to clean, reduce acidity of paper, and to remove the silk and paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Mend tears only where necessary with Japanese paper and wheat starch paste.

Reassemble text and press to flatten.

Encapsulate each leaf in polyester film.

Bind in cloth using a post-binding structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

<u>ESTIMATED COST OF RECOMMENDED TREATMENT</u> not including options, insurance, delivery or other, \$3,855.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

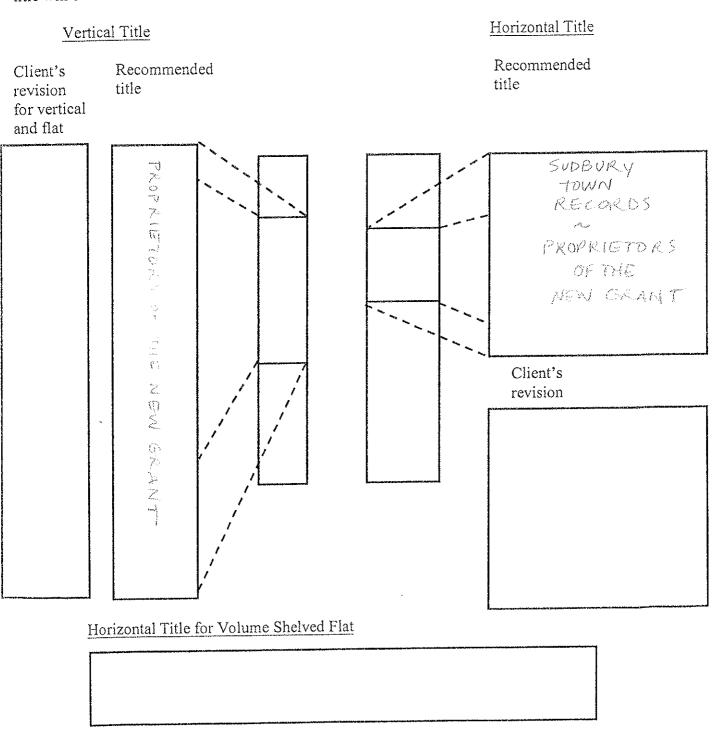
Town of Sudbury Job #: 10.290B/I.2 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				Mamfam with	08/24/2010
OWNER/AUTHORIZED AGENT		DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE	
P.O. required?	YES	NO	#	Mary Patrick Bogan	ml

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.



Client signature:

Bill Veillette Executive Director



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury		Date: 08/25/10	
322 Concord Road Sudbury, Ma 01776		Job Number: 10.290B_l.2	
Sudduly, Ma 01776			
Phone:978/639-3359	Fax:	E-Mail: harveilr@sudbury.ma.us	
	ı un.	L-Man. Harvent@Saabary.ma.as	
Attention: Rosemary Harvell Object(s): record book			
Title: Proprietors of the New Grant			
Dimensions: 355 x 243 x 11mm			
No. of Pages: 46			
	sed on the conservation treatme		
	provide high resolution 300 ppi,	48 bit, RGB TIFF files and deliverable(s).	
Joint Client w/: Book			
		Digital Services Estimate	
	•		
Digital Capture:			
•			
High Resolution Digital Captu	re: 4.00	Total image(s) 46	\$184.00
Based upon estimate of pages, actu	uals may vary		
	athenine vice at the same	***************************************	
* File Identification: volu	me and page #	a	lease specify
* necessary in order		· · · · · · · · · · · · · · · · · · ·	, ,
·			
Image File Delivery: CD/D	VD D EXHD D		
Shipping:		Billed @ cost	
		Total Estimate	\$184.00
			<u> </u>
It is understood and agreed between t	he parties of this document tha	t imaging may be modified or halted should it prove difficult to meet original	specifications. After
_	•	then be presented to reflect revised specifications.	
ESTIMATED COST OF DUPLICATION not in	ncluding insurance, delivery or other, \$	OWNER'S STATEMENT of INSURANCE VALUE: maximum liability lim	iled to \$
		ils and the owner's insurance company sends the Center a waiver of subroga	
•		per \$1,000 value. If no valuation is provided by the owner, an assignment of	\$500 will be placed
on the above object(s) for the purpose	of insurance coverage		
AUTHORIZATION IS HEREBY GIVE	N to the NORTHEAST DOCUM	ENT CONSERVATION CENTER to film the above object(s) as proposed he	rein. All duplication
		ty to the NORTHEAST DOCUMENT CONSERVATION CENTER for neglige	
•	ts must be picked up within 30 d	lays after work is completed, unless alternate arrangements are made.	
Estimate valid for 6 months.			
		The state of the s	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
Durchago arder required? Vec	No #	David Mathews	
Purchase order required? Yes	#		

Please sign white copy and return to NEDCC

Cc: Registrar's Files



100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender Bill Veillette
Director of Book Conservation Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury Job #: 10.290B/I.3 of 22

322 Concord Road Contact: Rosemary Harvell, Town Clerk Sudbury, MA 01776 Telephone: 978/639-3359

Attention: Rosemary Harvell, Town Clerk Email: harvellr@sudbury.ma.us

Object: record book No. of Volumes: 1

Title/Bibliographic Information: List of Voters, 1793 – 1819. No. of Pages: 46

Dimensions: 374 x 455 x 18mm

#### CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of leaves of varying size with manuscript ink entries. Leaves have been guarded to silk stubs. The silk stubs have been machine-sewn with compensation guards. Some of the leaves are oversize and folded. Some of the folded sections are additions adhered to the text leaf with spots of sealing wax. Leaves appear to have been previously folded, and many folds have been mended with silk. The pages are dirty, discolored, acidic and stained. The edges have small tears.

#### RECOMMENDED TREATMENT I:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate into single leaves.

Wash pages in water and ethanol to clean, reduce acidity of paper and to remove silk.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears only where necessary or line leaves with Japanese paper and starch paste.

Reassemble text and press to flatten.

Encapsulate each leaf in polyester film. Size of volume will increase as folded materials will be encapsulated flat.

Bind in cloth using a post-binding structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

<u>ESTIMATED COST OF RECOMMENDED TREATMENT I</u> not including options, insurance, delivery or other, \$3,805.

#### RECOMMENDED TREATMENT II:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Town of Sudbury Job #: 10.290B/I.3 of 22 August 24, 2010 Page 2

Collate.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate into single leaves.

Wash pages in water and ethanol to clean, reduce acidity of paper and to remove silk.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

OWNER/AUTHORIZED AGENT

P.O. required? YES \_\_\_\_\_NO \_\_\_

Mend tears only where necessary or line leaves with Japanese paper and starch paste.

Guard into folios with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a case structure.

Title, (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT II not including options, insurance, delivery or other, \$3,960.

Owner or Authorized Agent, a new estimate	may be given if the prob	the treatment may be modified or halted should new problems arise. After consultation with the lems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months.
and the owner's insurance company sends the \$1,000 value. If no valuation is provided by	ne Center a waiver of sub- the owner, an assignmen	bility limited to \$ Unless the owner's insurance policy provides the standard all risk perils rogation, all works left here must be insured under our policy at a rate of \$1.00 per month per at of \$500 will be placed on the above object(s) for the purpose of insurance coverage. rocedures may involve a certain amount of risk. Therefore, in further consideration, and as a
condition of NEDCC's undertaking the worten to the above object(s).	c on the above object(s),	the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss rocedures may involve a certain amount of risk. Therefore, in further consideration, and as a
condition of NEDCC's undertaking the world to the above object(s). The undersigned her	c on the above object(s), a by grants permission to the NORTHEAST DOC	the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss NEDCC to use the record of this treatment, including photographs, for its educational programs. CUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the
		NORTHEAST DOCUMENT CONSERVATION CENTER DATE
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE

Mary Patrick Bogan

ml

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

Verti	cal Title	Horizontal Title	
Client's revision for vertical and flat	Recommended title	Recommended title	
	Horizontal Title for Volume Shelved Flat	SVOBURY TOWN RECORDS LISTS OF VOICES 1793-1819  Client's revision	
Client signa	ture:		

