

Town of Sudbury

Town Clerk's Office

Town Hall
322 Concord Road
Sudbury, MA 01776-1843
978-639-3351
Fax: 978-443-0264
clerk@sudbury.ma.us

November 1, 2011

Community Preservation Committee
278 Old Sudbury Road
Sudbury, MA 01776

Dear Committee Members:

Sudbury's Town Records date back to 1638 and continue to be actively used for research purposes and decision-making today. Town Records are an invaluable public resource and include proprietor's records, land grants, town meeting proceedings, photographs, census data, vital records, election records, accounting records and other permanent documentation relating to Sudbury's evolution and government. Sudbury has a history of encouraging records preservation.

The historic records in the Town Archives that have been identified in need of preservation are comprised of proprietor's records, land grants, town meeting proceedings, photographs, census data, vital records, election records, and other permanent documentation relating to Sudbury's evolution and government. Most of the records are paper-based, however later forms of media such as microfilm, photographs, audio and video recordings are also included. Paper documents include bound volumes and individual records of minutes dating from the year 1638.

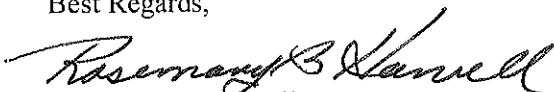
It is important to preserve Sudbury's historic records, but just as important to provide the broadest access possible to the public and town departments through digitization.

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

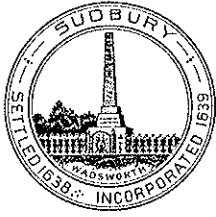
Please find enclosed twelve (12) copies each of the proposal for the restoration and preservation of twenty-two historic Town records, the estimates for restoration and preservation of each volume and the estimates for the scanning of these records.

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

Best Regards,


Rosemary B. Harvell
Town Clerk

Enclosures



Town of Sudbury

Community Preservation Committee

<http://www.sudbury.ma.us>
email: cpc@sudbury.ma.us

PROJECT SUBMISSION FORM

Submitter: **Rosemary Harvell**

Submission Date: **November 1, 2011**

Group or Committee Affiliation (if any): **Town Clerk**

Submitter's address and phone number:

**Town Hall
322 Concord Road
Sudbury, MA 01776**

Purpose (please select all that apply):

- ☐ Open Space
☐ Community Housing
☒ Historic
☐ Recreation

Submitter's email address: **harvellr@sudbury.ma.us**

Project Name: **Conservation of Historic Town Records**

Project Description: This project will restore, preserve, protect and conserve additional historic Town documents which are unique public resources. The digitization of these documents will expand public access without endangering original materials. Many of these digital images will be used as part of the expansion of the Sudbury Archives on the Town Website by the Goodnow Library Trustees and available through the Goodnow Library on disks.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2013	106,000	106,000	
2014	50,000*		
2015			
2016			
2017			
Total	156,000	106,000	

*Estimated future funding required for preservation of records – detailed estimates have not been completed

How does this project meet the General Criteria and Category Specific Criteria for CPC projects? (see attached)

- **This project will restore, preserve, protect and conserve unique historic Town documents which are irreplaceable public resources that are seriously threatened.**
- **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.**
- **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.**

For Community Preservation Committee Use:

Form received on: _____

Project presented to CPC on: _____

Reviewed by: _____

Determination: _____

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

List of appraised documents FY13

- 1. Dakin Family Album**
- 2. Memorandum Book (List of artifacts from Town Meeting Gavel Box)**
- 3. Jacob Reeves, Justice of the Peace Records 1816-1835**
- 4. Records of the Elisha Goodnow Fund**
- 5. Sudbury Town Records Mortgages Vol. 2**
- 6. Bonds, Town of Sudbury, 1902-1912**
- 7. Orders of the Poor Grant of 1826**
- 8. Miscellaneous Tax Lists Town of Sudbury 18th Century**
- 9. Town of Sudbury for the Support of the Poor 1833-1865**
- 10. Town of Sudbury, Pauper Register, 1843- 1893**
- 11. Fleets Pocket Almanack, for the year of our Lord, 1792**
- 12. List of Town, County and State Taxes assessed on polls and Estates of Sudbury, 1857**
- 13. List of Town Taxes assessed on the polls and the Estates of the Town of Sudbury, 1859**
- 14. Persons Receiving State Aid in the Town of Sudbury, 1861 – 1910**
- 15. Annual Register of Voters, Town of Sudbury, 1884 – 1905**
- 16. Annual Register of Voters, Town of Sudbury, 1907 – 1920**
- 17. Roads and Town Lines, No. 2, 1832 – 1899**
- 18. Mortgages, Town of Sudbury, 1886 – 1903**
- 19. Valuation of Sudbury, 1856**
- 20. Valuation of Sudbury, 1857**
- 21. Tax List of Sudbury, 1857**
- 22. State Tax Acts, 1777, 1778, 1779, 1781, 1794, 1795, 1796, 1798, 1799, 1803, 1804, 1806, 1815**
- 23. Doings of the Overseers of the Poor, 1833 – 1865**
- 24. Overseers of the Poor, 1910**
- 25. Overseers of the Poor, 1912**
- 26. Overseers of the Poor, 1913**
- 27. Overseers of the Poor, 1914**
- 28. Overseers of the Poor, 1916 – 1917**
- 29. Board of Overseers of the Poor, 1918 – 1924**
- 30. Rebellion Record, Soldiers and Officers in the Military Service, 1862 – 1865**
- 31. Boundary Lines of Acton, Bedford, Concord, Lincoln, Maynard, Sudbury, Wayland and Weston 1904**
- 32. First Lieutenant Commissioning (1760)**
- 33. Justice to Keep the Peace Commissioning (1781)**
- 34. Colonel of 4th Regiment Commissioning (1776)**

The request of \$106,000 is based upon the estimates for conservation and digitization of these documents. Additional items are appraised. If condition and historical significance warrant expediting conservation, they will be conserved in place of documents listed here.



Documents are Historic Resources, Too

By Jennifer M. Goldson, AICP

In March 2006, the CPA statute was amended to include "documents and artifacts" within the definition of historic resources. Since that time, many communities have used CPA funds for document preservation projects, including document conservation and restoration projects and improvements to storage systems, such as

installing climate controls.

However, in the process of reviewing applications for preservation of documents, CPCs and commissions have questioned which documents should qualify as "historic" under the definition contained in the CPA legislation. Since documents are not included on the State Register, it is necessary for the local historical commission to determine historic significance of documents per Section 2 of the Community Preservation Act (MGL c.44B). But, what evaluation criteria can commissions use?

Determining the Historic Significance of Documents

In discussions with document conservation professionals at the Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners (MBLC), the generally accepted criteria for determining the significance of buildings can be translated to documents to some extent, however, age of documents may not be as important as other factors.

Historical Value

n. ~ 1. The usefulness or significance of records for understanding the past.

2. The importance or usefulness of records that justifies their continued preservation because of the enduring administrative, legal, fiscal, or evidential information they contain; archival value.

(The Society of American Archivists: Glossary of Archival Terminology)

As Walter Newman, Director of Paper Conservation at NEDCC points out, the Society of American Archivists defines the term "historic" as "noteworthy among past events or old things" and goes on to note that the term "historic" connotes significance, whereas "historical" implies nothing more than age.

To determine significance of documents commissions can refer generally to the National Register Criteria: Is the document associated with a significant event or person? Does it have distinctive characteristics or yield important information?

As Gregor Trinkaus-Randall, Preservation Specialist at MBLC, explains, records designated as permanent on the state's records retention schedules for municipal records have an importance to the community that transcends age – that is why permanent records, like birth, marriage, and death records, can be considered historic resources under CPA if the Historical Commission determines per the statute that they are significant in "... the history, archeology, architecture, or culture of a city

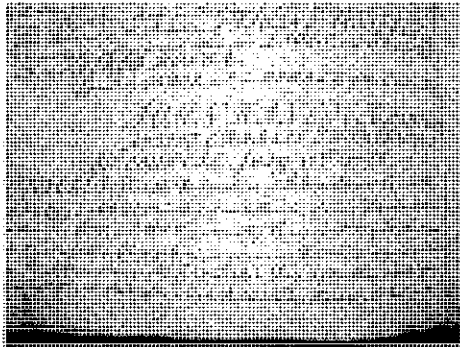
or town." However, it is important to remember that, per MGL c.44B Section 6, "The community preservation funds shall not replace existing operating funds, only augment them." You'll want to be careful that you are not using CPA funds to pay for expenditures or staff that are included in the municipality's general budget, as you would be in violation of Section 6.

First Ensure a Quality Storage Environment

Mr. Trinkaus-Randall also advises that before a community considers funding the preservation of individual documents, it should first ensure that the quality and environment of the storage area and containers meet archival standards. Appropriate environmental controls in the records' storage areas are generally considered the most cost-efficient preservation step that can be taken for a large quantity of records. Furthermore, it does no good to spend funds on conservation work only to return the documents to conditions which would continue the deterioration of the materials.

As Valarie Kinkade, principal of Museum and Collector Resource and a member of the Concord CPC, points out, "It's critical to explain that providing proper storage materials, such as archival quality boxes and shelving, is just as much a preservation activity as sending documents off to a conservator."

Additionally, for document preservation as with any type of CPA project, it is wise to determine the level of need for the project – for example, what condition are the documents in and what is their level of risk for deterioration?

**Project Example: Mendon Preserves the Declaration of Independence**

As reported by the Milford Daily News in March 2009, Mendon Town Meeting approved the appropriation of \$80,000 of CPA funds to resolve humidity and drainage problems in the vault where records, which date to the 17th century and include a copy of the Declaration of Independence, are stored. The photograph on the left shows Mendon's copy of the Declaration of Independence. Peter Denton of Mendon's Community Preservation Committee explains that he was glad to support the project because there was a clear need to

remove the mold and stop the deterioration of the pages. "If they continue to get moldy they will be unreadable," said Mr. Denton.

More Information

For more information about document conservation, contact Gregor Trinkaus-Randall at gregor.trinkaus-randall@state.ma.us, 1-800-952-7403 x 236 or Walter Newman at waltern@nedcc.org, 978-470-1010.

Jennifer M. Goldson, AICP, is a freelance planner who focuses on helping communities implement the Community Preservation Act. She can be reached at jennifer@jmgoldson.com or 617-990-4971.

The views expressed in this article are those of the author, are not intended to be used as legal advice, and do not necessarily reflect the views of the Community Preservation Coalition.

From: MarilynAWE@aol.com
To: [Harvell, Rosemary](#)
Subject: League of Women Voters Historic Preservation Committee
Date: Sunday, October 23, 2011 10:47:53 PM
Attachments: [Doc1\[6\].docx](#)

Dear Rosemary,

The League of Women Voters has finished their study of Historic Preservation and wishes to let you know about our consensus and new position. Thanks so much for our great tour of Town Hall's vaults and for your assistance with our study. I will be sending you a list of League members who have volunteered to scan documents and help preserve Sudbury's history.

