

Town Hall 322Concord 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,

Risemany B. Harvell

Town Clerk



# **Town of Sudbury**

**Community Preservation Committee** 

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

# PROJECT SUBMISSION FORM

Submitter:	Rosemary Hai	rveli	Submission Date: November 1, 2011		
Group or C	ommittee Affiliation	on (if any): Town Cle	rk		
Submitter's	address and phone	e number:	Purpose (please select all that apply):		
Town Hall			Open Space		
322 Concor	d Road		Community Housing		
Sudbury, M	IA 01776		X Historic		
			Recreation		
Submitter's	s email address: ha	arvellr@sudbury.ma.	us		
Project Nar	me: Conservation	of Historic Town Rec	cords		
Town documexpand pubused as par	ments which are un dic access without e t of the expansion o	ique public resources. Indangering original m	ve, protect aud conserve additional historic The digitization of these documents will aterials. Many of these digital images will be s on the Town Website by 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			

<sup>\*</sup>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:	

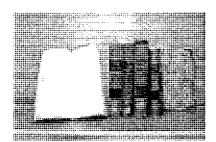
TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

# 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.

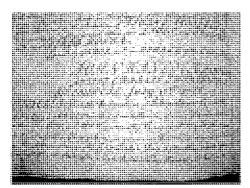
What about documents Page 2 of 2

# 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 <u>Museum and Collector Resource</u> 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 17<sup>th</sup> 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.

<u>Jennifer M. Goldson</u>, 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: Date: League of Women Voters Historic Preservation Committee

Attachments:

Sunday, October 23, 2011 10:47:53 PM <u>Doc1[6].docx</u>

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 16<sup>th</sup> through 20<sup>th</sup> 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 18<sup>th</sup> 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



Mary Patrick Bogan Director of Book Conservation

**Executive Director** Date: September 22, 2011

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Job #: 11.288B.1 of 34

Contact: Rosemary Harvell, Town Clerk

Bill Veillette

**MPB** 

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:

OWNER/AUTHORIZED AGENT

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

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.

DATE

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

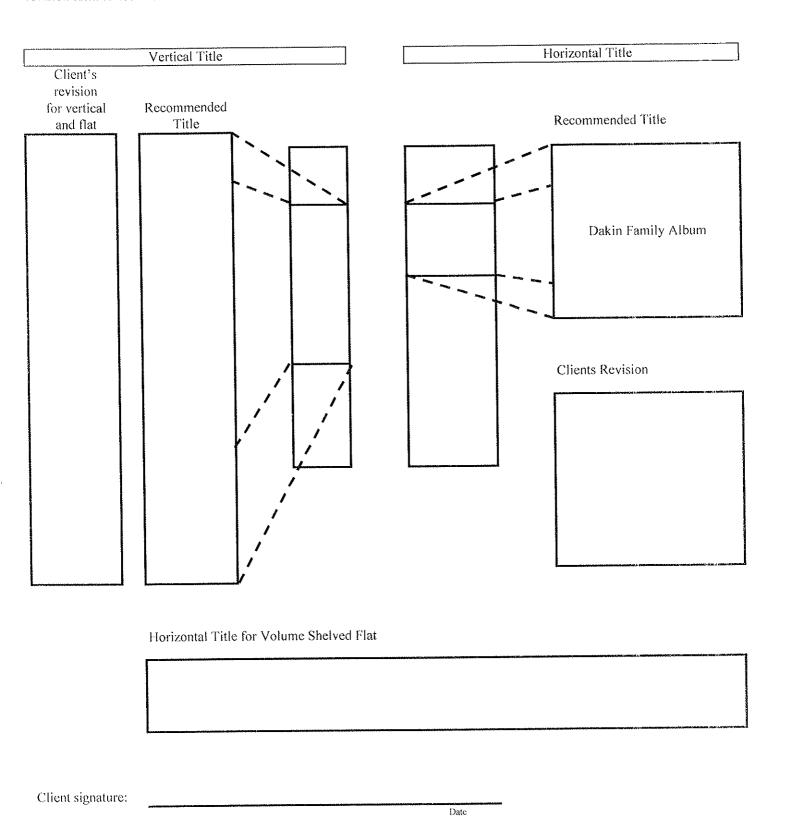
Owner or Authorized Agent, a new estimate may	be given if the problem	e treatment may be modified or halted should new problems arise. After consultation with the s are more difficult and time-consuming than apparent at first. Estimate valid for 12 months, by limited to \$ Unless the owner's insurance policy provides the standard all risk perils.
and the owner's insurance company sends the Co	enter a waiver of subroga	ntion, 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 THE UNDERSIGNED RECOGNIZES that consciondition of NEDCC's undertaking the work on to the above object(s). The undersigned hereby	owner, an assignment of cryation treatment proce the above object(s), the grants permission to NEI NORTHEAST DOCUA	*\$500 will be placed on the above object(s) for the purpose of insurance coverage, befores may involve a certain amount of risk. Therefore, in further consideration, and as a undersigned waives and releases NEDCC from all claims that may arise due to damage or loss DCC to use the record of this treatment, including photographs, for its educational programs. MENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the
		NORTHEAST DOCUMENT CONSERVATION CENTER DATE
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION & ENTER DATE