Bill Veillette Executive Director



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_l.3	,
Phone:978/639-3359	Fax:	E-Mail:harvelir@sudbury.ma.us	
	sed on the conservation treatme provide high resolution 240 ppi,	ent proposed by the book lab. 48 bit, RGB TIFF files and deliverable(s).	
		Digital Services Estimate	
Digital Capture:			
High Resolution Digital Captu Based upon estimate of pages, act		Total image(s)	\$230.00
* necessary in order	ime and page # to complete estimate		please specify
Image File Delivery: CD/E	OVD □ EXHD ☐		
Shipping:		Billed @ cost	
		Total Estimate	\$230.00
consultation with the Owner or Author ESTIMATED COST OF DUPLICATION not i Unless the owner's insurance policy p here MUST be insured under our poli on the above object(s) for the purpose	rized Agent, a new estimate will netuding insurance, delivery or other, to provides the standard all risk percy at a rate of \$1.00 per month e of insurance coverage	rils and the owner's insurance company sends the Center a waiver of subroper \$1,000 value. If no valuation is provided by the owner, an assignment	limited to \$ ogation, all works left of \$500 will be placed
will be done for the account and at the	e risk of the Owner without liabil	MENT CONSERVATION CENTER to film the above object(s) as proposed lity to the NORTHEAST DOCUMENT CONSERVATION CENTER for negl	herein. All duplication igence or otherwise.
Bills are payable upon receipt. Object Estimate valid for 6 months.	ets must be picked up within 30 o	days after work is completed, unless alternate arrangements are made.	010510040
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	8/25/2010 DATE
Purchase order required? Yes	#	David Mathews	

Please sign white copy and return to NEDCC

Cc: Registrar's Files



100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender Bill Veillette
Director of Book Conservation Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury

Job #: 10.290B/I.4 of 22

322 Concord Road Contact: Rosemary Harvell, Town Clerk Sudbury, MA 01776 Telephone: 978/639-3359

Attention: Rosemary Harvell, Town Clerk

Email: harvellr@sudbury.ma.us

Object: record book No. of Volumes: 1
Title/Bibliographic Information: Tax Lists, 1825 – 1830. No. of Pages: 156

Dimensions: 337 x 220 x 19mm

#### CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of pages with entries in manuscript ink and graphite pencil. The page size varies slightly. Edges are not trimmed. The pages are dirty, discolored, acidic, and stained. A few folios have been guarded with silk. The first and last leaf are tipped to heavy endleaves, and have pulled away from the text block. An "Emory Press" label is adhered to the front pastedown. Some of the pages have small tears particularly at the edges.

#### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean, reduce acidity of paper, and to remove silk.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

## <u>ESTIMATED COST OF RECOMMENDED TREATMENT</u> not including options, insurance, delivery or other, \$3,965.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

Town of Sudbury Job #: 10.290B/I.4 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

			Manfannszapz_	08/24/2010
OWNER/AUTHORIZED A	GENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required? YES	NO	#	Mary Patrick Bogan	mi

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

Vertic	cal Title	Horizontal Title
Client's revision for vertical and flat	Recommended title	Recommended title
		SUPBURY TOWN RECORDS TAX LISTS 1825-1830  Client's revision
H	orizontal Title for Volume Shelved Flat	
Client signat	ure:	

Bill Veillette Executive Director



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_[.4	
Phone:978/639-3359	Fax:	E-Mail:harvelir@sudbury.ma.us	
	sed on the conservation treatment provide high resolution 300 ppi, 48	proposed by the book lab. 8 bit, RGB TIFF files and deliverable(s).	
	<u>Di</u>	gital Services Estimate	
Digital Capture:			
High Resolution Digital Captu	ıre: 4.00	Total image(s) 156	\$624.00
Based upon estimate of pages, act	uals ma <u>y vary</u>		
* File Identification: volu	ıme and page #		please specify
* necessary in order	to complete estimate		
Image File Delivery: CD/I	В онха		
Shipping:		Billed @ cost	
		Total Estimate	\$624.00
consultation with the Owner or Author ESTIMATED COST OF DUPLICATION not Unless the owner's insurance policy	rized Agent, a new estimate will the including insurance, delivery or other, \$ provides the standard all risk perils icy at a rate of \$1.00 per month pe	maging may be modified or halted should it prove difficult to meet original en be presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum liability: and the owner's insurance company sends the Center a waiver of subrour \$1,000 value. If no valuation is provided by the owner, an assignment of the company sends the owner.	imited to \$ gation, all works left
AUTHORIZATION IS HEREBY GIVE will be done for the account and at the	EN to the NORTHEAST DOCUME e risk of the Owner without liability	NT CONSERVATION CENTER to film the above object(s) as proposed to the NORTHEAST DOCUMENT CONSERVATION CENTER for negli	nerein. All duplication gence or otherwise.
Bills are payable upon receipt. Objectionate valid for 6 months.	cts must be picked up within 30 da	ys after work is completed, unless alternate arrangements are made.	
		3-1-A-	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	HORTHEAST DOCUMENT CONSERVATION CENTER	DATE
Purchase order required? Yes	No. #	David Mathews	

Please sign white copy and return to NEDCC

Cc: Registrar's Files



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Deborah Wender Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Object: record book

Title/Bibliographic Information: Tax Lists, 1831 – 1839.

Bill Veillette Executive Director

Date: August 24, 2010 MPB

Job #: 10.290B/I.5 of 22

Contact: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359 Email: harvellr@sudbury.ma.us

No. of Volumes: 1 No. of Pages: 172

Dimensions: 433 x 285 x 19mm

#### CONDITION ON RECEIPT:

The full cloth case biding is dirty and worn and not contemporary to the text. The text block consists of leaves with manuscript ink. Leaves are ruled with manuscript ink and graphite pencil. The text block appears to be made up of three large gatherings. The gatherings vary in size slightly. Many folios are guarded with silk. An "Emory Process" label is adhered to the front pastedown. The pages are dirty, discolored and acidic. The edges of the first gathering are not trimmed. The edges of many of the pages have small tears.

#### **RECOMMENDED TREATMENT I:**

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean, reduce acidity of paper and to remove silk.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

<u>ESTIMATED COST OF RECOMMENDED TREATMENT I</u> not including options, insurance, delivery or other, \$6,715.

#### RECOMMENDED TREATMENT II:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Town of Sudbury Job #: 10.290B/I.5 of 22 August 24, 2010 Page 2 Collate. Surface clean pages where necessary to remove loose dirt. Test solubility of inks. Measure pH before and after treatment. Disbind. Remove sewing and separate into single leaves. Wash pages in water and ethanol to clean, reduce acidity of paper and to remove silk. Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future. Size paper with 1/2% gelatin. Mend tears only where necessary with Japanese paper and starch paste. Reassemble text and press to flatten. Encapsulate each leaf in polyester film. Bind in cloth using a post-binding structure. Title. (Unless otherwise changed, title will appear as on attached sheet.) Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.) ESTIMATED COST OF RECOMMENDED TREATMENT II not including options, insurance, delivery or other, \$4,800. It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months.

OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein. WWW PWWWBVZY NORTHEAST DOCUMENT CONSERVATION CENTER DATE

Mary Patrick Bogan

mi

DATE

OWNER/AUTHORIZED AGENT

P.O. required? YES \_\_\_\_\_ NO \_\_

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

Vertic	<u>al Title</u>	Horizontal Title
Client's revision for vertical and flat	Recommended title	Recommended title
Ho	prizontal Title for Volume Shelved Flat	Client's revision
ļ		

Client signature:

Bill Veillette Executive Director



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_I.5	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
Attention: Rosemary Harvell Dbject(s): record book Fitle: Tax Lists, 1831-1839 Dimensions: 433 x 285 x 19mm No. of Pages: 172 Condition: Digital estimate is base Proposal: Imaging services will put	ed on the conservation treatment rovide high resolution 300 ppi, 4	t proposed by the book lab. 8 bit, RGB TIFF files and deliverable(s).	
	<u>D</u>	igital Services Estimate	
Digital Capture:			
High Resolution Digital Capture Based upon estimate of pages, actua	***************************************	Total image(s)	\$688.00
* File Identification: volun  * necessary in order to	ne and page # o complete estimate		please specify
Image File Delivery: CD/DV	D □ ExHD □		
Shipping:		Billed @ cost	
		Total Estimate	\$688.00
consultation with the Owner or Authoriz ESTIMATED COST OF DUPLICATION not inc Unless the owner's insurance policy pro here MUST be insured under our policy on the above object(s) for the purpose AUTHORIZATION IS HEREBY GIVEN will be done for the account and at the	red Agent, a new estimate will the studing insurance, delivery or other, \$ covides the standard all risk perils y at a rate of \$1.00 per month per of insurance coverage. I to the NORTHEAST DOCUME risk of the Owner without liability	imaging may be modified or halted should it prove difficult to meet or the presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum liable and the owner's insurance company sends the Center a waiver of ser \$1,000 value. If no valuation is provided by the owner, an assignment of the NORTHEAST DOCUMENT CONSERVATION CENTER for may after work is completed, unless alternate afrangements are made	bility limited to \$ ubrogation, all works left ent of \$500 will be placed sed herein. All duplication negligence or otherwise.
	DATE:	MODIFICACI DOCUMENT CONCEDUATION CENTED	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER  David Mathews	DATE

Please sign white copy and return to NEDCC

Purchase order required? Yes \_\_\_\_\_ No \_\_\_\_ #

Cc: Registrar's Files



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Deborah Wender

Director of Book Conservation

Bill Veillette

Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury Job #: 10.290B/I.6 of 22

322 Concord Road Contact: Rosemary Harvell, Town Clerk

Sudbury, MA 01776 Telephone: 978/639-3359
Attention: Rosemary Harvell, Town Clerk Email: harvellr@sudbury.ma.us

Object: record book

Title/Bibliographic Information: Tax Lists, 1840 – 1843.