Many thanks,
Marilyn Ellsworth

October 24, 2011

Dear Rosemary Harvell,

The League of Women Voters Historic Preservation Committee wishes to thank you for your assistance in our study last year. We would like to update you on the results of our study. The League studies an issue and then comes to a consensus of all of its members. The consensus results in a position which League members may use in the future to address our goals.

The League has adopted the following position for Historic Preservation:

The LWV of Sudbury supports efforts to preserve the records, buildings, artifacts, and other aspects of Sudbury's history, including:

- Establishing a Sudbury Town Museum

- Encouraging historic preservation organizations to collaborate on long-range planning and to

- Prioritize preservation projects

- Hiring a town archivist to oversee preservation efforts

- Encouraging historic tourism in Sudbury

As a result of our new position, the League has initiated a new historic preservation action committee. Our goals are to volunteer to assist the Town Clerk and historical committees in scanning documents; host a public forum on historic preservation efforts and town historical organizations; develop ways to highlight the role of women in Sudbury's history; and to develop a tourism brochure.

We look forward to working with you in the future and thanks again for your assistance with our study on historic preservation last year.

Sincerely,

Marilyn Ellsworth

Chair, Historic Preservation Committee

League of Women Voters

marilynawe@aol.com

978-443-5752

MARY PATRICK BOGAN

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
(978) 470-1010 mpbogan@nedcc.org

Experience

DIRECTOR OF BOOK CONSERVATION

Northeast Document Conservation Center, Andover, MA
April 2011–present

SENIOR CONSERVATOR

Northeast Document Conservation Center, Andover, MA
July 2007–April 2011

ASSOCIATE CONSERVATOR

Northeast Document Conservation Center, Andover, MA
December 2000–July 2007

ASSISTANT CONSERVATOR

Northeast Document Conservation Center, Andover, MA
December 1998–2000

- Examine incoming items from private and institutional clients to evaluate condition, recommend treatment and provide cost estimate for conservation work.
- Perform conservation treatments on paper, cloth and leather bindings and paper documents from the 16th through 20th century.
- Provide preservation information to the public in form of presentations, hands-on workshops and telephone reference.
- Perform collection-level and item-by-item surveys and provide written reports to describe the nature and condition of collections and to make recommendations regarding conservation and preservation strategies.

COLLECTION CONSERVATOR/HEAD OF BINDING AND REPAIR

MIT Libraries, Cambridge, MA
December 1990–December 1998

- Managed unit of Collection Series responsible for the commercial binding, shelf preparation, and repair of materials in large academic research library.
- Established procedure and guidelines for commercial binding program, processing of new library materials, and repair of collection.
- Examined items from collection and selected appropriate binding or repair approach.
- Collaborated with collection management staff on identification of preservation needs and treatments.
- Supervised and trained 4 staff members and 40+ hours student staff.
- Managed commercial binding budget, materials budget, supplies and equipment.
- Performed treatments on items in the circulating and special collections.
- Provided central disaster response unit for entire library system.

- Participated in special preservation activities.
- Served on variety of library committees and teams dealing with work and workplace issues.

CONSERVATION OFFICER/PROGRAM COORDINATOR

Boston Public Library, Boston, MA

September 1985–December 1990

- Performed conservation and restoration treatments on 18th century French, English and American leather, cloth, paper and vellum bindings, and other miscellaneous items.
- Examined collection, and with consultation, selected items to be treated, and determined extent of preservation.
- Trained and supervised apprentices in all aspects of book restoration work, and established and maintained workflow.
- Designed and constructed protective enclosures for variety of materials.

SHOP FOREMAN/BOOKBINDER

Gray Parrot, Inc., Easthampton, MA

April 1982–September 1985

- Responsible for all aspects of edition bookbinding.
- Trained and supervised up to 5 employees, and maintained workflow.
- Restored leather, paper, and cloth bindings.
- Designed materials to be used in edition jobs.

BOOKBINDER

Lisa Callaway Bookbinding, Northampton, MA

August 1981–January 1982

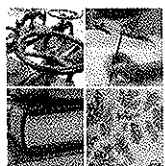
- Constructed bindings and portfolio boxes for books and other printed materials.
- Responsible for correspondence and customer relations.

Related Information

- Member of **American Institute for Conservation**
- Member of **The Guild of Bookworkers** – New England Chapter
- Member of **ACRL-New England Chapter Preservation/Conservation Interest Group**
- Member and newsletter editor, BallardVale Historic District Commission, Andover, MA 2000-current.

Education

Smith College, B.A. in Studio Art
Northampton, MA
May 1981



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.1 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: Miniature gem album (circa 1860s)
Title/Bibliographic Information: Dakin Family Album

No. of Volumes: 1
No. of Pages: 12
Dimensions: 3" x 3 1/4" x 1"

CONDITION ON RECEIPT: The full leather binding with embossed covers is worn. The leather is cracked at the raised areas of the shaped boards. The spine is missing. The album consists of approximately 78 hand-colored gemtypes (tintypes 3/4" x 1") and 1 albumen print. The gemtypes are housed in rectangular recesses cut in stiff board supports which hold the photographs back-to-back. Recesses allow the gemtypes to sit flush. Paper with corresponding oval openings with decorative framing design is adhered to the recto and verso of each support. Edges of the oval openings overlap the gemtypes and cover their edges. There four gemtype openings per page. A few openings are empty. It appears that the album may have suffered some water damage in its past. As a result, a few of the gemtypes are rusted. In certain cases, the rust has formed underneath the black backing and emulsion layer. The surface grime is slight. Please note that since much of the rust is beneath the image layer, not much consolidation or conservation treatment can be done. It is important to store the album in a dry (low humidity) storage area. The paper is discolored. It is torn and partially detached in areas. The back flyleaf is partially detached and appears to be insect damaged.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Mend tears and reattach detached paper with Japanese paper and starch paste.

Stabilize binding by lining spine with Japanese paper and starch paste.

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

Please note: The volume will remain very fragile following stabilization. Use should be limited.

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$1,250.

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 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.

OWNER/AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

P.O.# required? YES _____ NO _____

#

Mary Patrick Bogan

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: #11.288B_1.1

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

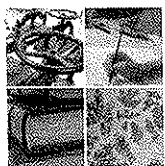
Recommended Title

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.2 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Memorandum Book

No. of Volumes: 1
No. of Pages: 100
Dimensions: 5 3/4" x 3 3/4"

CONDITION ON RECEIPT: The full paper composition-style binding is worn and abraded. "Memorandum" is stamped in gold on the front cover. The paper is adhered to boards at the turn-ins only, and as a result the paper on the covers is cockled. The spine is slightly abraded. The paper surface is skinned in a small area on the front cover. The text block consists of a single gathering of ruled support leaves with manuscript ink entries. The gathering is machine-sewn through the fold and a cloth guard. The cloth guard is adhered to the pastedowns. The pages are discolored and acidic. The exterior leaves are particularly discolored as a result of being in contact with acidic endleaves.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Construct a CMI 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, \$620.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: #11.288B_I.2

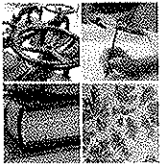
Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided. Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

Vertical Title		Horizontal Title	
Client's revision for vertical and flat	Recommended Title		Recommended Title
<div></div>	<div></div>	<div></div>	<div>MEMORANDUM BOOK</div>
			Clients Revision
			<div></div>

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.3 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Jacob Reeves, Justice of the
Peace Records 1816-1835

No. of Volumes: 1
No. of Pages: 344
Dimensions: 12 1/2" x 7 1/2"

CONDITION ON RECEIPT: The volume was previously conserved. The full cloth binding and text block are in relatively sound condition. The text block consists of printed pages with manuscript ink entries. Some pages have a few small tears along the edges. A small scrap with an ink inscription is attached to a page with a spot of stamp wax and covers entries underneath.

RECOMMENDED TREATMENT:


Provide written and photographic documentation of condition before and after treatment.
Treat as necessary to release scrap attached with stamp wax and hinge in place using Japanese paper and starch paste.
Mend tears with Japanese paper and starch paste.
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, \$725.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11
DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: #11.288B_1.3

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

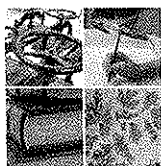
Clients Revision

Horizontal Title for Volume Shelved Flat

JACOB REEVES - JUSTICE OF THE PEACE RECORDS 1816-1835

Client signature: _____

Date _____



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011
Job #: 11.288B.4 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Records of Elisha Goodnow Fund

No. of Volumes: 1
No. of Pages: 170
Dimensions: 8" x 6 1/2"

CONDITION ON RECEIPT: The quarter leather and decorated paper case binding is very worn and deteriorated. The leather is skinned and powdery. The paper is very abraded and there are losses; it is partially detached from the boards. Pressure-sensitive tape has been adhered to the leather and paper on both boards. The internal hinges are partially broken. The text block consists of ruled support leaves with entries in a variety of manuscript inks. Some of the inks vary in intensity. The sewing is weak but intact. One leaf has been cut from the text block leaving a small stub behind. The pages are dirty, discolored and stained. An envelope holding a small folded letter is loose at the front of the volume. A letter written in manuscript ink on blue paper is attached to the front pastedown with spots of stamp wax. It is folded, and is torn at one point of attachment. An ink notation appears on the verso, but only a portion is visible where the letter is torn. The pH of the paper where tested is 4.5.

RECOMMENDED TREATMENT:

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

Collate (paginate).

Surface clean pages 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 manuscript letter from front pastedown.

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

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

Size paper using 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 toned airplane linen using a case structure.

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

Place loose items in a buffered folder.

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


ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$2,910.
(Continued)

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 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.

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES _____ NO _____


NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

9/22/11
DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: #11.288B...1.4

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

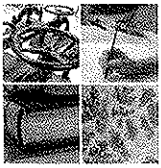
Records of the Elisha Goodnow Fund

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.5 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Sudbury Town
Records - Mortgages Vol. 2

No. of Volumes: 1
No. of Pages: 278
Dimensions: 13 3/4" x 8 1/2"

CONDITION ON RECEIPT: The volume has been previously conserved. The half leather and decorated paper binding is in sound condition. The text block consists of blue pages with entries in a variety of manuscript inks. The inks vary in intensity. Entries are written deep into the gutter on the versos of most leaves. There are small tears at the edges of a few pages. The front flyleaf is creased vertically. The pH of the paper where tested is 5.0.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.
Mend tears only where necessary with Japanese paper and starch paste. Flatten crease in front flyleaf as possible.
Construct a CMI 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, \$470.

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 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.