Mary Patrick Bogan

Client:

Town of Sudbury

Job No: #11.288B\_LL





Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

MPB

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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.

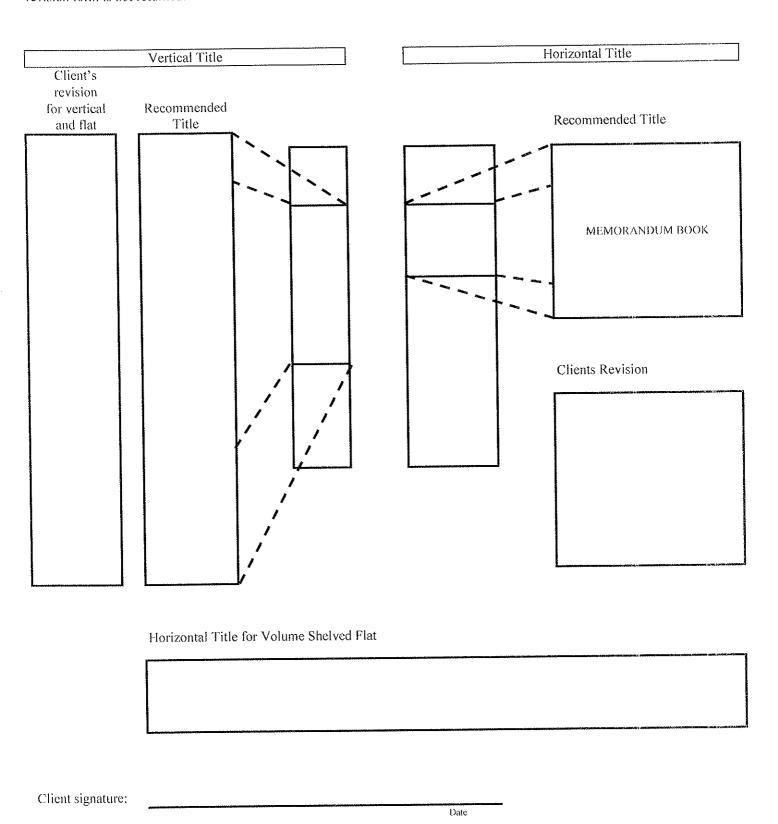
It is understood and agreed between the parties to this agreement that the treatment may be recovered to the problems are more difficult OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\( \)_and the owner's insurance company sends the Center a waiver of subrogation, all works left \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be place THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve condition of NEDCC's undertaking the work on the above object(s), the undersigned waives to the above object(s). The undersigned hereby grants permission to NEDCC to use the reconstruction of the procedure of the p	and time-consuming than apparent at first. Estimate value for 12 brothers.  Unless the owner's insurance policy provides the standard all risk peril here must be insured under our policy at a rate of \$1.00 per month per do on the above object(s) for the purpose of insurance coverage. a certain amount of risk. Therefore, in further consideration, and as a s and releases NEDCC from all claims that may arise due to damage or loss ord of this treatment, including photographs, for its educational programs. ATION CENTER to treat the above object(s). It is acknowledged that the
$t \dot{A}$	1 AM Pamilore 12 9/22/11