No. of Volumes: 1

No. of Pages: 70

Title/Bibliographic Information: Tax Lists, 1840 – 1843.

No. of Pages: 70

Dimensions: 267 x 357 x 30mm

#### CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of leaves with manuscript ink entries, graphite pencil notations and rules. Each leaf is folded horizontally at its center creating a fold along the bottom edge. The pages are dirty, discolored and acidic. The edges of the pages that have been folded in are creased. Some of the pages have small tears particularly at the edges. Some of the numerous manuscript inks present vary in intensity.

#### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where possible to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten. Open leaves to full size (approximately 13 1/2" x 20).

Sew linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

## ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$5,200.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

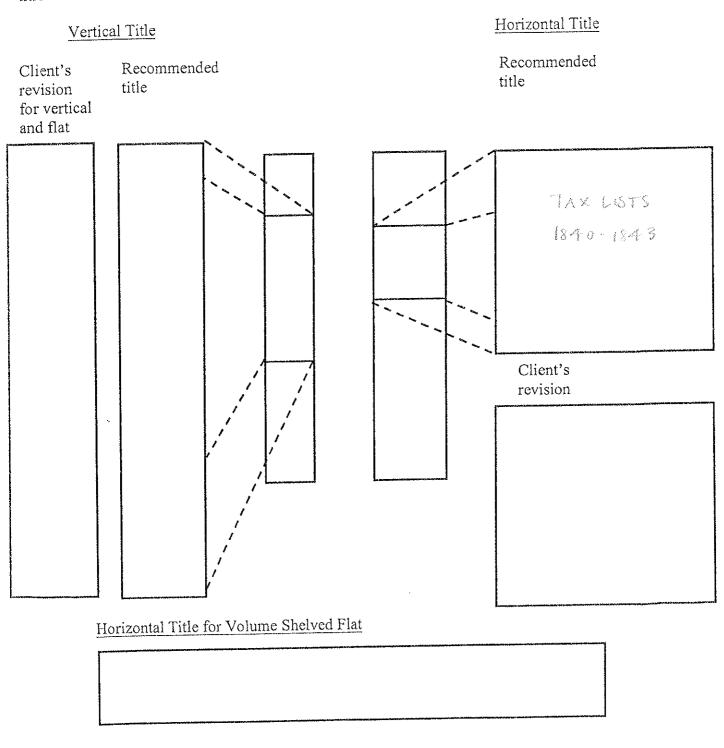
Town of Sudbury Job #: 10.290B/I.6 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

		dianifarmi Bragez	08/24/2010
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required? YESNO	#	Mary Patrick Bogan	ml

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.



Client signature:

Bill Veillette Executive Director



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury		Date: 08/25/10	
322 Concord Road		Job Number: 10.290B_1.6	
Sudbury, Ma 01776			
Db cu c.079/020 2250	Fax:	E-Mail:harvelir@sudbury.ma.us	
Phone:978/639-3359	гах.	E-Wall.Marvelli@Sudbury.ma.us	
Attention: Rosemary Harvell Object(s): record book			
Title: Tax Lists, 1840-1843		•	
Dimensions: 267 x 357 x 30mm No. of Pages: 70			
Condition: Digital estimate is ba	ased on the conservation treatmer		
Proposal: Imaging services will Joint Client w/: Book	I provide high resolution 300 ppi, 4	48 bit, RGB TIFF files and deliverable(s).	
Joint Great W. Dook			
	<u>r</u>	Digital Services Estimate	
Digital Capture:			
High Resolution Digital Capti	ure: 4.00	Total image(s) 70	\$280.00
Based upon estimate of pages, ac			
, ,	<del></del>		
	ume and page #	p	ease specify
* necessary in order	r to complete estimate		
Image File Delivery: CD/	DVD D EXHD (2'		
mage the benterly.			
Shipping:		Billed @ cost	
		Total Estimate	\$280.00
		· · · · · · · · · · · · · · · · · · ·	
It is understood and agreed between	the parties of this document that	t imaging may be modified or halted should it prove difficult to meet original s	pecifications. After
		hen be presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum liability lim	ted to \$
ESTIMATED COST OF DUPLICATION not Unless the owner's insurance policy		ils and the owner's insurance company sends the Center a waiver of subroga	
here MUST be insured under our pol	licy at a rate of \$1.00 per month p	er \$1,000 value. If no valuation is provided by the owner, an assignment of	500 will be placed
on the above object(s) for the purpos	se of insurance coverage		
AUTHORIZATION IS HEREBY GIVI will be done for the account and at the	EN to the NORTHEAST DOCUME ne risk of the Owner without liabilit	ENT CONSERVATION CENTER to film the above object(s) as proposed her ty to the NORTHEAST DOCUMENT CONSERVATION CENTER for neglige	ein. All duplication nce or otherwise.
• •	cts must be picked up within 30 d	ays after work is completed, unless alternate arrangements are made.	
Estimate valid for 6 months.		4)-41-	
		Jan Golden	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	nórthéast öocument conservation center David Mathews	DATE
Purchase order required? Yes	No #		

Please sign white copy and return to NEDCC

Cc: Registrar's Files



100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender Bill Veillette
Director of Book Conservation Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury Job #: 10.290B/I.7 of 22

322 Concord Road Contact: Rosemary Harvell, Town Clerk Sudbury, MA 01776 Telephone: 978/639-3359

Attention: Rosemary Harvell, Town Clerk Email: harvellr@sudbury.ma.us

Object: record book No. of Volumes: 1
Title/Bibliographic Information: Tax Lists, 1844 – 1849. No. of Pages: 564

Dimensions: 370 x 245 x 38mm

#### CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of six different sections, each comprising one year's worth of records. The pages have manuscript ink and a few graphite pencil entries. The six sections are made up of single or multiple gatherings. The paper type and sizes vary. The exterior leaves are heavily tipped to the flyleaves. Several leaves have been cut out of the textblock leaving only stubs. One page is covered with and stained by residual adhesive. The pages are dirty, discolored and acidic. The volume has a strong odor. Some of the pages have small tears, particularly at the edges, and creased corners.

#### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Treat as necessary to remove adhesive from page using heat or organic solvents.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew each year individually into a fold of paper-case paper.

Title with a paper label on front cover of each year. (Unless otherwise changed, title will appear as on attached sheet.) Construct a CMI phase box to dimensions of the six volumes. Title. (Unless otherwise changed, title will appear as on attached sheet.)

# ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$6,180.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

Town of Sudbury Job #: 10.290B/I.7 of 22 August 24, 2010 Page 2

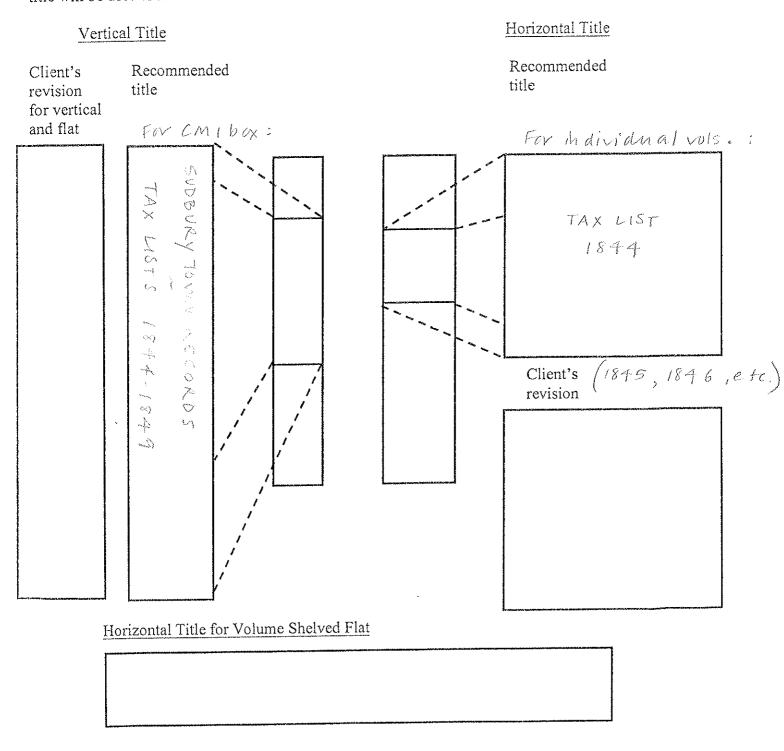
THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				MamPann Bran	08/24/2010
OWNER/AUTHO	ORIZED A	AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required?	YES _	NO	#	Mary Patrick Bogan	mi

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.