OWNER/AUTHORIZED AGENT _____ DATE _____
P.O.# required? YES _____ NO _____ # _____

Mary Patrick Bogan 9/22/11
NORTHEAST DOCUMENT CONSERVATION CENTER DATE
Mary Patrick Bogan

TITLE SHEET

Client:

Town of Sudbury

Job No: H.288B_1

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

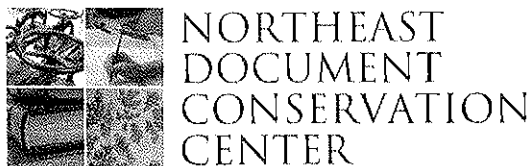
Recommended Title

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.6 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book

Title/Bibliographic Information: Bonds - Town of Sudbury 1902-1912

No. of Volumes: 1
No. of Pages: 300
Dimensions: 14" x 9"

CONDITION ON RECEIPT: The half leather and grained cloth binding is dirty, but is in relatively sound condition. The text block consists of ruled and numbered pages with entries in manuscript ink. There are entries within the first thirty-five pages; the majority of the pages are blank. The paper is slightly dirty, but is in relatively good condition. The pH of the paper where tested is 5.0.

RECOMMENDED TREATMENT:

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

Surface clean binding and pages to remove loose dirt.

Alkalize the first fifty pages by spraying with an nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Construct a CMI 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, \$670.

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 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.

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES _____ NO _____

#

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11

DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.6

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

Town of Sudbury - Bonds 1902-1912

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.7 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Orders of the Poor Grant of 1826

No. of Volumes: 1
No. of Pages: 240
Dimensions: 12 3/4" x 8"

CONDITION ON RECEIPT: The half leather and decorated paper case binding is very worn and abraded. The leather is skinned and powdery. The internal hinges are broken and the binding is detached. The text block consists of ruled support leaves with entries in a variety of manuscript inks. The inks vary in intensity; there is bleed-through of ink on some pages. The sewing is broken and pages are detached. The pages are dirty, discolored, acidic and foxed. Folios are broken along the fold and pages have small tears particularly along the edges. A few leaves are creased. Two scraps are loose in the text block. The pH of the paper where tested is 4.0.

RECOMMENDED TREATMENT:

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

Surface clean pages 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. Please note that rules may be reduced.

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

Size paper using 1% 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.)

Place scraps in a buffered folder and house with volume.

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, \$5,070.
(Check If Selecting ____)

(Continued)

ALTERNATIVE TREATMENT:

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

Collate.

Surface clean pages 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. Please note that rules may be reduced.

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

Size paper using 1% gelatin.

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

Reassemble text and press to flatten.

Sew with linen thread.

Repair binding by rebacking using leather or airplane linen and Japanese paper toned with acrylic pigments. Spine leather may be replaced.

Place scraps in a buffered folder and house with volume.

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

ESTIMATED COST OF ALTERNATIVE TREATMENT not including options, insurance, delivery or other, \$5,785.
(Check If Selecting ____)

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 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.

OWNER/AUTHORIZED AGENT

P.O.# required? YES _____ NO _____

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

DATE

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.7

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

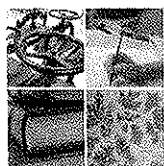
Orders of the Poor Grant of 1826

Clients Revision

Horizontal Title for Volume Shelves Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.8 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book

Title/Bibliographic Information: Town of Sudbury - Miscellaneous
Tax Lists - 18th Century

No. of Volumes: 1
No. of Pages: ~ 42
Dimensions: 23 1/4" x 15"

CONDITION ON RECEIPT: The full canvas portfolio binding is dirty and worn. The text block consists of nine large printed leaves with manuscript ink entries. Leaves are folded in the center and hinged to silk stubs. One of these lists, folded at the edge and not in the center, has an additional folded leaf attached to one edge. Another group of printed leaves with manuscript ink entries and some graphite pencil notations is folded and sewn together. Each folio is sewn through the fold onto linen tapes; the group is attached to the silk stubs with a textile guard. The pages are dirty, discolored, foxed and stained. Leaves are creased and torn. There are losses from the center of two of the large folded documents. Many tears and creases have been mended with silk on both sides of the documents. The silk is weak and torn. An Emery Process label is attached to the front pastedown. Documents have been numbered in pencil most likely when treated by Emery.

RECOMMENDED TREATMENT:

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

Collate.

Surface clean pages to remove loose dirt.

Test solubility of inks.

Disbind (remove sewing and separate into single leaves).

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

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

Size paper using 1/2% gelatin.

Mend tears and guard folds, or line if necessary, with Japanese paper and starch paste.

Sew grouped folios with linen thread into a fold of paper.

Place large sleeved lists in a buffered folder and return to client for storage in a flat file. Dimension of folder will be approximately 24" x 36".

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$5,930.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11
DATE _____

TITLE SHEET

Client: Town of Sudbury Job No: #11.288B_L8

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

Clients Revision

Horizontal Title for Volume Shelved Flat

Town of Sudbury - Miscellaneous Tax Lists - 18th Century

Client signature:

Date



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.9 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book

Title/Bibliographic Information: Town of Sudbury for the Support
of the Poor 1833-1865

No. of Volumes: 1
No. of Pages: 216
Dimensions: 12" x 7 1/2"

CONDITION ON RECEIPT: The half leather and decorated paper case binding is worn and deteriorated particularly at the corners and edges. The front board is creased and broken vertically. The internal hinges are broken. The text block consists of ruled leaves with manuscript ink entries in a variety of inks. Approximately half of the text block has no entries. A pencil notation appears on the back pastedown. The sewing is broken and leaves are detached. The pages are dirty, discolored and acidic. A large number of leaves were torn from the back of the text block, leaving small stubs behind. Many leaves have small tears particularly along the edges. Several documents are loose in the text block including a post card, two folded manuscript letters, and a single leaf from a record book. The single leaf is printed with manuscript ink entries and two diamond-shaped seals of paper attached with stamp wax; feathered blue ink appears on both sides of this item. The pH of the paper where tested is 4.0.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.
Collate (paginate). Only leaves with entries will be treated. Blank leaves and binding will be returned to the client.
Surface clean head pages 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. Red rules may fade.
Rinse pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.
Size paper using 1/2% gelatin.
Mend tears and guard folds with Japanese paper and starch paste. Hinge exterior leaf with entries around last section.
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.)
Place loose items in a buffered folder and house with volume.
Return printed leaf with entries in a separate folder.
Construct a CMI box to dimensions of volume and folder. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$3,260.

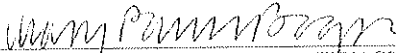
(Continued)

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 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.

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES _____ NO _____


NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

DATE

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.9

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.

Vertical Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

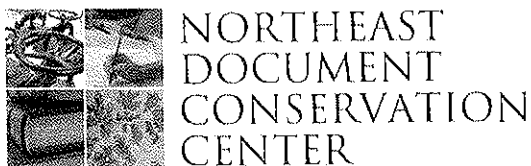
Clients Revision

Horizontal Title for Volume Shelved Flat

Town of Sudbury - Support of the Poor 1833-1865

Client signature:

Date



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.10 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Town of Sudbury - Pauper
Register 1843-1893

No. of Volumes: 1
No. of Pages: 124
Dimensions: 15 1/2" x 10 1/2"

CONDITION ON RECEIPT: The half leather and decorated paper binding is very worn and abraded. Areas of paper and leather are missing particularly along the edges and at the corners. The headcaps are missing and the joints are broken in places. The internal hinges are partially broken. The front fly leaf is partially detached. The text block consists of pages with printed rules and headings with entries in manuscript ink. Several pages in the center of the text block have no entries. At least one leaf appears to have been torn from the end of the text block. The last text leaf is tipped to the fly leaf and is partially detached. The back fly leaf is marked with stamp ink. A bookbinder's label is adhered to the front pastedown. The pH of the paper where tested is 5.5.

RECOMMENDED TREATMENT:

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

Collate where necessary (paginate).

Surface clean pages to remove loose dirt.

Disbind (remove sewing and separate sections).

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

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 not including options, insurance, delivery or other, \$2,360.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE _____

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.11 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Fleets' Pocket Almanack - 1792

No. of Volumes: 1
No. of Pages: 176
Dimensions: 5 1/2" x 3 1/4"

CONDITION ON RECEIPT: The text block is unbound and consists of printed pages. The sections were stab sewn, and a small piece of thread remains attached through the bottom sewing station of the last two sections. The sections are detached. The pages are dirty, discolored and acidic. Exterior leaves are particularly stained. Some pages have creased corners and small tears particularly along the edges. Some folds are partially broken.

RECOMMENDED TREATMENT:

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

Collate (check completeness).

Surface clean pages to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

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

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

Size paper using 1% methyl cellulose.

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

Reassemble text and press to flatten.

Sew with linen thread.

Bind in paper using a limp paper case structure.

Title using a stamped paper label. (Unless otherwise changed, title will appear as on attached sheet.)

Construct a CMI 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, \$2,535.

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 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.

OWNER/AUTHORIZED AGENT

P.O.# required? YES _____ NO _____

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

9/22/11

DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.11

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

Fleets' Pocket Almanack 1792

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.12 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: List of Town, County and
State Taxes - 1859

No. of Volumes: 1
No. of Pages: ~ 150
Dimensions: 6 5/8" x 4 1/4"

CONDITION ON RECEIPT: The full sheep leather binding is worn and abraded. The leather is skinned and stained particularly on the front board. The back joint is partially broken. The text block consists of blue pages with printed rules and headings with manuscript ink entries and some graphite pencil notations. Several sections appear to have been removed from the back of the volume. The pages are dirty, discolored and acidic. The pH of the paper where tested is 4.5.

RECOMMENDED TREATMENT:

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

Collate (paginate).

Surface clean pages to remove loose dirt.

Measure pH before and after treatment

Disbind (remove sewing and separate sections).

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

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

Sew with linen thread.

Repair binding by rebacking using Japanese paper toned with acrylics. Original spine will be reattached.

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, \$2,650.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE

#

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.12

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

--

List of Town, County and State Taxes - 1857

Clients Revision

--

Horizontal Title for Volume Shelved Flat

--

Client signature:

--

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.13 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: List of Town, County and State
Taxes - 1859

No. of Volumes: 1
No. of Pages: ~ 160
Dimensions: 6 3/4" x 4 1/4"

CONDITION ON RECEIPT: The full sheep leather binding is worn and abraded. The leather is skinned and stained. The text block consists of blue pages with printed rules and headings with entries in manuscript ink and some graphite pencil notations. The sewing is weak but intact. The text block is misshapen. The pages are dirty, discolored and acidic. Several pages have creased corners. A bookseller's ticket is adhered to the front pastedown. Pencil notations appear on the back pastedown.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Mend tears and repair corners with Japanese paper and starch paste.