OWNER/AUTHORIZED AGENT P.O.# required? YES NO #	DATE	NORTHEAST DOCUMENT CONSERVATION LENTER D. Mary Patrick Bogan	<u>9/22/11</u> ATE

Client:

Town of Sudbury

Job No: #11.288B\_L2





Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

DATE

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:

OWNER/AUTHORIZED AGENT

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

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

DATE

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.

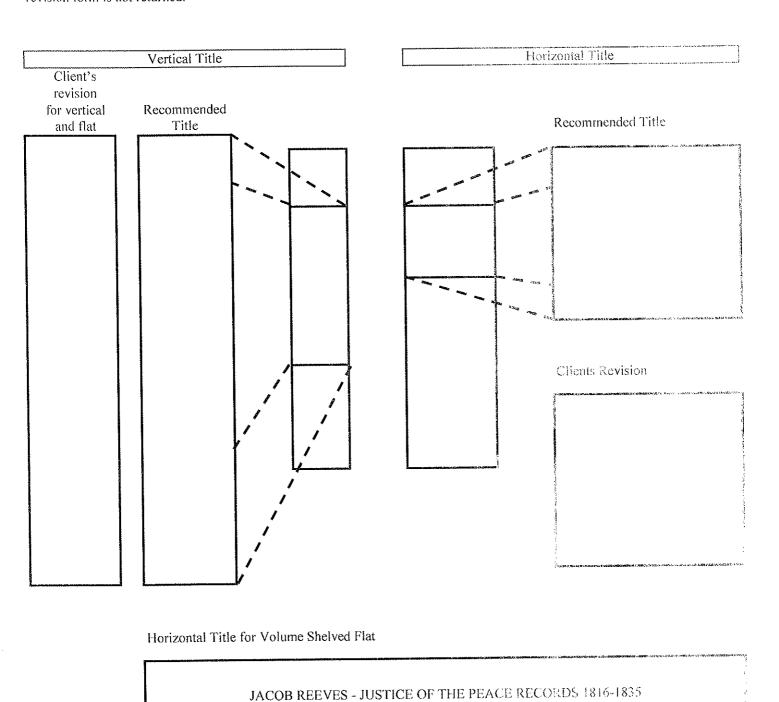
It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate 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 peril 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.
(MANAPMA) BOX 902/11

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.



Client signature:



Mary Patrick Bogan Director of Book Conservation Bill Veillette
Executive Director

**MPB** 

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 ½"

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)

Town of Sudbury NEDCC Job #: 11.288B.4 of 34 Page Two

Owner or Authorized Agent, a new estimate may be g OWNER'S STATEMENT OF INSURANCE VALUE and the owner's insurance company sends the Center \$1,000 value. If no valuation is provided by the owner THE UNDERSIGNED RECOGNIZES that conserved condition of NEDCC's undertaking the work on the a	iven if the problems are n : maximum liability limi a waiver of subrogation, a ir, an assignment of \$500 ion treatment procedures bove object(s), the unders s permission to NEDCC to XTHEAST DOCUMENT	nent may be modified or halted should new problems arise. After consultation with the more difficult and time-consuming than apparent at first. Estimate valid for 12 month ted to \$ Unless the owner's insurance policy provides the standard all risk periall works left here must be insured under our policy at a rate of \$1.00 per month per will be placed on the above object(s) for the purpose of insurance coverage. may involve a certain amount of risk. Therefore, in further consideration, and as a igned waives and releases NEDCC from all claims that may arise due to damage or lose the record of this treatment, including photographs, for its educational programs. CONSERVATION CENTER to treat the above object(s). It is acknowledged that the therein.
OWNER/AUTHORIZED AGENT P.O.# required? YES NO #	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE  Mary Patrick Bogan