Client signature:

Bill Veillette Executive Director



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_I.7	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
	sed on the conservation treatment p provide high resolution 300 ppi, 48 t	roposed by the book lab. bit, RGB TIFF files and deliverable(s).	
	Dig	ital Services Estimate	
Digital Capture:			
High Resolution Digital Captu	re: 4.00	Total image(s) 564	\$2,256.00
Based upon estimate of pages, actu	<del></del>		
* File Identification: volu * necessary in order	me and page #		please specify
necessary in order	to complete estimate		
Image File Delivery: CD/D	VD [] EXHD []		
Shipping:		Billed @ cost	
		Total Estimate	\$2,256.00
consultation with the Owner or Authoric ESTIMATED COST OF DUPLICATION not in Unless the owner's insurance policy phere MUST be insured under our polic on the above object(s) for the purpose AUTHORIZATION IS HEREBY GIVER will be done for the account and at the	ized Agent, a new estimate will ther studing insurance, delivery or other, \$ rovides the standard all risk perils a cy at a rate of \$1.00 per month per \$ of insurance coverage  In the NORTHEAST DOCUMENT or its of the Owner without liability to	raging may be modified or halted should it prove difficult to meet original be presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum liability and the owner's insurance company sends the Center a waiver of subtraction of the owner, an assignment of the owner, an assignment of the owner, an assignment of the NORTHEAST DOCUMENT CONSERVATION CENTER for negligible after work is completed, unless alternate arrangements are made.	limited to \$ ogation, all works left of \$500 will be placed herein. All duplication
Estudate valid for 6 months.		Similar Tun	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	(NORTHEAST DOCUMENT CONSERVATION CENTER David Mathews	DATE
Purchase order required? Yes	No#	BUTTO MUNICITY	

Please sign white copy and return to NEDCC

Cc: Registrar's Files



100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Deborah Wender Bill Veillette
Director of Book Conservation Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury

322 Concord Road

Job #: 10.290B/I.8 of 22

Contact: Rosemary Harvell, Town Clerk

Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359

Email: <a href="mailto:harvellr@sudbury.ma.us">harvellr@sudbury.ma.us</a>

Object: record book No. of Volumes: 1

Title/Bibliographic Information: Assessors Records, 1778 – 1782.

No. of Pages: 268
Dimensions: 222 x 177 x 24mm

#### CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of pages with manuscript ink entries. The pages are dirty, discolored, acidic, and stained. The leaves vary in size; the edges are not trimmed. The exterior leaves are heavily tipped to the flyleaves. Some of the numerous manuscript inks present are smeared and vary in intensity. A few of the inks are friable.

#### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where possible to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with 1/2% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

# ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$5,000.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

Town of Sudbury Job #: 10.290B/I.8 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				Man Pann Bozz	08/24/2010
OWNER/AUTH	ORIZED A	GENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required?	YES	NO	#	Mary Patrick Bogan	ml

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

Vertice Client's revision for vertical and flat	Recommended title	Horizontal Title  Recommended title
	Corizontal Title for Volume Shelved Flat	SUPCURY TOWN RECORDS ASSESSORS NECORDS 1778-1782  Client's revision

Client signature:



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

<del></del>			······································
Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_I.8	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
	ed on the conservation treatment pro rovide high resolution 300 ppi, 48 bit		
	<u>Digita</u>	al Services Estimate	
Digital Capture:			
10 1 B - 1 C - B'-'(1 O-1)	400	Tatal imagala\ 269	\$1,072.00
High Resolution Digital Capture Based upon estimate of pages, actus		Total image(s) 268	ψ1,072.00
	ne and page #		please specify
* necessary in order to	o complete estimate		
Image File Delivery: CD/DV	/D D ExHD D		
Shipping:		Billed @ cost	
		Total Estimate	\$1,072.00
		ging may be modified or halted should it prove difficult to meet origin be presented to reflect revised specifications.	al specifications. After
ESTIMATED COST OF DUPLICATION not inc		OWNER'S STATEMENT of INSURANCE VALUE: maximum liability	
Unless the owner's insurance policy princer MUST be insured under our policy on the above object(s) for the purpose	y at a rate of \$1.00 per month per \$1	d the owner's insurance company sends the Center a waiver of subr ,000 value. If no valuation is provided by the owner, an assignment	ogation, all works left of \$500 will be placed
AUTHORIZATION IS HEREBY GIVEN will be done for the account and at the	I to the NORTHEAST DOCUMENT (risk of the Owner without liability to t	CONSERVATION CENTER to film the above object(s) as proposed the NORTHEAST DOCUMENT CONSERVATION CENTER for neg	herein. All duplication ligence or otherwise.
Bills are payable upon receipt. Objects Estimate valid for 6 months.	s must be picked up within 30 days a	ofter work is completed, unless alternate arrangements are made.	
	<u> </u>	Then hallen	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	— NORTHEAST DOCUMENT CONSERVATION CENTER  David Mathews	DATE
Purchase order required? Yes	No#		

Please sign white copy and return to NEDCC



Deborah Wender
Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Object: record book

Title/Bibliographic Information: Assessors Records, 1780 – 1807.

Bill Veillette Executive Director

Date: August 24, 2010 MPB

Job #: 10.290B/I.9 of 22

Contact: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359 Email: harvellr@sudbury.ma.us

No. of Volumes: 1 No. of Pages: 270

Dimensions: 222 x 180 x 25mm

### CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of leaves of varying size with manuscript ink entries and a few graphite pencil rules. The pages are dirty, discolored, acidic and stained. Many pages have small tears particularly at the edges. Exterior leaves are heavily tipped the flyleaves. Some of the numerous manuscript inks present vary in intensity.

### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

# ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$4,125.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

Town of Sudbury Job #: 10.290B/I.9 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss the charge chief(s).

to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

		N	
		Willy Parmising	08/24/2010
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required? YESNO	#	Mary Patrick Bogan	ml

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

<u>Vertica</u>	al Title	Horizontal Title
Client's revision for vertical and flat	Recommended title	Recommended title
Ho	rizontal Title for Volume Shelved Flat	SUPCURY NOWN RECORDS ASSESSORS RECORDS 1780-1807  Client's revision

10/04

Client signature:



David Mathews
Director of Imaging
dmainews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_1.9	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
• • • • • • • • • • • • • • • • • • • •	ed on the conservation treatment	proposed by the book lab. 8 bit, RGB TIFF files and deliverable(s).	
	Di	igital Services Estimate	
Digital Capture:			
High Resolution Digital Capture Based upon estimate of pages, actu	***************************************	Total image(s) 270	\$1,080.00
* File Identification: volun * necessary in order to	ne and page #		please specify
Image File Delivery: CD/DV	TD CHART C		
Shipping:		Billed @ cost	<u> </u>
		Total Estimate	\$1,080.00
consultation with the Owner or Authoriz  ESTIMATED COST OF DUPLICATION not inc  Unless the owner's insurance policy pro-	red Agent, a new estimate will the cluding insurance, delivery or other, \$ ovides the standard all risk perils y at a rate of \$1.00 per month pe	maging may be modified or halted should it prove difficult to meet original en be presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum liability list and the owner's insurance company sends the Center a waiver of subrogr \$1,000 value. If no valuation is provided by the owner, an assignment or	mited to \$ gation, all works left
		NT CONSERVATION CENTER to film the above object(s) as proposed he to the NORTHEAST DOCUMENT CONSERVATION CENTER for neglig	
		ys after work is completed, unless alternate arrangements are made.	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER  David Mathews	DATE
Purchase order required? Yes	No #	David Mathems	

Please sign white copy and return to NEDCC



Deborah Wender Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Object: record book

Title/Bibliographic Information: Assessors Records, 1798 – 1822.

Bill Veillette Executive Director

Date: August 24, 2010 MPB

Job #: 10.290B/I.10 of 22 Contact: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359 Email: harvellr@sudbury.ma.us

No. of Volumes: 1 No. of Pages: 286

Dimensions: 270 x 230 x 23mm

## CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of leaves of varying sizes with manuscript ink entries. Exterior leaves are heavily tipped to the flyleaves. The pages are dirty, discolored and acidic. The edges of many pages are not trimmed. Some of the pages have creased corners and small tears particularly at the edges. Some of the numerous manuscript inks presents vary in intensity.

### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

# <u>ESTIMATED COST OF RECOMMENDED TREATMENT</u> not including options, insurance, delivery or other, \$4,400.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

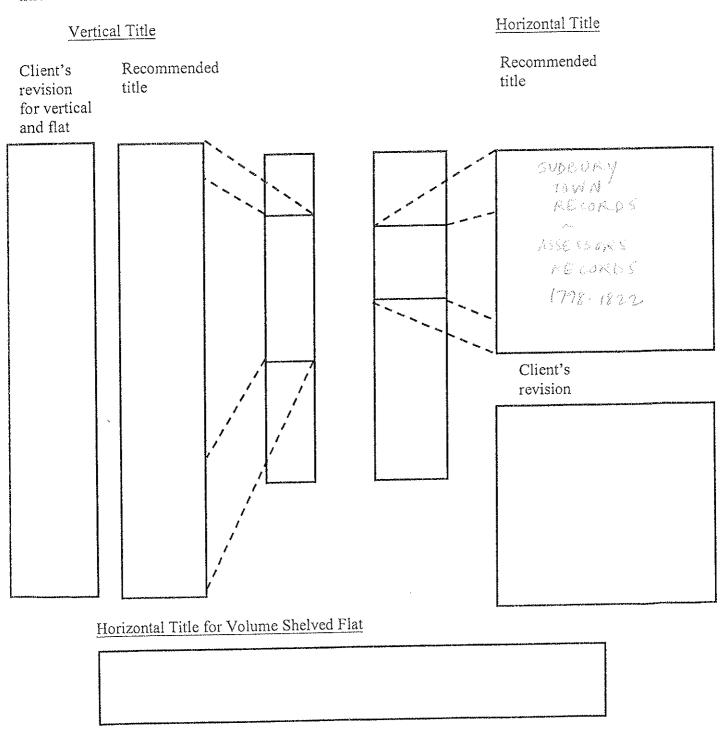
Town of Sudbury Job #: 10.290B/I.10 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				wam fann morare	08/24/2010
OWNER/AUTH	ORIZED A	GENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required?	YES	NO	#	Mary Patrick Bogan	ml

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.



Client signature:



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

<b>Client: Town of Sudbury</b> 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_I.10	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
	ed on the conservation treatment	proposed by the book lab. 8 bit, RGB TIFF files and deliverable(s).	
	<u>Di</u>	gital Services Estimate	
Digital Capture:			
High Resolution Digital Captur Based upon estimate of pages, actu		Total image(s)	\$1,144.00
* necessary in order t			please specify
Image File Delivery: CD/D	VD 🗆 EXHD 🗹		
Shipping:		Billed @ cost	
		Total Estimate	\$1,144.00
consultation with the Owner or Authori ESTIMATED COST OF DUPLICATION not in Unless the owner's insurance policy pr	zed Agent, a new estimate will the cluding insurance, delivery or other, \$ rovides the standard all risk perils by at a rate of \$1.00 per month per	maging may be modified or halted should it prove difficult to meet originen be presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum liabilities and the owner's insurance company sends the Center a waiver of sub r \$1,000 value. If no valuation is provided by the owner, an assignment	y limited to \$ rogation, all works left
		NT CONSERVATION CENTER to film the above object(s) as proposed to the NORTHEAST DOCUMENT CONSERVATION CENTER for neg	
		ys after work is completed, unless alternate arrangements are made.	
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	8/25/2010 DATE
Purchase order required? Yes	No#	David Mathews	

Please sign white copy and return to NEDCC



Deborah Wender Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road

Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Object: record book

Title/Bibliographic Information: Assessors Records, 1791 – 1805.

Bill Veillette Executive Director

Date: August 24, 2010 MPB

Job #: 10.290B/I.11 of 22

Contact: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359 Email: harvellr@sudbury.ma.us

No. of Volumes: 1

No. of Pages: 386

Dimensions: 212 x 175 x 35mm

### CONDITION ON RECEIPT:

The full cloth case binding is dirty and worn and is not contemporary to the text. The text block consists of leaves of varying size with manuscript ink entries and a few graphite pencil rules. The pages are dirty, discolored, acidic and stained. Many pages have small tears particularly at the edges. Exterior leaves are heavily tipped the flyleaves. Some of the numerous manuscript inks present vary in intensity.

### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

<u>ESTIMATED COST OF RECOMMENDED TREATMENT</u> not including options, insurance, delivery or other, \$5,700.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

Town of Sudbury Job #: 10.290B/I.11 of 22 August 24, 2010

Page 2

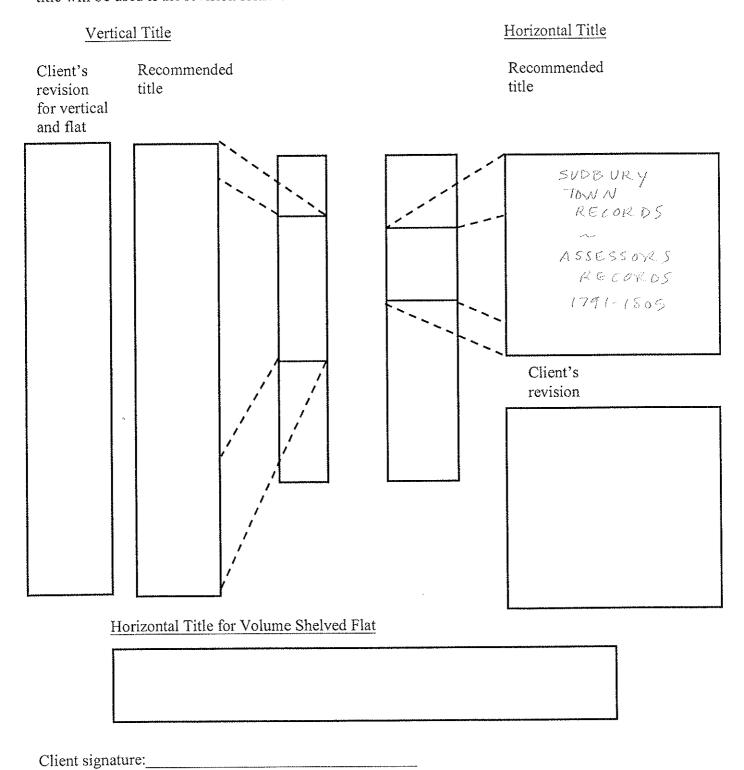
THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s)

to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				iram Parmy Byazk	08/24/2010
OWNER/AUTH	ORIZED A	GENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required?	YES	NO	#	Mary Patrick Bogan	ınl

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.





David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_I.11	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
Attention: Rosemary Harvell Object(s): record book Title: Assessors Records, 1791-18: Dimensions: 221 x 175 x 35mm No. of Pages: 386 Condition: Digital estimate is ba Proposal: Imaging services wil Joint Client w/: Book	ased on the conservation treatment	proposed by the book lab. 3 bit, RGB TIFF files and deliverable(s).	
	Die	gital Services Estimate	
Digital Capture:			
High Resolution Digital Capt Based upon estimate of pages, ac	The state of the s	Total image(s)	\$1,544.00
* necessary in orde	ume and page # r to complete estimate		please specify
Image File Delivery: CD/	DVD 🗆 ExHD 🗹		
Shipping:		Billed @ cost	
		Total Estimate	\$1,544.00
consultation with the Owner or Author ESTIMATED COST OF DUPLICATION not Unless the owner's insurance policy	orized Agent, a new estimate will the including insurance, delivery or other, \$ provides the standard all risk perils licy at a rate of \$1.00 per month per	maging may be modified or halted should it prove difficult to meet or en be presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum lia and the owner's insurance company sends the Center a waiver of s r \$1,000 value. If no valuation is provided by the owner, an assignm	bility limited to \$ ubrogation, all works left
AUTHORIZATION IS HEREBY GIVI will be done for the account and at the	EN to the NORTHEAST DOCUMENT THE PROPERTY IN T	NT CONSERVATION CENTER to film the above object(s) as proporto the NORTHEAST DOCUMENT CONSERVATION CENTER for i	sed herein. All duplication negligence or otherwise.
Bills are payable upon receipt. Obje Estimate valid for 6 months.	cts must be picked up within 30 day	ys after work is completed, unless alternate arrangements are made	
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	8/25/2010 DATE
Purchase order required? Yes	No #	David Mathews	

Please sign white copy and return to NEDCC



Deborah Wender Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Object: record book

Title/Bibliographic Information: Assessors Records, 1812 – 1820.