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, \$945.
(Check If Selecting ☐)

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE

#

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

DATE

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_L13

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

The diagram shows a vertical rectangular box. On the left side, there is a smaller vertical rectangle labeled 'Client's revision for vertical and flat'. To the right of this is a larger vertical rectangle labeled 'Recommended Title'. Dashed lines indicate the relationship between the two areas, showing how the client's revision would be integrated into the recommended title layout.

The diagram shows a horizontal rectangular box. On the left side, there is a smaller horizontal rectangle labeled 'Recommended Title'. To the right of this is a larger horizontal rectangle labeled 'Clients Revision'. Dashed lines indicate the relationship between the two areas, showing how the client's revision would be integrated into the recommended title layout.

Horizontal Title for Volume Shelved Flat

A large horizontal rectangle intended for the title of a volume shelved flat.

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.14 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Persons Receiving State Aid
in the Town of Sudbury - 1861-1910

No. of Volumes: 1
No. of Pages: 120
Dimensions: 11" x 9"

CONDITION ON RECEIPT: The half leather and cloth binding is worn and abraded. The cloth is stained and frayed. The joints and internal hinges are broken. A portion of the spine is missing. The text block consists of pages with printed rules and entries in manuscript ink and some graphite pencil notations. Five-folio sections are sewn on three cloth tapes. The first leaf has been cut from the text block. The pages are dirty, discolored and acidic. A few pages have creased corners. Twenty-four documents are loose at the back of the text block; some of these have manuscript entries. A bookseller's ticket is adhered to the front pastedown. The pH of the paper where tested is 4.5.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Disbind (retaining sewing).

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

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

Reinforce sewing.

Repair binding by rebacking using leather – spine leather will be replaced.

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

Place loose material in a buffered folder and house with volume.

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$3,060.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE

#

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11

DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_L14

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

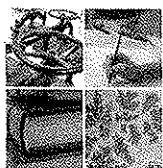
Recommended Title

Client's Revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

Date _____



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.15 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Town of Sudbury - Annual
Register of Voters 1884-1905

No. of Volumes: 1
No. of Pages: 140
Dimensions: 6" x 10 1/2"

CONDITION ON RECEIPT: The half leather and grained cloth case binding is dirty and worn. The top head cap is missing. A small portion of leather is missing from the upper corner of the front board. The corner is dented and the board is soft. The text block consists of pages with printed rules and headings with manuscript ink entries and some graphite pencil notations. The pages are dirty and acidic but are in relatively sound condition. The sewing appears to be intact. The pH of the paper where tested is 4.5

RECOMMENDED TREATMENT:

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

Surface clean binding and pages to remove loose dirt.

Measure pH before and after treatment.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Reinforce corner using starch paste.

Top headcap will not be repaired.

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, \$1,430.

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 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.

OWNER/AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

P.O.# required? YES _____ NO _____

Mary Patrick Bogan

Mary Patrick Bogan 9/22/11

TITLE SHEET

Client: Town of Sudbury Job No: 11.238B_1.15

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

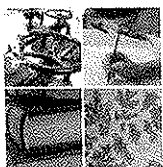
Clients Revision

Horizontal Title for Volume Shelved Flat

Town of Sudbury - Annual Register of Voters 1884-1905

Client signature: _____

_____ Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.16 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Town of Sudbury - Annual
Register of Voters 1907- 1920

No. of Volumes: 1
No. of Pages: 216
Dimensions: 13 ½" x 8 ½"

CONDITION ON RECEIPT: The full cloth library binding is in relatively sound condition; it is not contemporary to the text. Its endleaf construction makes a stiff edge against which the text block opens; opening is somewhat restricted. The text block consists of numbered ruled pages with manuscript ink and graphite pencil entries. Pages 55-58 and 69-74 have been cut from the text block; pages 145-216 are blank. Printed cut-outs with ink and pencil notations are adhered to pages throughout; leaves are cockled as a result. Excess adhesive has caused skinning on some pages. The original sewing is broken; sewing added during rebinding appears intact. Pages are dirty, discolored and acidic. Many pages have creased corners and small tears at the edges. The front flyleaf is creased and is torn along the edges; tears have been mended with pressure-sensitive tape. A title and inscription appear on the front flyleaf in ink. The pH of the paper where tested is 5.0.

RECOMMENDED TREATMENT:

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

Collate. Blank leaves will not be treated.

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

Treat as necessary to remove pressure-sensitive tape using heat or organic solvents.

Treat as necessary to reduce excess adhesive on pages where possible.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

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

Line front flyleaf 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 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, \$3,725.

(Continued)

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____


NORTHEAST DOCUMENT CONSERVATION CENTER DATE: 9/22/11
Mary Patrick Bogan

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.16

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.

Vertical Title		Horizontal Title	
Client's revision for vertical and flat	Recommended Title	Recommended Title	
<div></div>	<div></div>	<div></div>	<div></div>
			Clients Revision
			<div></div>

Horizontal Title for Volume Shelved Flat

Town of Sudbury - Annual Register of Voters 1907-1920

Client signature: _____

Date _____



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.17 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Roads and Town Lines,
No.2, 1832-1899

No. of Volumes: 1
No. of Pages: 266
Dimensions: 12" x 8"

CONDITION ON RECEIPT: The full canvas springback binding is worn and abraded; it is not contemporary to the text. The text block consists of pages with manuscript ink entries. Some graphite pencil notations appear throughout. Approximately twenty-five ruled leaves were added at the front of the text block; they, and several leaves at the end of the text block, are blank. The first two leaves following the blanks have been lined with silk on the recto and verso. Folios throughout have been guarded with, and some tears have been mended with silk. The pages are dirty, discolored and acidic. Many pages have small tears at the edges. Inks vary in intensity; some are feathered and smeared. The inks tested are soluble. An Emery Co. label is adhered to the back pastedown. The pH of the paper where tested is 5.0.

RECOMMENDED TREATMENT:

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

Collate.

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

Wash first two leaves in water to remove silk.

Treat as necessary to remove silk guards and mends from folios.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

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 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, \$5,380.

(Continued)

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 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.

OWNER/AUTHORIZED AGENT _____ DATE _____
P.O.# required? YES _____ NO _____ # _____

 9/22/11
NORTHEAST DOCUMENT CONSERVATION CENTER DATE
Mary Patrick Bogan

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_I

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.

Vertical Title

Client's
revision
for vertical
and flat

Recommended
Title

Horizontal Title

Recommended Title

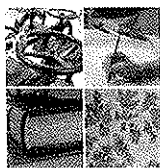
Roads and Town Lines, No.2, 1832-1899

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.18 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book

Title/Bibliographic Information: Town of Sudbury - Mortgages 1886- 1903

No. of Volumes: 1
No. of Pages: 320
Dimensions: 14" x 9 1/4"

CONDITION ON RECEIPT: The half leather and grained cloth springback binding is worn and abraded particularly at the corners and endcaps. The joints are partially broken. The text block consists of ruled and numbered pages with manuscript ink entries. Entries on the versos tend to be written into the gutter. The sewing appears to be intact. The endleaves and exterior pages are guarded with cloth making a stiff edge against which the text block opens with limited flexibility. The pages are dirty and acidic. The corners of some leaves are chipped. The pH of the paper where tested is 4.0.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Disbind (retaining sewing).

Treat as necessary to remove cloth guards on exterior leaves.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Mend tears with Japanese paper and starch paste.

Reinforce sewing.

Bind in cloth using a split-board structure.

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

Construct a CMI 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, \$3,035.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11
DATE

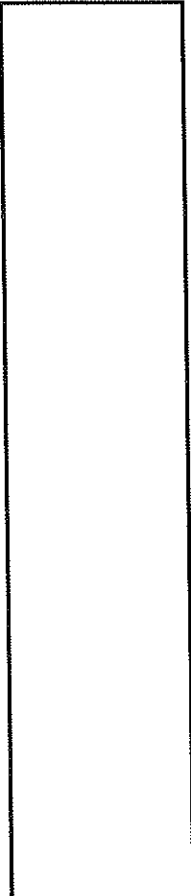
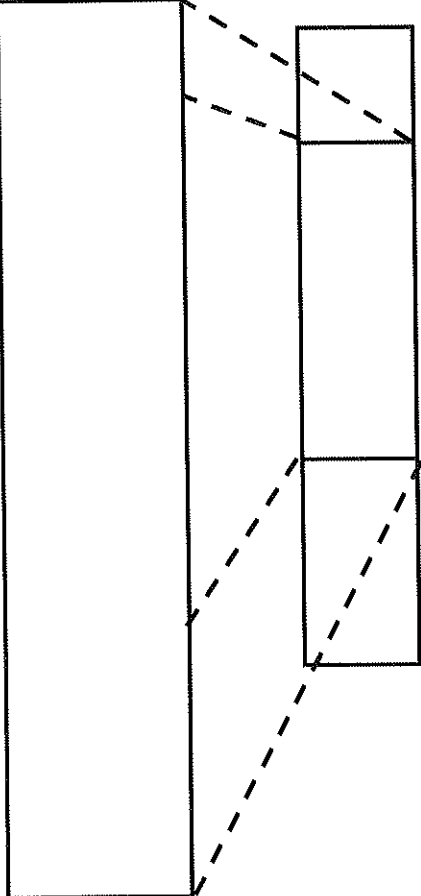
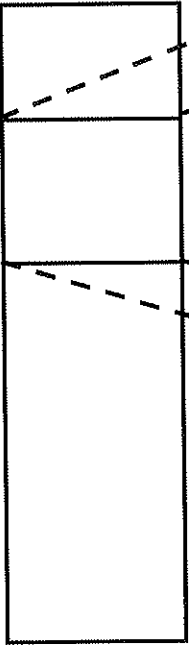
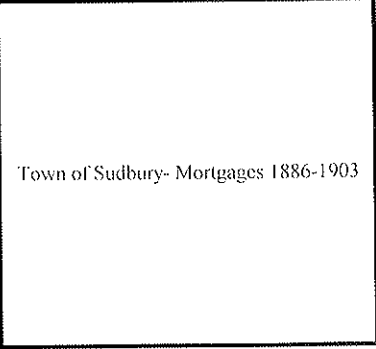
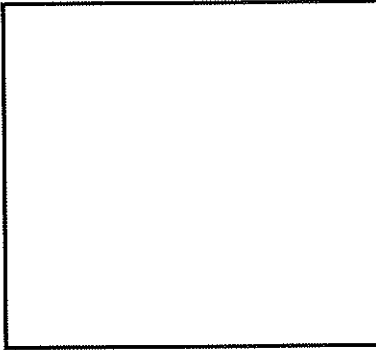
TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_L18

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.