Client: Town of Sudbury Job No: #11.288B\_I.4

	Vertical Title	Horizontal Title
Client's revision for vertical and flat	Recommended Title  Horizontal Title for Volume Shelved Flat	Recommended Title  Records of the Elisha Goodnow Fund  Clients Revision
	Horizontal Title for Volume Shelved Flat	
Client signature:		Date



Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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.

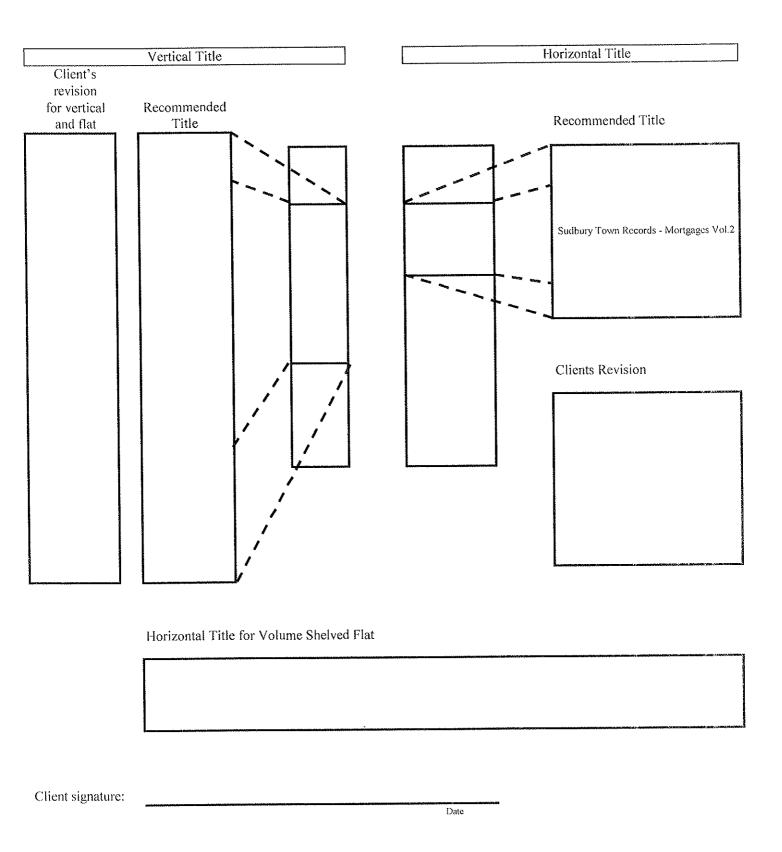
Mend tears only where necessary with Japanese paper and starch paste. Flatten crease in front flyleaf as possible. Construct a CMI box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

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.
Maria Partita Son and

OWNER/AUTHORIZED AGENT DATE NORTHEAST DOCUMENT CONSERVATION CENTER DATE
P.O.# required? YES NO # Mary Patrick Bogan

Client: Town of Sudbury Job No: 11.288B\_1





Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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.