Bill Veillette Executive Director

Date: August 24, 2010 MPB

Job #: 10.290B/I.12 of 22

Contact: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359 Email: harvellr@sudbury.ma.us

No. of Volumes: 1 No. of Pages: 420

Dimensions: 267 x 215 x 43mm

## CONDITION ON RECEIPT:

The full cloth case binding is dirty, worn and is not contemporary to the text. The text block consists of leaves of varying size with manuscript ink entries and a few graphite pencil rules. The pages are dirty, discolored, acidic and stained. Many pages have small tears particularly at the edges. A few tears have been mended with silk. Pieces of paper with entries have been adhered to several pages, presumably to make corrections to the text. Exterior leaves are heavily tipped the flyleaves. Some of the numerous manuscript inks present vary in intensity.

### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with ½% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

## <u>ESTIMATED COST OF RECOMMENDED TREATMENT</u> not including options, insurance, delivery or other, \$5,590.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

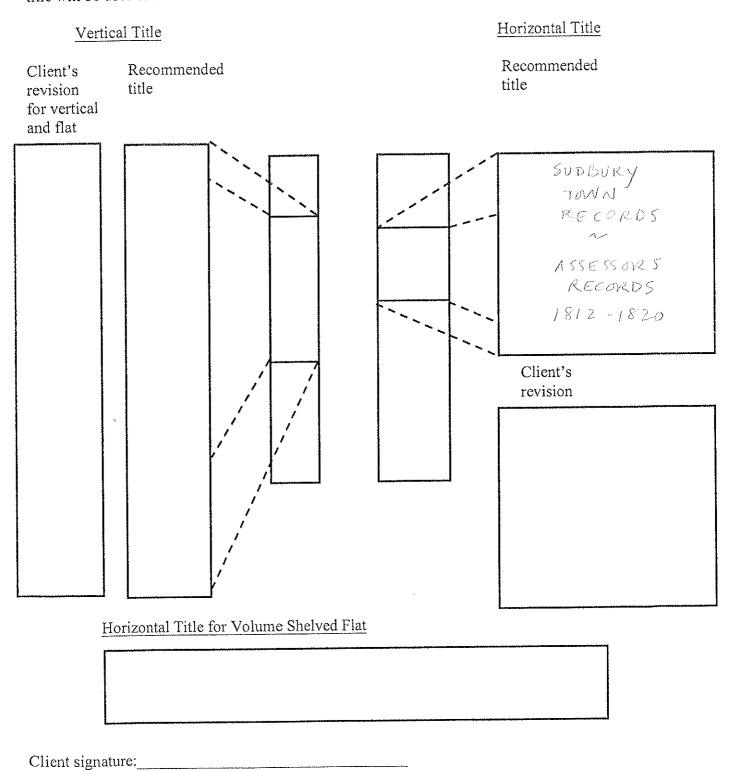
Town of Sudbury Job #: 10.290B/I.12 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				(Many Panna Boons	00/24/2010
				UNIVIVII WVVVVIOETYZ	08/24/2010
OWNER/AUTH	ORIZED	AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required?	YES	NO	#	Mary Patrick Bogan	ml

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.





David Mathews
Director of Imaging
dmainews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Phone-978/639-3359 Fax: E-Mail:harvelin@sudbury.ma.us  Attention: Rosemary Harveil Object(s): record book Title: Assessors Rocords, 1812-1820 Dimensions 267 X 15 x 46 mm Condition Digital Standards is based on the conservation treatment proposed by the book lab Proposal: Imaging services will provide high resolution 300 pp. 46 bit, RGB TIFF files and deliverable(s).    Digital Standard   Digital Capture:   Loo	Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_I.12	
Object(s): record book Title: Assessor Records, 1812-1820 Dimensions: 287 x 215 x 43 tmm No. of Pages: 420 Condition: Digital estimate is based on the conservation treatment proposed by the book lab. Proposal: I maging services will provide high resolution 300 ppi, 48 bit, RGB TIFF files and deliverable(s). Joint Client wi: Book    Digital Services Estimate	Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
High Resolution Digital Capture:  High Resolution Digital Capture:  4.00  Total image(s) 420  \$1,680.00  Based upon estimate of pages, actuals may vary  *File Identification:  volume and page #  necessary in order to complete estimate  Image File Delivery:  CDIDVD  EXHD  Shipping:  Billed @ cost  Total Estimate  \$1,660.00  It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.  ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$  CONNERS STATEMENT of INSURANCE VALUE: maximum liability limited to \$  Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise. Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made. Estimate valid for 6 months.	Object(s): record book Title: Assessors Records, 1812 Dimensions: 267 x 215 x 43mm No. of Pages: 420 Condition: Digital estimate is Proposal: Imaging services	s based on the conservation treatmen		
High Resolution Digital Capture: 4.00 Total image(s) 420 \$1,680.00  Based upon estimate of pages, actuals may vary  * File Identification: volume and page # please specify  * necessary in order to complete estimate  Image File Delivery: CDIDVD		<u>D</u>	Digital Services Estimate	
* File Identification: volume and page # please specify  * necessary in order to complete estimate  Image File Delivery: CD/DVD  EXHD  Shipping: Billed @ cost  Total Estimate \$1,680.00  It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.  ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$ OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$ Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise. Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.  Estimate valid for 6 months.  **Pleast DOCUMENT CONSERVATION CENTER** DATE**  **ONTHEAST DOCUMENT CONSERVATION CENTER**  **DATE**  **ONTHEAST DOCUMENT CONSERVATION CENTER*  **DATE**  **DATE**  **ONTHEAST DOCUMENT CONSERVATION CENTER*  **DATE**  **ONTHEAST DOCUMENT CONSERVATION CENTER*  **DATE**  **DATE**  **DATE**  **ONTHEAST DOCUMENT CONSERVATION CENTER*  **DATE**	Digital Capture:			
* necessary in order to complete estimate  Image File Delivery: CD/DVD    Exhb   E  Shipping: Billed @ cost  Total Estimate \$1,680.00  It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.  ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$ OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$ Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise. Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made. Estimate valid for 6 months.  **OWNER OR AUTHORIZED AGENT**  DATE**  **OWNER OR AUTHORIZED AGENT**  **DOCUMENT CONSERVATION CENTER**  **DOCUMENT	-	· · · · · · · · · · · · · · · · · · ·	Total image(s)	\$1,680.00
Shipping:  Billed @ cost  Total Estimate  \$1,680.00  It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.  ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$  OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$  Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise. Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made. Estimate valid for 6 months.  OWNER OR AUTHORIZED AGENT  DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  DATE		· · · · · · · · · · · · · · · · · · ·		please specify
It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.  ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$ OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$ Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.  Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.  Estimate valid for 6 months.  OWNER OR AUTHORIZED AGENT DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  DATE	Image File Delivery:	CD/DVD □ ExHD ☑		
It is understood and agreed between the parties of this document that imaging may be modified or halted should it prove difficult to meet original specifications. After consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.  ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$ OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$ Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise. Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.  Estimate valid for 6 months.  OWNER OR AUTHORIZED AGENT DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  DATE	Shipping:		Billed @ cost	·**
consultation with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications.  ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$  OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$  Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise. Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.  Estimate valid for 6 months.  OWNER OR AUTHORIZED AGENT  DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  DATE			Total Estimate	\$1,680.00
Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage  AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.  Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.  Estimate valid for 6 months.  OWNER OR AUTHORIZED AGENT  DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  DATE				ginal specifications. After
will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.  Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.  Estimate valid for 6 months.  OWNER OR AUTHORIZED AGENT  DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  DATE	Unless the owner's insurance pol here MUST be insured under our	icy provides the standard all risk peril policy at a rate of \$1.00 per month pe	ls and the owner's insurance company sends the Center a waiver of su	brogation, all works left
Estimate valid for 6 months.    April				
OWNER OR AUTHORIZED AGENT DATE NORTHEAST DOCUMENT CONSERVATION CENTER DATE	Bills are payable upon receipt. C			
	OWNER OR AUTHORIZED AGENT	DATE		<del></del>

Please sign white copy and return to NEDCC

Purchase order required? Yes \_\_\_\_ No \_\_\_ #



Deborah Wender
Director of Book Conservation
Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury

322 Concord Road

Job #: 10.290B/I.13 of 22
Contact: Rosemary Harvell, Town Clerk

Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359

Email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Assessors Records, 1810 – 1825.

No. of Volumes: 1
No. of Pages: 240

Dimensions: 222 x 180 x 24mm

### CONDITION ON RECEIPT:

The full cloth case binding is dirty, worn and is not contemporary to the text. The text block consists of leaves of varying size with manuscript ink entries and a few graphite pencil rules. The pages are dirty, discolored, acidic and stained. Many pages have small tears particularly at the edges. Exterior leaves are heavily tipped the flyleaves. Some of the numerous manuscript inks present vary in intensity.

### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with 1/2% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI phase box to dimensions volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

# <u>ESTIMATED COST OF RECOMMENDED TREATMENT</u> not including options, insurance, delivery or other, \$4,040.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

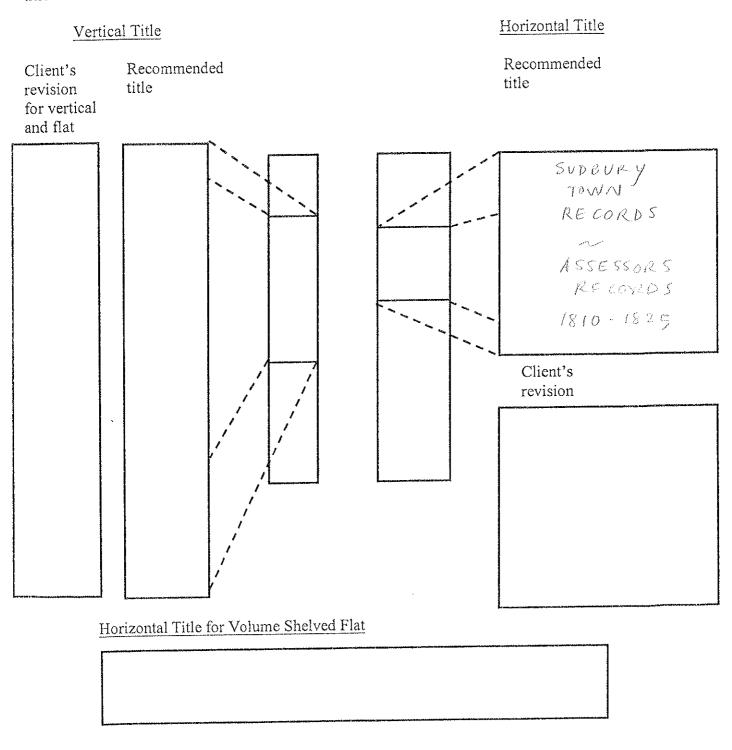
Town of Sudbury Job #: 10.290B/I.13 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

			ManiPaninsme-	08/24/2010
			/	DATE
OWNER/AUTHORI		DATE "	NORTHEAST DOCUMENT CONSERVATION CENTER	
P.O. required? Y	ES NO _	#	Mary Patrick Bogan	ml

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.



Client signature:



David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

		D-4 00/07/40	
Client: Town of Sudbury		Date: 08/25/10 Job Number: 10.290B_1.13	
322 Concord Road Sudbury, Ma 01776		30b Namber: 10.2305_1.13	
Gudbary, Ma 01770			
Phone:978/639-3359	Fax:	E-Mail:harvelir@sudbury.ma.us	
Attention: Rosemary Harvell Object(s): record book Title: Assessors Records, 1810-1825 Dimensions: 222 x 180 x 24mm No. of Pages: 240 Condition: Digital estimate is base Proposal: Imaging services will p Joint Client w/: Book	ed on the conservation treatme	ent proposed by the book lab. 48 bit, RGB TIFF files and deliverable(s).	
		Digital Services Estimate	
Digital Capture:			
High Resolution Digital Captur	e: <u>4.00</u>	Total image(s) 240	\$960.00
Based upon estimate of pages, actu	als may vary	ALL MANAGEMENT AND THE STATE OF	
	me and page #	pi	ease specify
* necessary in order t	o complete estimate		
Image File Delivery: CD/D\	/D 🗆 ExHD 🖼		
mage the benvery.			
Shipping:		Billed @ cost	
•		T (15 (2 ))	<b>*</b>
		Total Estimate	\$960.00
		We also be a state of the state	nosifications After
It is understood and agreed between to consultation with the Owner or Authoria	ne parties or ithis document the zed Agent, a new estimate will	at imaging may be modified or halted should it prove difficult to meet original s then be presented to reflect revised specifications.	pecifications. After
ESTIMATED COST OF DUPLICATION not in			led to \$
Unless the owner's insurance policy pr	ovides the standard all risk per	rils and the owner's insurance company sends the Center a waiver of subroga	tion, all works left
here MUST be insured under our polic on the above object(s) for the purpose	y at a rate of \$1.00 per month	per \$1,000 value. If no valuation is provided by the owner, an assignment of \$	3500 will be placed
on the above object(s) for the purpose	of insurance coverage		
AUTHORIZATION IS HEREBY GIVEN will be done for the account and at the	I to the NORTHEAST DOCUM risk of the Owner without liabil	MENT CONSERVATION CENTER to film the above object(s) as proposed her lity to the NORTHEAST DOCUMENT CONSERVATION CENTER for neglige:	ein. All duplication nce or otherwise.
	s must be picked up within 30 (	days after work is completed, unless alternate arrangements are made.	
Estimate valid for 6 months.			
		Ham frillen	8/25/2010
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER  David Mathews	DATE
Purchase order required? Yes	No#	Datia manoro	

Please sign white copy and return to NEDCC



Deborah Wender Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Attention: Rosemary Harvell, Town Clerk

Object: record book

Title/Bibliographic Information: Town of Sudbury Church Records of

Weekly Meetings and Copies of

Covenants, 1728 – 1742.

Bill Veillette Executive Director

Date: August 24, 2010 MPB Job #: 10.290B/I.14 of 22

Contact: Rosemary Harvell, Town Clerk

Telephone: 978/639-3359 Email: harvellr@sudbury.ma.us

No. of Volumes: 1 No. of Pages: 214

Dimensions: 315 x 220 x 15mm

## CONDITION ON RECEIPT:

The manuscript has no binding. The pages are crudely sewn together through fragments of a heavy paper spine. The text block consists of pages with manuscript ink entries. Many pages have been cut and torn from the text block leaving small stubs behind. The sewing is broken and pages are detached from the text block. As a result, correct order is uncertain. There are a few loose additional accompanying leaves. The pages are dirty, discolored, acidic, and stained. The pages have many small tears particularly at the edges. The corners and edges are creased. There are some losses. Some of the numerous manuscript inks present are faint and vary in intensity. Some of the inks are friable. The client should determine the correct order before conservation begins.

### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Collate and paginate.

Surface clean where possible to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind. Remove sewing and separate sections.

Wash pages in water and ethanol to clean and reduce acidity of paper.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with 1/2% gelatin.

Mend tears and guard folds with Japanese paper and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a limp paper case structure.

Title. (Unless otherwise changed, title will appear as on attached sheet.)

Place loose leaves in a buffered folder.

Construct a CMI phase box to dimensions volume and folder. Title. (Unless otherwise changed, title will appear as on attached sheet.)

<u>ESTIMATED COST OF RECOMMENDED TREATMENT</u> not including options, insurance, delivery or other, \$7,440.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months.

Town of Sudbury Job #: 10.290B/I.14 of 22 August 24, 2010 Page 2

and the owner's insurance company sends the \$1,000 value. If no valuation is provided by the UNDERSIGNED RECOGNIZES that condition of NEDCC's undertaking the work of the condition of NEDCC.	Center a waiver of sub he owner, an assignme onservation treatment to	whility limited to \$Unless the owner's insurance policy provides the progation, all works left here must be insured under our policy at a rate of \$\text{nt of \$500 will be placed on the above object(s) for the purpose of insurance procedures may involve a certain amount of risk. Therefore, in further consthe undersigned waives and releases NEDCC from all claims that may arise	1.00 per month per se coverage. sideration, and as a
condition of NEDCC's undertaking the work to the above object(s). The undersigned hereb	on the above object(s), by grants permission to the NORTHEAST DO	procedures may involve a certain amount of risk. Therefore, in further constitute undersigned waives and releases NEDCC from all claims that may arist NEDCC to use the record of this treatment, including photographs, for its CUMENT CONSERVATION CENTER to treat the above object(s). It is a conditions herein.	edue to damage or loss educational programs.
		NORTHEAST DOCUMENT CONSERVATION CENTER	08/24/2010
OWNER/AUTHORIZED AGENT P.O. required? YES NO	DATE #	NORTHEAST DOCUMENT CONSERVATION CENTER  Mary Patrick Bogan	DATE ml

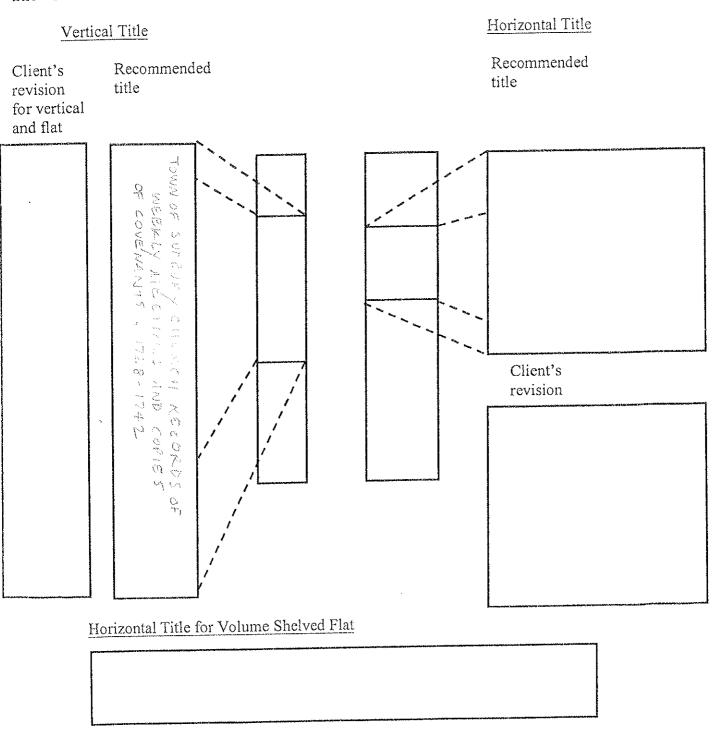
Client signature:

C:\Kims Documents\General Office\Bindery\Title Form.doc

10/04

Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.