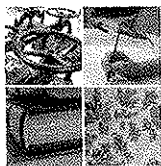
Vertical Title		Horizontal Title	
Client's revision for vertical and flat	Recommended Title		Recommended Title
			
			Clients Revision
			

Horizontal Title for Volume Shelved Flat

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Client signature: _____

Date _____



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.19 & 20 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record books

Title/Bibliographic Information: Valuation of Sudbury 1856 and
Valuation of Sudbury 1857

No. of Volumes: 2
No. of Pages: 48 each
Dimensions: 16 1/4" x 10 1/2"

CONDITION ON RECEIPT: The stiff heavy paper wrappers are dirty and worn. The folds are partially torn. The text blocks consist of blue pages with printed rules and headings with manuscript ink entries. Both text blocks are made up of three sections which are tacketed at the head and tail through small pieces of leather and sewn into the outer wrapper with thread. The attachments are weak but intact. The pages are dirty, discolored and acidic. The date is written in ink on the front cover of each wrapper. The pH of the paper where tested is 5.0.

RECOMMENDED TREATMENT:

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

Collate.

Surface clean wrapper and pages to remove loose dirt.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

Alkalize wrappers and pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

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

Sew each text block with linen thread and re-sew into original wrappers.

Construct a CMI box to dimensions of volumes and house together. Title. (Unless otherwise changed, title will appear as on attached sheet.)

Recommended treatment and cost estimate is a combined total for both items.

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$1,580.

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 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.

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES _____ NO _____

#

NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

Mary Patrick Bogan

Mary Patrick Bogan 9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.19 and .20

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.

Vertical Title

Client's revision for vertical and flat

Recommended Title

Horizontal Title

Recommended Title

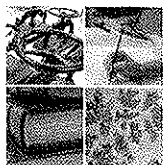
Valuation of Sudbury 1856 and 1857

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011
Job #: 11.288B.21 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record books
Title/Bibliographic Information: Tax List of Sudbury 1853 and
Tax List of Sudbury 1854

No. of Volumes: 2
No. of Pages: 92 and 102
Dimensions: 16" x 10 1/2"

CONDITION ON RECEIPT: The half leather and decorated paper bindings are worn and abraded. The leather is skinned in places. The front internal hinge of "1853" is partially broken. The text blocks consist of blue pages with printed rules and headings with manuscript ink entries. The sewing is broken in the first section of "1854". The pages are dirty, discolored and acidic. Some pages are foxed. The pH of the paper where tested is 5.0.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.
Collate (paginate). Blank pages, most likely just the last gathering in each volume, will not be treated.
Surface clean pages to remove loose dirt.
Measure pH before and after treatment.
Disbind (remove sewing and separate sections).
Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.
Mend tears and guard folds with Japanese paper and starch paste.
Bind each 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 each volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$3,035.
Cost is total to treat both volumes.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE

#

NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11
DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.21

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

Tax List of Sudbury 1853 (1857)

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011
Job #: 11.288B.22 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: printed pamphlets
Title/Bibliographic Information: State Tax Acts 1777, 1778, 1779,
1781, 1794, 1795, 1796, 1798, 1799, 1803, 1804, 1806, 1815

No. of Volumes: 13
No. of Pages: 256 total
Dimensions: ~ 14" x 9"

CONDITION ON RECEIPT: Thirteen printed pamphlets are worn and deteriorated to varying degrees. Pamphlets consist of printed single folios with deckled edges. The number of folios ranges in number from four to six and are stab sewn along the spine edge. The pamphlets have no outer wrappers. The sewing is broken in some of the pamphlets. The pages are dirty and discolored; some are foxed and stained. Most of the pamphlets appear to have been folded horizontally twice; creases remain in the paper. In many cases, the paper is weaker and torn along these creases. The paper generally feels soft and limp. Many pages are weak or torn along the folds and have tears along the edges. Some tears appear at the sewing holes. Inscriptions in manuscript ink appear on many pamphlets; the inks tested are stable in water. The pH of the paper where tested is 4.5.

RECOMMENDED TREATMENT:

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

Collate each pamphlet.

Surface clean pages to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

Wash pages in water to clean and reduce acidity of paper. Immerse pages in an initial bath of water and ethanol.

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

Size paper using 1% methyl cellulose.

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

Sew each pamphlet with linen thread into a fold of handmade paper.

Place pamphlets in individual buffered file folders and house together in a legal-size document storage box. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$8,680.

(Continued)

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 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.

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES _____ NO _____


NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

Mary Patrick Bogan

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.22

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.

Vertical Title

Client's revision for vertical and flat

Recommended Title

Horizontal Title

Recommended Title

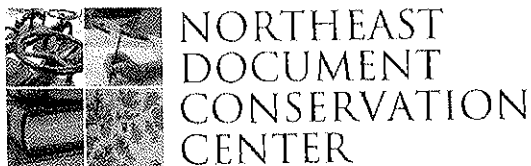
State Tax Acts

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.23 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Overseers of the Poor 1833-1865

No. of Volumes: 1
No. of Pages: 247
Dimensions: ~ 12" x 7 1/2"

CONDITION ON RECEIPT: The volume was previously conserved. The quarter leather and decorated paper binding is in sound condition. A few pages in the text block have small tears at the edges. Several scraps are loose at the front of the text block; two have been previously lined. A few of the scraps have small tears. The pH of the paper where tested is 4.0.

RECOMMENDED TREATMENT:

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

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound to protect paper from formation of acid in future.

Mend tears in pages and scraps where necessary with Japanese paper and starch paste.

Place scraps in a buffered folder.

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$840.


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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE _____

9/22/11

TITLE SHEET

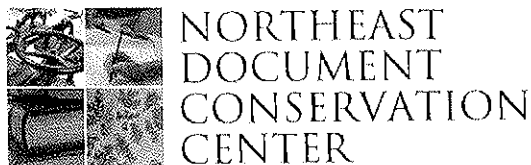
Client: Town of Sudbury Job No: 11.288B_1.23

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.

Vertical Title		Horizontal Title	
Client's revision for vertical and flat	Recommended Title		Recommended Title
	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div>Overseers of the Poor 1833-1865</div> <div>Clients Revision</div>

Horizontal Title for Volume Shelved Flat

Client signature: _____ Date _____



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.24 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book

Title/Bibliographic Information: Overseers of the Poor 1910

No. of Volumes: 1
No. of Pages: ~ 150
Dimensions: 14" x 8 1/2"

CONDITION ON RECEIPT: The half leather and grained cloth binding is dirty and worn. The text block consists of numbered pages with printed rules and manuscript ink entries. Graphite pencil notations and stamp ink appear on pages with entries. Many pages are blank. Pages 147-150 have been torn from the text block; partial stubs remain. An inscription is written on the front fly leaf in ink. A bookbinder's label is adhered to the front pastedown. The pH of the paper where testes is 4.0.

RECOMMENDED TREATMENT:

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

Surface clean pages and binding to remove loose dirt.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Repair front internal hinge with Japanese paper and starch paste.

Readhere loose bits of leather on binding.

Construct a CMI 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, \$985.

ALTERNATIVE TREATMENT:

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

Surface clean binding and pages to remove loose dirt.

Disbind (retaining sewing).

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

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

Reinforce sewing.

Bind in cloth using a case structure.

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

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

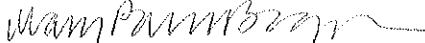
ESTIMATED COST OF ALTERNATIVE TREATMENT not including options, insurance, delivery or other, \$2,000.
(Check If Selecting ____)

(Continued)

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11
DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

Overseers of the Poor 1910

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.25 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Overseers of the Poor 1912

No. of Volumes: 1
No. of Pages: 70
Dimensions: ~ 14" x 9"

CONDITION ON RECEIPT: The half leather and grained cloth binding is dirty, discolored and worn. The leather is discolored. The cloth is frayed and detached in areas. The volume appears to have been water damaged and may be mold damaged. Cloth guards on exterior leaves are detached. The text block consists of numbered and ruled pages with manuscript ink entries. Some pages with entries have been marked with stamp ink. At least one leaf was removed from the text block; a stub remains. Pages are dirty, discolored and acidic. Powdery substances on the front fly leaves may be mold. The pH of the paper where tested is 4.0. A bookbinder's label is adhered to the front pastedown.

RECOMMENDED TREATMENT:

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

Collate.

Surface clean pages to remove loose dirt.

Vacuum pages where necessary to remove mold.

Disbind (retaining sewing).

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Reinforce sewing.

Bind in cloth using a case structure.

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

Construct a CMI box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)
Flyleaves and binding should be discarded.

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$1,795.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE

#

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11

DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.25

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.

Vertical Title

Client's revision for vertical and flat

Recommended Title

Horizontal Title

Recommended Title

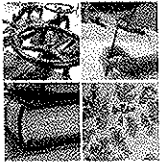
Overseers of the Poor 1912

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.26 and 27 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record books
Title/Bibliographic Information: Overseers of the Poor 1913 and
Overseers of the Poor 1914

No. of Volumes: 2
No. of Pages: 72 each
Dimensions: ~ 14" x 9"

CONDITION ON RECEIPT: The half leather and grained cloth stationery case bindings are dirty and worn. The text blocks consist of ruled pages with manuscript ink entries. Pencil notations and stamp inks appear on some pages. The pages are dirty and discolored. Exterior leaves are guarded with a cloth strip. A copy of a typescript letter is loose in "1914"; it is creased and torn.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.
Surface clean binding and pages to remove loose dirt.
Measure pH before and after treatment.
Treat as necessary to remove cloth guards and repair using Japanese paper and starch paste.
Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.
Mend tears in loose document with Japanese paper and starch paste.
Place loose leaf in a buffered folder and house with volume.
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, \$1,430.
Cost of treatment is total for two volumes. (Check If Selecting ☐)

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES ☐ NO ☐

DATE

#

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11

DATE

Client:

Town of Sudbury

Job No: 11.288B...1.26 and .27

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.

The diagram is divided into two main sections: 'Vertical Title' on the left and 'Horizontal Title' on the right.

Vertical Title Section:

- A box at the top is labeled 'Vertical Title'.
- Below it, a tall rectangle is labeled 'Client's revision for vertical and flat'.
- To its right, another tall rectangle is labeled 'Recommended Title'.
- Four dashed lines connect the 'Recommended Title' box to a smaller rectangle on the right, which is divided into three horizontal sections.

Horizontal Title Section:

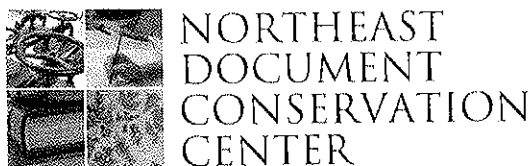
- A box at the top is labeled 'Horizontal Title'.
- Below it, a tall rectangle is labeled 'Client's Revision'.
- To its right, a wide rectangle is labeled 'Recommended Title'.
- Four dashed lines connect the 'Recommended Title' box to the 'Client's Revision' box, which is divided into three horizontal sections.