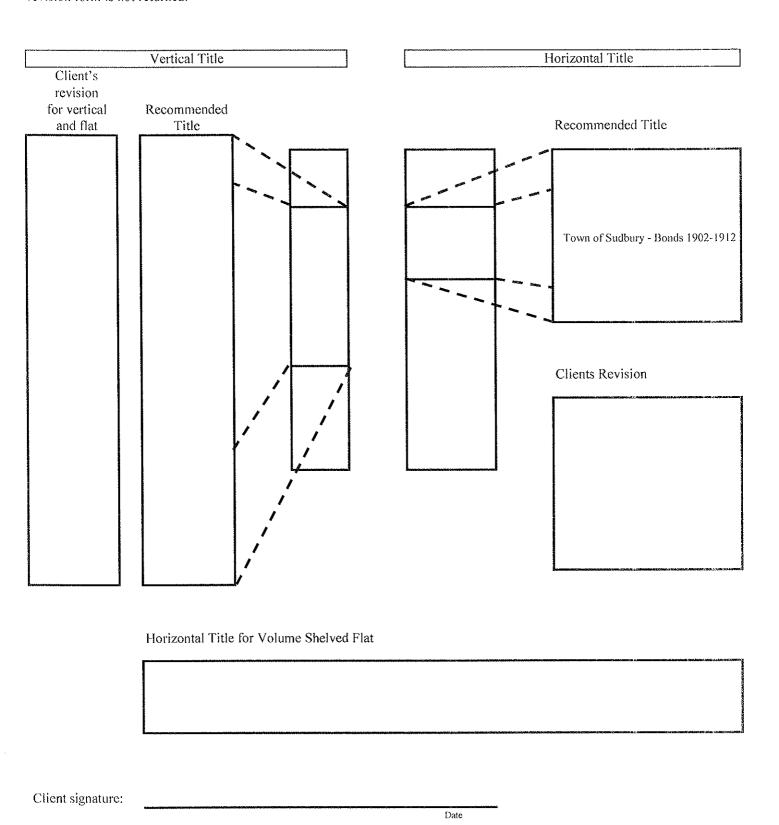
It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the
Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate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

		wan Ca	vvn Bre	1 1 1	9/22/11
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT			Е
P.O.# required? YESNO		Mary Patrick Bogar	1		

Client:

Town of Sudbury

Job No: 11.288B\_1.6





Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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)

Cown of Sudbury NEDCC Job #: 11.288B.7 of 34 Page Two 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). Rinse pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.

Wash pages in water and ethanol to clean and reduce acidity of paper. Please note that rules may be reduced.

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.

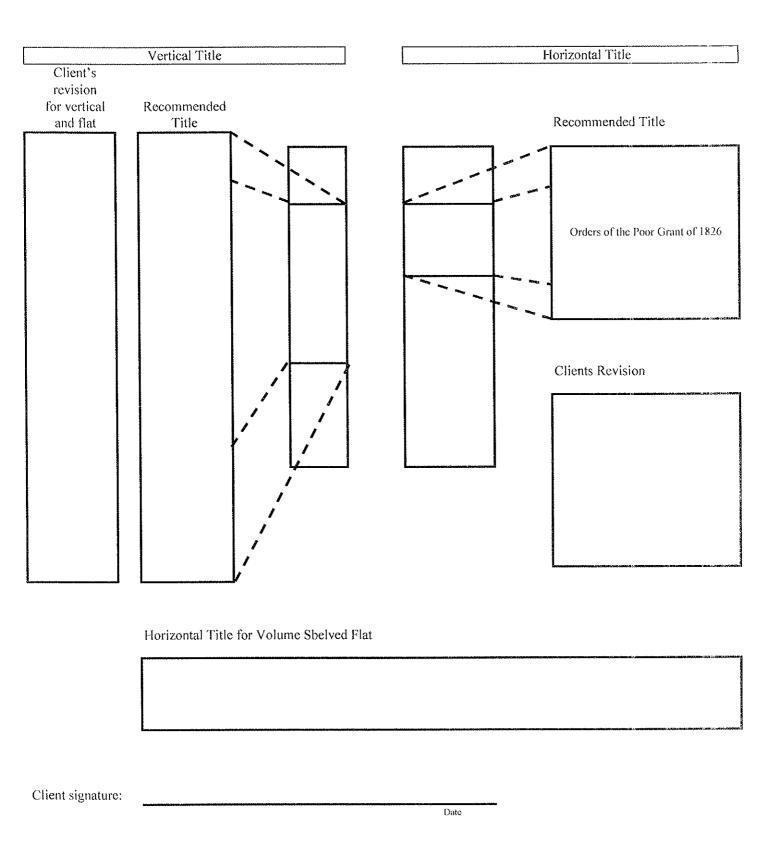
Place scraps in a buffered folder and house with volume.