David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • (ax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_1.14	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
	ased on the conservation treatment		
	Di	igital Services Estimate	
Digital Capture:			
High Resolution Digital Capt Based upon estimate of pages, ac		Total image(s) 214	\$856.00
	lume and page #		please specify
	/DVD □ ExHD ☑		
Shipping:		Billed @ cost	
		Total Estimate	\$856.00
consultation with the Owner or Auth ESTIMATED COST OF DUPLICATION no Unless the owner's insurance policy	orized Agent, a new estimate will th t including insurance, delivery or other, \$ provides the standard all risk perils blicy at a rate of \$1.00 per month pe	imaging may be modified or halted should it prove difficult to meet origination be presented to reflect revised specifications.  OWNER'S STATEMENT of INSURANCE VALUE: maximum liability is and the owner's insurance company sends the Center a waiver of subromassing the content of the content	limited to \$ gation, all works left
AUTHORIZATION IS HEREBY GIV	EN to the NORTHEAST DOCUME	NT CONSERVATION CENTER to film the above object(s) as proposed by to the NORTHEAST DOCUMENT CONSERVATION CENTER for negli	nerein. All duplication gence or otherwise.
		nys after work is completed, unless alternate arrangements are made.	
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER David Mathews	8/25/2010 DATE
Purchase order required? Yes	No#	рити пилото	

Please sign white copy and return to NEDCC



Deborah Wender

Director of Book Conservation

Bill Veillette

Executive Director

RECEIVED FROM (Owner or Authorized Agent): Date: August 24, 2010 MPB

Town of Sudbury

Job #: 10.290B/I.15 of 22

Concord Road

Contact: Rosemary Harvell, Town Clerk

322 Concord Road Contact: Rosemary Harvell, Tow Sudbury, MA 01776 Telephone: 978/639-3359

Attention: Rosemary Harvell, Town Clerk Email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Ezekiel Parmenter and Obediah Perry
No. of Volumes: 1
No. of Pages: 4

~ April 1, 1815 ~ Indenture Dimensions: 340 x 205 x 3mm

## **CONDITION ON RECEIPT:**

The single folded sheet with manuscript ink entries is crudely lined with paper. It is dirty, discolored, and acidic. It was previously folded and is broken along the folds. Two small paper seals are adhered with spots of stamp wax. There is a manuscript ink title written on the lining. A piece of masking tape covers a manuscript ink notation on the back lining. The folded document is loose in a portfolio of acidic board and cloth, with a hand-written ink title and decoration on the front cover. The document was taped and stapled to the back board and is now detached. The pressure-sensitive tape has discolored a fragment of the document. A typescript letter and hand written scrap are loose in the portfolio.

### RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.

Reformat. (See separate estimate.)

Surface clean where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Treat as necessary to remove pressure-sensitive tape and reduce staining using organic solvents.

Wash pages in water and ethanol to clean, reduce acidity of paper, and to remove lining. Wax stamps will likely be lost in the wash.

Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Size paper with 1/2% gelatin.

Mend tears and reattach the paper seals with Japanese paper and starch paste.

Line folio with Japanese paper and starch paste.

Add buffered interleaving between text.

Place folded document in buffered file and house in a CMI phase box. Title. (Unless otherwise changed, title will appear as on attached sheet.)

# ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$1,365.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months.

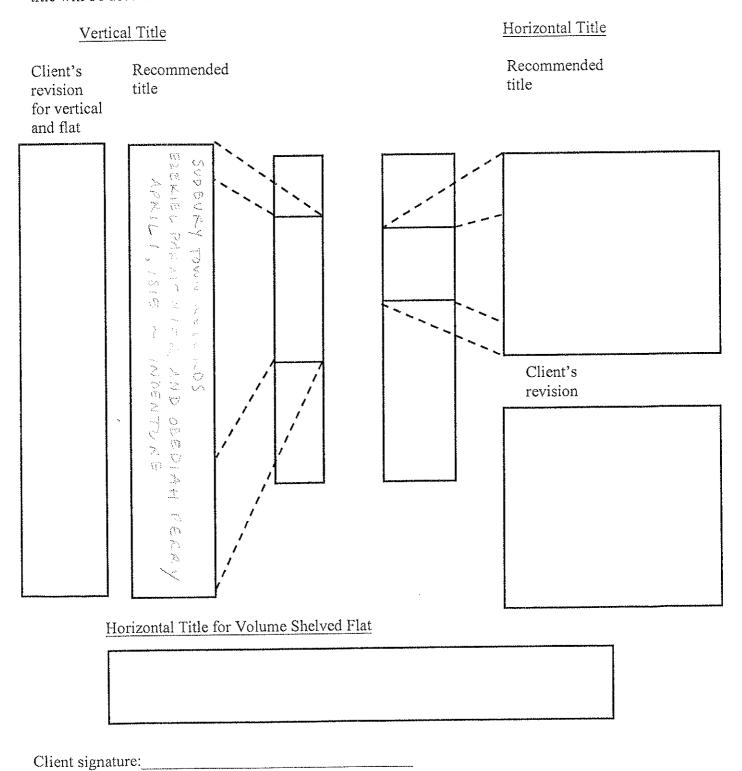
OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_\_. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s).

Town of Sudbury Job #: 10.290B/I.15 of 22 August 24, 2010 Page 2

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

				May Pamban	08/24/2010
OWNER/AUTHO	RIZED A	GENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
P.O. required?	YES	NO	#	Mary Patrick Bogan	ml

Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.





David Mathews
Director of Imaging
dmathews@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury 322 Concord Road Sudbury, Ma 01776		Date: 08/25/10 Job Number: 10.290B_I.15	
Phone:978/639-3359	Fax:	E-Mail:harvellr@sudbury.ma.us	
Dimensions: 340 x 205 x 3mr No. of Pages: 4 Condition: Digital estimat	e is based on the conservation treatr		
		Digital Services Estimate	
Digital Capture:			
High Resolution Digital	Capture: 6.00	Total image(s) 4	\$24.00
Based upon estimate of page	•		
* File Identification:  * necessary in	volume and page # order to complete estimate		please specify
Image File Delivery:	CD/DVD ☐ ExHD ☑		
Shipping:		Billed @ cost	<del> </del>
		Total Estimate	\$24.00
consultation with the Owner or ESTIMATED COST OF DUPLICATION Unless the owner's insurance phere MUST be insured under con the above object(s) for the part of the AUTHORIZATION IS HEREBY will be done for the account an	Authorized Agent, a new estimate woon not including insurance, delivery or other policy provides the standard all risk pour policy at a rate of \$1.00 per mont purpose of insurance coverage  Y GIVEN to the NORTHEAST DOCUMENT TO THE OWNER WITHOUT LIABLE TO THE OWNER WITH LIABLE TO	perils and the owner's insurance company sends the Center a waiver of th per \$1,000 value. If no valuation is provided by the owner, an assign JMENT CONSERVATION CENTER to film the above object(s) as propobility to the NORTHEAST DOCUMENT CONSERVATION CENTER for	itability limited to \$  is subrogation, all works left ment of \$500 will be placed osed herein. All duplication rinegligence or otherwise.
Bills are payable upon receipt. Estimate valid for 6 months.	Objects must be picked up within 3	to days after work is completed, unless alternate arrangements are mad	
OWNER OR AUTHORIZED AGENT	DATE		8/25/2010 DATE
		David Mathews	

Please sign white copy and return to NEDCC

Purchase order required? Yes \_\_\_\_ No \_\_\_ #