Horizontal Title for Volume Shelved Flat

--

Client signature:

Date _____



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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.28 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Overseers of the Poor 1916-1917

No. of Volumes: 1
No. of Pages: 72
Dimensions: 14" x 9"

CONDITION ON RECEIPT: The half leather and grained cloth binding is dirty and worn. The front joint is broken. The text block consists of ruled and numbered pages with manuscript ink entries. Pages 13-18 have been torn from the text block; their conjugates are loose. Pages are dirty and discolored. Exterior leaves are guarded with a strip of cloth. Entries appear on the back flyleaf. Two documents with graphite pencil notations are loose in the volume.

RECOMMENDED TREATMENT:

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

Collate.

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

Treat as necessary to remove cloth guards.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

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

Sew with linen thread.

Bind in cloth using a case structure.

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

Place loose documents in a buffered folder.

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$2,105.

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 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.

OWNER/AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/22/11

P.O.# required? YES _____ NO _____

#

Mary Patrick Bogan

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_L28

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.

Vertical Title		Horizontal Title	
Client's revision for vertical and flat	Recommended Title	Recommended Title	
<div></div>	<div></div>	<div></div>	<div>Overseers of the Poor 1916-1917</div>
			Clients Revision
			<div></div>

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.29 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Board of Overseers of the Poor,
1918-1924

No. of Volumes: 1
No. of Pages: 152
Dimensions: 8 ½" x 7"

CONDITION ON RECEIPT: The half leather and grained cloth binding is worn and abraded. The leather is powdery where abraded. It is desiccated and breaking from the bottom corners. The text block consists of ruled and numbered pages with manuscript ink entries. Inks vary in intensity and bleed through on some pages. The pages are dirty, discolored and acidic. The pH of the paper where tested is 4.5.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Readhere loose leather on corners as possible.

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, \$940.
(Check If Selecting ☐)

ALTERNATIVE TREATMENT:

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

Collate where necessary (check completeness, paginate).

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Disbind (retaining sewing).

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Reinforce sewing.

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 ALTERNATIVE TREATMENT not including options, insurance, delivery or other, \$1,975.
(Check If Selecting ☐)

(Continued)

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE


NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

Mary Patrick Bogan

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B...1.29

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.

Vertical Title

Client's revision for vertical and flat

Recommended Title

Horizontal Title

Recommended Title

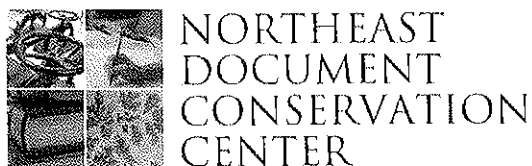
Board of Overseers of the Poor 1918-1924

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.30 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Rebellion Record, Soldiers and
Officers in the Military Service, 1862-2865

No. of Volumes: 1
No. of Pages: 128
Dimensions: 15" x 10"

CONDITION ON RECEIPT: The full reverse calf stationery case binding is worn and abraded. The leather is skinned and torn in places especially along the spine. The endcaps are worn. The internal hinges are partially broken. The text block consists of ruled pages with printed headings with entries in manuscript ink and some notations in graphite pencil. The inks vary in intensity; some entries are faint. Many pages are blank and have no entries. The exterior leaves are guarded with a cloth strip. The pages are dirty and discolored. The pH of the paper where tested is 4.5-5.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Measure pH before and after treatment.

Treat as necessary to remove cloth guards from exterior leaves. Guard with Japanese paper and starch paste if necessary.

Treat as necessary to reinforce internal hinges with Japanese paper.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Repair binding by reattaching loose bits of leather as possible.

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, \$1,450.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/22/11
DATE

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_L30

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

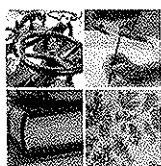
Clients Revision

Horizontal Title for Volume Shelved Flat

Rebellion Record - Soldiers and Officers in the Military Service

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB

Job #: 11.288B.31 of 34

Contact: Rosemary Harvell, Town Clerk

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

Object: record book

Title/Bibliographic Information: Boundary Lines of Acton, Bedford,
Concord, Lincoln, Maynard, Sudbury, Wayland and Weston 1904

No. of Volumes: 1

No. of Pages: 98

Dimensions: 21 1/4" x 17 1/2"

CONDITION ON RECEIPT: The half leather and grained cloth binding is dirty, worn and abraded particularly at the corners, endcaps and joints. The joints are partially broken and the leather is powdery. Insect damage is evident on the cloth. The front cover is streaked with a white substance; dark streaks are visible on the front pastedown and flyleaf. The text block consists of stiff printed leaves adhered to cloth guards and stubs, and appears to be sewn through the folded stubs. The pages are dirty, discolored and acidic. Discoloration is more pronounced at the edges. A photocopy with green pencil notations is loose in the text block; its relevance is uncertain. The pH of the paper where tested is 4.5.

RECOMMENDED TREATMENT:

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

Collate where necessary (paginate).

Surface clean pages to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind (separate into single leaves).

Wash pages in water to clean, reduce acidity of paper and to remove cloth guards.

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

Size paper using 1% methyl cellulose.

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.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$5,275.

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 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.

OWNER/AUTHORIZED AGENT

P.O.# required? YES _____ NO _____

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

DATE

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.31

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.

Vertical Title

Client's revision for vertical and flat

Recommended Title

Horizontal Title

Recommended Title

Clients Revision

Horizontal Title for Volume Shelved Flat

Boundary Lines of Acton, Bedford, Concord, Lincoln, Maynard, Sudbury, Wayland and Weston - 1904

Client signature:

Date



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.32 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Band of Hope

No. of Volumes: 1
No. of Pages: 156
Dimensions: 8" x 7"

CONDITION ON RECEIPT: The half leather and decorated paper case binding is worn and deteriorated. The binding is water damaged and the boards are warped. The leather is detached in places. Mold growth is evident particularly on the pastedowns. The joints and internal hinges are partially broken. The text block consists of ruled pages with entries in manuscript ink. The inks vary in intensity. Entries occur on approximately the first twenty leaves; the remaining leaves are blank. A few leaves have been torn from the text block. The pages are dirty, discolored, acidic and water stained. The pH of the paper where tested is 4.5. The leaves and pastedowns are cockled. A bookseller's ticket is adhered to the front pastedown.

RECOMMENDED TREATMENT:

Provide written and photographic documentation of condition before and after treatment.
Collate (paginate). Only pages with entries will be treated.
Surface clean pages to remove loose dirt.
Vacuum pages where necessary to remove mold.
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.
Rinse pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.
Size paper using 1/2% gelatin.
Mend tears and guard folds with Japanese paper and starch paste.
Reassemble text and press to flatten.
Sew with linen thread into a fold of handmade paper.
Title using a computer-generated paper label adhered to the front cover. (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.)
Mold damaged cover will be returned to client to discard.

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$1,855

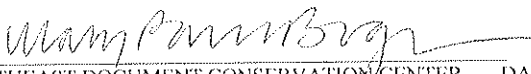
(Continued)

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 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.

OWNER/AUTHORIZED AGENT _____

DATE _____

P.O.# required? YES _____ NO _____


NORTHEAST DOCUMENT CONSERVATION CENTER

DATE _____

Mary Patrick Bogan

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_I.32

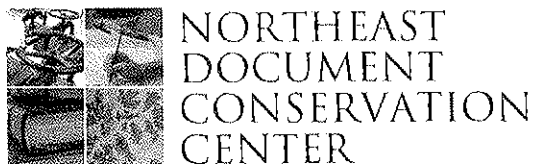
Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided. Please note any revisions and return with the signed treatment authorization form. The recommended title will be used if the revision form is not returned.

Vertical Title		Horizontal Title	
Client's revision for vertical and flat	Recommended Title		Recommended Title
<div></div>	<div></div>	<div></div>	<div>Band of Hope</div>
			Clients Revision
			<div></div>

Horizontal Title for Volume Shelved Flat

Client signature:

Date



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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011 MPB
Job #: 11.288B.33 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Methodist Church Meetings

No. of Volumes: 1
No. of Pages: 152
Dimensions: 10 1/2" x 7 1/2"

CONDITION ON RECEIPT: The quarter leather and decorated paper binding is worn and abraded particularly at the corners and edges. The leather is skinned in places and the top headcap is slightly torn. A manuscript ink notation is written on the leather along the front board. The text block consists of ruled pages with manuscript ink entries. Entries appear on the first six leaves only; the remaining pages are blank. There is a gap between the first two gatherings, although the sewing appears intact. The pages are dirty. The back board and back pastedown are very cockled along the bottom edge, likely as a result of water damage. Several leaves at the back of the textblock are cockled as well. The pH of the paper where tested is 4.5-5.0.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.

Repair internal hinge with Japanese paper and starch paste.

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, \$880.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE

#

NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.33

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.

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
Title

Recommended Title

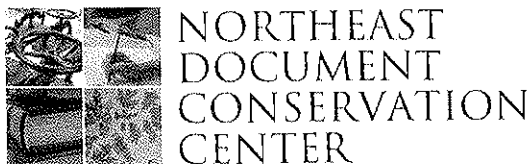
Methodist Church Meetings

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature:

Date



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

Mary Patrick Bogan
Director of Book Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Date: September 22, 2011
Job #: 11.288B.34 of 34
Contact: Rosemary Harvell, Town Clerk
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information: Marriages Other Towns

No. of Volumes: 1
No. of Pages: 170
Dimensions: 13 1/2" x 8 1/2"

CONDITION ON RECEIPT: The half leather and grained cloth binding is worn and abraded. The headcap is broken; leather is missing from the tips of the corners. The spine leather appears scraped. A paper label titled in ball point ink is adhered to the front cover. The text block consists of ruled numbered pages with manuscript ink entries and some notations and rules written in graphite or colored pencil. Entries are written on the rectos only. Some pages are blank. The pages are dirty and discolored. The pH of the paper where tested is 5.0.

RECOMMENDED TREATMENT:

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

Surface clean pages to remove loose dirt.

Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide in particles in a perfluoro compound (Bookkeeper) to protect paper from formation of acid in future.


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, \$865.

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 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.

OWNER/AUTHORIZED AGENT
P.O.# required? YES _____ NO _____

DATE _____


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE _____

9/22/11

TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B_1.34

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.

Vertical Title		Horizontal Title	
Client's revision for vertical and flat	Recommended Title		Recommended Title
<div></div>	<div></div>	<div></div>	<div>Marriages Other Towns</div>
			Clients Revision
			<div></div>

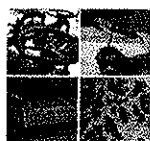
Horizontal Title for Volume Shelved Flat

Client signature:

Date

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.1 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Dakin Family Album: Miniature gem album, circa 1860s

Dimensions: 3" x 3.25"

***No. of Pages:** 12

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 800ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

*** necessary in order to complete estimate*

Notes: Will not be disbound by Book lab The album consists of approximately 78 hand-colored gemytypes (tintypes 3/4" x 1") and 1 albumen print. The gemytypes are housed in rectangular recesses cut in stiff board supports which hold the photographs back-to-back. There four gemytype openings per page, some are empty.