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

ESTIMATED COST OF	ALTERNATIV	E TREATMEN	NT not including options, insurance, delivery or other, \$5,785.  (Check If Selecting)
Owner or Authorized Agent, a new OWNER'S STATEMENT OF IN and the owner's insurance compar \$1,000 value. If no valuation is p THE UNDERSIGNED RECOGN condition of NEDCC's undertaking to the charge phicos(c). The under	v estimate may be give SURANCE VALUE: n ny sends the Center a w rovided by the owner, a IZES that conservation ig the work on the abov signed hereby grants pc GIVEN to the NORT!	n if the problems are naximum liability in vaiver of subrogation assignment of \$50 treatment procedure object(s), the undermission to NEDCO HEAST DOCUMEN	atment may be modified or halted should new problems arise. After consultation with the e more difficult and time-consuming than apparent at first. Estimate valid for 12 months, mitted to \$\
			NORTHEAST DOCUMENT CONSERVATION CENTER DATE
OWNER/AUTHORIZED AGEN P.O.# required? YES NO	Γ #	DATE	NORTHEAST DOCWMENT CONSERVATIQ外 CENTER DATE Mary Patrick Bogan

# TULE SHEET

Client: Town of Sudbury Job No: 11.288B\_I.7





Mary Patrick Bogan Director of Book Conservation

Bill Veillette **Executive Director** 

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011

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.

t 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 Dwner 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. DWNER'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.
Mary 2011/00 2011

OWNER/AUTHORIZED AGENT P.O.# required? YES \_\_\_\_\_NO \_\_\_ DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

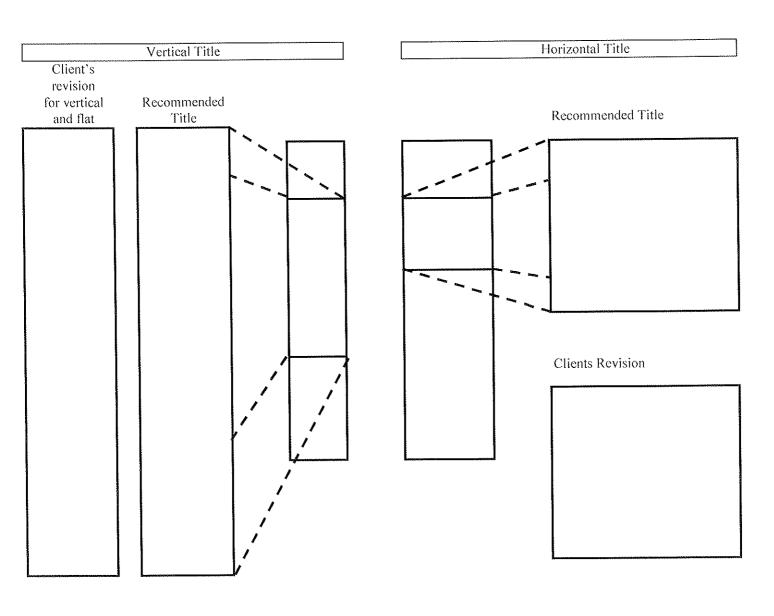
Mary Patrick Bogan

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.