Digital Capture:

High Resolution Digital Capture:	\$ 3.50	Total image(s)	16	\$ 56.00
File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			\$ 100.00
Shipping:	Client Provided	Billed @ Cost		
		Total Estimate		\$ 156.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

Rachael Robinson

9/26/2011

DATE

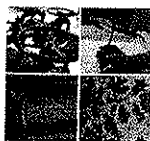
Purchase order required? Yes ☐ No ☐ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/1.2 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Memorandum Book: Record Book
Dimensions: 5.75" x 3.75"

***No. of Pages:** 100

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture:	\$ 3.50	Total image(s)	104	\$ 364.00
File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			
Shipping:	Client Provided	Billed @ Cost		
		Total Estimate	\$	364.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

RL & RL

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

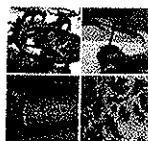
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.3 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Jacob Reeves, Justice of the Peace Records 1816-1835
Dimensions: 12.5" x 7.5"

***No. of Pages:** 344

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 348 \$ 1,218.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 1,218.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

9/26/2011

DATE

Rachael Robinson

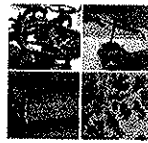
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
robinson@nedcc.org



NORTHEAST
DOCUMENT
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CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/1.4 of 34

Phone: 978-639-3359
Fax:
E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Records of Elisha Goodnow Fund
Dimensions: 8" x 6.5"
***No. of Pages:** 170
**The (actual) total page count and number of image files may change the above estimate*

Condition of Object(s): Being conserved by Book lab **Prices assume conservation before imaging*
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive
**** File Identification:** Volume Name Page #
*** necessary in order to complete estimate*

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture:	\$ 3.25	Total image(s)	174	\$ 565.50
File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			
Shipping:	Client Provided			
		Billed @ Cost		
		Total Estimate		\$ 565.50

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

Rachael Robinson

9/26/2011

DATE

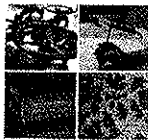
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
robinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.5 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Sudbury Town Records- Mortgages Vol. 2
Dimensions: 13.75" x 8.5"
***No. of Pages:** 278

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab. Some encroachment into the gutter occurs

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 282 \$ 987.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 987.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

Rachael Robinson

9/26/2011

DATE

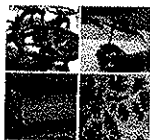
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.6 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Bonds- Town of Sudbury 1902-1912
Dimensions: 14" x 9"

***No. of Pages:** 300

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab. Majority of pages are blank, and will not be imaged.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 304 \$ 1,064.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 1,064.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

9/26/2011

DATE

Rachael Robinson

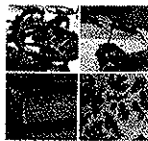
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
robinson@nedcc.org



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.7 of 34

Phone: 978-639-3359 **Fax:** **E-Mail:** harveir@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Orders of the Poor Grant 1826

Dimensions: 12.75" x 8"

***No. of Pages:** 240

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #
** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 244 \$ 793.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 793.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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Estimate valid for 6 months.

Handwritten signature: R. Robinson

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

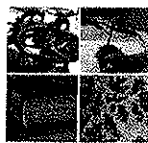
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
robinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776
Date: 9/26/2011
Job Number: 11.288 B/L.8 of 34

Phone: 978-639-3359 **Fax:** **E-Mail:** harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Town of Sudbury - Miscellaneous Tax Lists - 18th century
Dimensions: 23.25" x 15"

***No. of Pages:** 42

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #
** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 28.00 **Total image(s)** 42 \$ 1,176.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 1,176.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

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Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

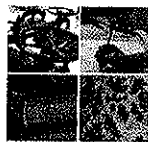
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.9 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Town of Sudbury for the Support of the Poor 1833-1865

Dimensions: 12" x 7.5"

***No. of Pages:** 216

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs

Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

*** necessary in order to complete estimate*

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 220 \$ 715.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 715.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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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.

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Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

9/26/2011

DATE

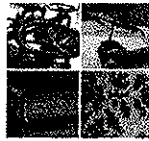
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.10 of 34

Phone: 978-639-3359
Fax:
E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Town of Sudbury - Pauper Register 1843-1893
Dimensions: 15.5" x 10.5"
***No. of Pages:** 124
**The (actual) total page count and number of image files may change the above estimate*

Condition of Object(s): Being conserved by Book lab **Prices assume conservation before imaging*
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive
**** File Identification:** Volume Name Page #
*** necessary in order to complete estimate*

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture:	\$ 4.25	Total image(s)	128	\$ 544.00
File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			
Shipping:	Client Provided	Billed @ Cost		
		Total Estimate	\$	544.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

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Estimate valid for 6 months.

RL & PL

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

9/26/2011

DATE

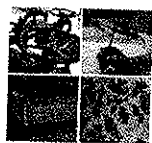
Purchase order required? Yes ☐ No ☐ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.11 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Fleets' Pocket Almanack - 1792
Dimensions: 5.5" x 3.25"

***No. of Pages:** 176

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 180 \$ 630.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 630.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

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Estimate valid for 6 months.

Signature of Rachael Robinson

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

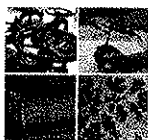
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.12 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): List of Town, County and State Taxes - 1859
Dimensions: 6.60" x 4.25"
***No. of Pages:** 150

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 150 \$ 487.50

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 487.50

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

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Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

9/26/2011

DATE

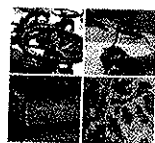
Purchase order required? Yes ☐ No ☐ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.13 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): List of Town, County and State Taxes - 1859
Dimensions: 6.75" x 4.25"

***No. of Pages:** 160

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 160 \$ 560.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 560.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

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Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

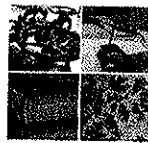
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



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ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.14 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Persons Receiving State Aid in the Town of Sudbury - 1861-1910

Dimensions: 11" x 9"

***No. of Pages:** 120

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 124 \$ 403.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 403.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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 \$

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Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

9/26/2011

DATE

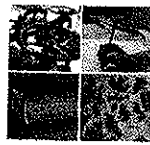
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/l.15 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Town of Sudbury - Annual Register of Voters 1884-1905
Dimensions: 16" x 10.5"
***No. of Pages:** 140

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture:	\$ 4.25	Total image(s)	144	\$ 612.00
File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			
Shipping:	Client Provided			
		Billed @ Cost		
		Total Estimate	\$	612.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

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Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT

DATE

RL & RL
NORTHEAST DOCUMENT CONSERVATION CENTER
Rachael Robinson

9/26/2011
DATE

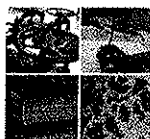
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
robinson@nedcc.org



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ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.16 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Town of Sudbury - Annual Register of Voters 1907-1920
Dimensions: 13.5" x 8.5"

***No. of Pages:** 216

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab. Many pages are blank and will not be imaged.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 220 \$ 715.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 715.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

RL & PL

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

9/26/2011

DATE

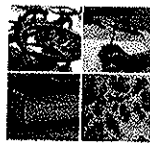
Purchase order required? Yes ☐ No ☐ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.17 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Roads and Town Lines, No. 2, 1832-1899
Dimensions: 12" x 8"

***No. of Pages:** 266

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture:	\$ 3.25	Total image(s)	270	\$ 877.50
File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			
Shipping:	Client Provided	Billed @ Cost		
		Total Estimate	\$ 877.50	

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

Signature
NORTHEAST DOCUMENT CONSERVATION CENTER
Rachael Robinson

9/26/2011

DATE

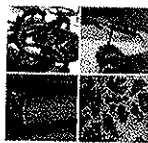
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

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Executive Director

Rachael Robinson
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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/l.18 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Town of Sudbury - Mortgages 1886-1903
Dimensions: 14" x 9.25"

***No. of Pages:** 320

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab. Writing encroaches into the gutter.

Digital Capture:

High Resolution Digital Capture: \$ 4.25 **Total image(s)** 324 \$ 1,377.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 1,377.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

9/26/2011

DATE

Rachael Robinson

Purchase order required? Yes _____ No _____ #

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Executive Director

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Photographer / Client Service Rep.
rrobinson@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 Rd.
Sudbury, MA 01776
Date: 9/26/2011
Job Number: 11.288 B/I.19&.20 of 34

Phone: 978-639-3359 **Fax:** **E-Mail:** harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Valuation of Sudbury 1856 and Valuation of Sudbury 1857 (2 volumes)
Dimensions: 16.25" x 10.5"

***No. of Pages:** 48 in each

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

*** necessary in order to complete estimate*

Notes: Will be disbound by Book lab. Two separate books, imaged together.

Digital Capture:

High Resolution Digital Capture: \$ 4.25 **Total image(s)** 104 \$ 442.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 442.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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 \$

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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

Rachael Robinson

9/26/2011

DATE

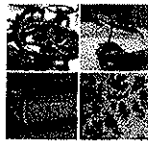
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

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Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.21 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Tax List of Sudbury 1853 and Tax List of Sudbury 1857 (2 volumes)

Dimensions: 16" x 10.5"

***No. of Pages:** 92 and 102

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab. Two separate books, imaged together.

Digital Capture:

High Resolution Digital Capture: \$ 4.25 **Total image(s)** 202 \$ 858.50

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 858.50

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

201 x PL

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

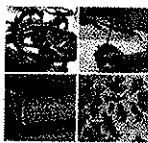
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



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ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776
Date: 9/26/2011
Job Number: 11.288 B/I.22 of 34

Phone: 978-639-3359
Fax:
E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): State Tax Acts 1777, 1778, 1779, 1781, 1794, 1795, 1796, 1798, 1799, 1803, 1804, 1806, 1815
Dimensions: 14" x 9"

***No. of Pages:** 256

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name_Page #
** necessary in order to complete estimate

Notes: Will be disbound by Book lab. 13 separate pamphlets to be imaged together

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 256 \$ 832.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 832.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

Rachael Robinson

9/26/2011

DATE

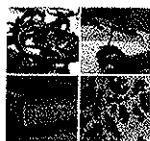
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.23 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Overseers of the Poor 1833-1865
Dimensions: 12" x 7.5"

***No. of Pages:** 247

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 251 \$ 878.50

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 878.50

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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 \$

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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.

Handwritten signature: RCR

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

9/26/2011

DATE

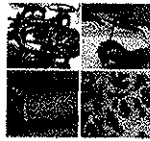
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.24 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Overseers of the Poor 1910

Dimensions: 14" x 8.5"

***No. of Pages:** 150

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: May not be disbound by Book lab. Many pages are blank, and will not be imaged.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 154 \$ 539.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 539.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

Rachael Robinson

9/26/2011

DATE

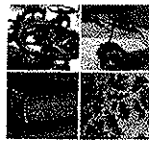
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

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Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
robinson@nedcc.org



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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776
Date: 9/26/2011
Job Number: 11.288 B/I.25 of 34

Phone: 978-639-3359 **Fax:** **E-Mail:** harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Overseers of the Poor 1912

Dimensions: 14" x 9"

***No. of Pages:** 70

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #
** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 74 \$ 240.50

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 240.50

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

9/26/2011

DATE

Rachael Robinson

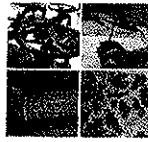
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
robinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

100 Brickstone Square, Andover, MA 01810-1494
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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.26&.27 of

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Overseers of the Poor 1913 and 1914 (2 volumes)
Dimensions: 14" x 9"

***No. of Pages:** 72 each

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab. 2 volumes imaged together.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 152 \$ 532.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 532.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$

OWNER'S STATEMENT of INSURANCE VALUE: maximum liability limited to \$

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OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

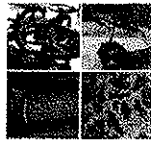
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



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Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.28 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Overseers of the Poor 1916-1917
Dimensions: 14" x 9"
***No. of Pages:** 72

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #
** necessary in order to complete estimate

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 76 \$ 247.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 247.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

[Handwritten signature]

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

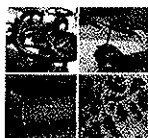
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.29 of 34

Phone: 978-639-3359 **Fax:** **E-Mail:** harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Board of Overseers of the Poor, 1918-1924
Dimensions: 8.5" x 7"

***No. of Pages:** 152

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

*** necessary in order to complete estimate*

Notes: Will be disbound by Book lab. Some ink has bled through onto other pages.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 156 \$ 507.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 507.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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

Rachael Robinson

9/26/2011

DATE

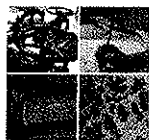
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/1.30 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Rebellion Record, Soldiers and Officers in the Military Service, 1862-2865

Dimensions: 15" x 10"

***No. of Pages:** 128

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs

Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab. Many pages are blank and will not be imaged.

Digital Capture:

High Resolution Digital Capture: \$ 4.50 **Total image(s)** 132 \$ 594.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 594.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

Handwritten signature of Rachael Robinson

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

Rachael Robinson

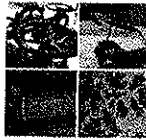
Purchase order required? Yes ☐ No ☐ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.31 of 34

Phone: 978-639-3359
Fax:
E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk
Object(s): Boundary Lines of Acton, Bedford, Concord, Lincoln, Maynard, Sudbury, Wayland and Weston 1904
Dimensions: 21.25" x 17.5"
***No. of Pages:** 98
**The (actual) total page count and number of image files may change the above estimate*

Condition of Object(s): Being conserved by Book lab **Prices assume conservation before imaging*
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive
**** File Identification:** Volume Name Page #
*** necessary in order to complete estimate*

Notes: Will be disbound by Book lab.

Digital Capture:

High Resolution Digital Capture:	<u>\$ 28.00</u>	Total image(s)	<u>102</u>	<u>\$ 2,856.00</u>
File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			
Shipping:	Client Provided			
		Billed @ Cost		
		Total Estimate		<u>\$ 2,856.00</u>

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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 \$

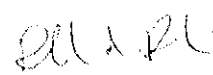
Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

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

Rachael Robinson

9/26/2011

DATE

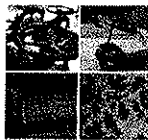
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.32 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Band of Hope

Dimensions: 8" x 7"

***No. of Pages:** 156

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will be disbound by Book lab. Many pages are blank, and will not be imaged.

Digital Capture:

High Resolution Digital Capture: \$ 3.25 **Total image(s)** 160 \$ 520.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 520.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

[Handwritten signature]

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

9/26/2011

DATE

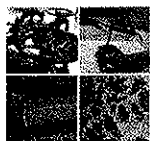
Rachael Robinson

Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director



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

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/I.33 of 34

Phone: 978-639-3359 **Fax:** **E-Mail:** harveir@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Methodist Church Meetings

Dimensions: 10.5" x 7.5"

***No. of Pages:** 152

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging

NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs

Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

*** necessary in order to complete estimate*

Notes: Will not be disbound by Book lab. Many pages are blank, and will not be imaged.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 156 \$ 546.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 546.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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 \$

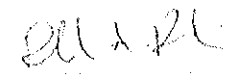
Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.

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

9/26/2011

DATE

Rachael Robinson

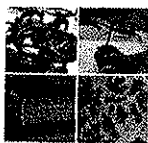
Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776

Date: 9/26/2011
Job Number: 11.288 B/L.34 of 34

Phone: 978-639-3359

Fax:

E-Mail: harvellr@sudbury.ma.us

Attention: Rosemary Harwell, Town Clerk

Object(s): Marriages Other Towns

Dimensions: 13.5" x 8.5"

***No. of Pages:** 170

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Book lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Books

Deliverables: Files transferred by external hard drive

**** File Identification:** Volume Name Page #

** necessary in order to complete estimate

Notes: Will not be disbound by Book lab. Some pages are blank, and will not be imaged.

Digital Capture:

High Resolution Digital Capture: \$ 3.50 **Total image(s)** 174 \$ 609.00

File Delivery: CD/DVD ☐ ExHD ☒

Shipping: Client Provided

Billed @ Cost

Total Estimate \$ 609.00

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

Signature of Rachael Robinson

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

9/26/2011

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

September 14, 2011

Ms. Rosemary Harvell, Town Clerk
Town of Sudbury
322 Concord Road
Sudbury, MA 01776

Dear Ms. Harvell,

Enclosed are two copies of a treatment proposal and cost estimate. Please review our proposal and, if you accept, sign and return the white copy. The yellow copy is for your files. *Note: we cannot schedule your job until we receive the forms with your signature.*

If no insurance value is given, please enter the appropriate figure. Unless your insurance policy provides the standard all risk perils and your insurance company sends NEDCC a waiver of subrogation, all objects left here must be insured under our policy. If no insurance figure is provided, we will assign a value of \$500 to each job.

If you decide not to proceed with the proposed work, please contact our registrar, Jonathan Goodrich, at our general number, (978) 470-1010, or jgoodrich@nedcc.org to arrange for the return of the objects. There may be a nominal charge for the examination in addition to any return shipping charges.

We hope to hear from you soon. Please contact me at the telephone number given above if you have questions about the treatment or care of your objects. Please direct questions about scheduling to Walter Newman (waltern@nedcc.org).

Sincerely,

Bucky Weaver
Senior Conservator



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Walter Newman
Director of Paper Conservation

Bill Veillette
Executive Director

RECEIVED FROM (Owner or Authorized Agent):
Town of Sudbury
322 Concord Road
Sudbury, MA 01776
Attn: Ms. Rosemary Harvell, Town Clerk

Date: September 14, 2011
Job #: 11.302P&I

BW

Object: three documents relating to Ezekiel How
Title or Subject: 1) Lieutenant's commission, 1760
2) Colonel's commission, 1776
3) Justice of the Peace appointment, 1781

Dimensions: largest 12" x 19"
Medium: black printing ink, iron gall ink
Support: laid paper
Signatures: various including J. Hancock
Distinguishing Marks: affixed seals

CONDITION ON RECEIPT: The documents were removed from their frames in order to examine them. They have been folded numerous times horizontally and vertically, resulting in weakening and breakage along the creases. The two earlier documents have areas of loss caused by insects, and the 1760 item has many edge losses including part of the printing at the top center. All documents have scattered liquid stains, foxing, fly specks and smudges. The papers have discolored overall to varying degrees. There is moderate surface soil. Each document has a paper and wax seal attached at the upper left.

RECOMMENDED TREATMENT:

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

Reduce surface soil and flyspecks as possible using dry cleaning techniques.

After determining that the medium will permit washing, immerse the objects in filtered water and alcohol to clean the paper and reduce acidity, followed by immersion in plain filtered water conditioned with calcium hydroxide to pH 8-8.5. Mend tears in the 1781 document with thin Japanese paper and wheat starch paste.

Back the 1760 and the 1776 documents with Japanese paper and wheat starch paste to mend tears, fill losses and provide overall support.

Humidify and flatten between blotters under light pressure.

Encapsulate each object in a polyester (Melinex) film to reinforce and to protect against dirt, handling and atmospheric pollution.

Return frames separately.

ESTIMATED COST OF TREATMENT not including options, insurance, delivery or other, \$1,145.

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 is 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 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.

OWNER OR AUTHORIZED AGENT
P.O.# required? YES ____ NO ____

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER
Bucky Weaver

9/14/2011
DATE

Bill Veillette
Executive Director

Rachael Robinson
Photographer / Client Service Rep.
rrobinson@nedcc.org



NORTHEAST DOCUMENT CONSERVATION CENTER

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

Client: Town of Sudbury
322 Concord Rd.
Sudbury, MA 01776
Date: 8/30/2011
Job Number: 11.302 P/I

Phone: 978-639-3359 **Fax:** **E-Mail:**

Attention: Rosemary Harwell, Town Clerk

Object(s): 3 Framed Documents

Dimensions: 12" x 19"

***No. of Pages:** 3

*The (actual) total page count and number of image files may change the above estimate

Condition of Object(s): Being conserved by Paper lab *Prices assume conservation before imaging
NEDCC has inspected this collection prior to issuing this cost estimate ☒

Proposed Service: Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs
Joint Client w/: Paper

Deliverables: Files transferred by CD

**** File Identification:** Document's Names

** necessary in order to complete estimate

Notes:

Digital Capture:

High Resolution Digital Capture:	<u>\$ 28.00</u>	Total image(s)	<u>3</u>	<u>\$ 84.00</u>
High Resolution Archival Replica:	<u> </u>	Total image(s)	<u> </u>	<u>\$ -</u>
File Delivery:	CD/DVD <input checked="" type="checkbox"/> ExHD <input type="checkbox"/>			<u>\$ 10.00</u>
Shipping:	Client Provided	Billed @ Cost	<u> </u>	
		Total Estimate	<u>\$ 94.00</u>	

Electronic copyright conveys to client; all files maintain on NEDCC servers up to six months

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.

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.

Signature of Rachael Robinson

OWNER OR AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

Rachael Robinson

8/30/2011

DATE

Purchase order required? Yes _____ No _____ #

Please sign white copy and return to NEDCC

Cc: Registrar's Files