Horizontal Title for Volume Shelved Flat

Town of Sudbury - Miscellaneous Tax Lists - 18th Century

Client signature:



Mary Patrick Bogan Director of Book Conservation

Date: September 22, 2011

MPB

Director of Book Conservatio

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Job #: 11.288B.9 of 34

Contact: Rosemary Harvell, Town Clerk

Bill Veillette

**Executive Director** 

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)

Town of Sudbury NEDCC Job #: 11.288B.9 of 34 Page Two

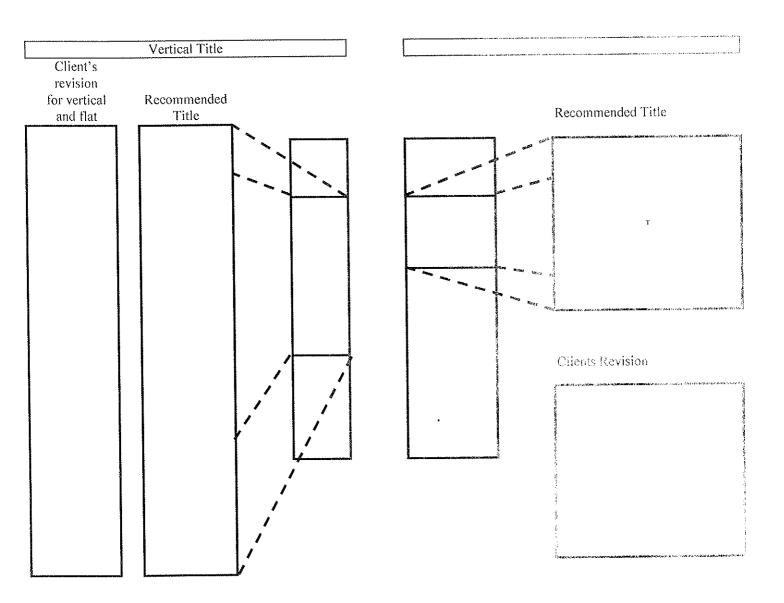
Owner or Authorized Agent, a new estimate OWNER'S STATEMENT OF INSURANCI and the owner's insurance company sends th \$1,000 value. If no valuation is provided by THE UNDERSIGNED RECOGNIZES that condition of NEDCC's undertaking the work the theory when the product of the produc	may be given if the problems as VALUE; maximum liability cell cell cell cell cell cell cell cel	catment may be modified or halted should new problems arise. After consultation with the are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. Ilmited to \$\frac{1}{2}\$. Unless the owner's insurance policy provides the standard all risk perils on, all works left here must be insured under our policy at a rate of \$1.00 per month per 500 will be placed on the above object(s) for the purpose of insurance coverage. ares may involve a certain amount of risk. Therefore, in further consideration, and as a dersigned waives and releases NEDCC from all claims that may arise due to damage or loss CC to use the record of this treatment, including photographs, for its educational programs.
AUTHORIZATION IS HEREBY GIVEN to undersigned has read and understands the es	) the NORTHEAST DOCUME timate and all terms and condit	ENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the ions herein.
-		NORTHEAST DOCUMENT CONSERVATION CENTER DATE
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE
P.O.# required? YES NO	#	Mary Patrick Bogan

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.



Horizontal Title for Volume Shelved Flat

Town of Sudbury - Support of the Poor 1833-1865

Client signature:



Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

MPB.

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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 stareh 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.

		Wam (awilo 37) 2 9/22/11
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE
P.O.# required? YESNO#	www.v/-	Mary Patrick Bogan

Client: Town of Sudbury Job No: 11.288B\_I

	Vertical Title	Horizontal Title
Client's revision for vertical and flat	Recommended Title	Recommended Title
		Town of Sudbury - Pauper Register 1843-1893
		Clients Revision
	Horizontal Title for Volume Shelved	Flat
Client signature:		Date



Mary Patrick Bogan Director of Book Conservation

Bill Veillette Executive Director

MPB

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011

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 leavener or Authorized Agent, a new estimate may be given if the problems are more diffured owner's STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ and the owner's insurance company sends the Center a waiver of subrogation, all works \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be plottle UNDERSIGNED RECOGNIZES that conservation treatment procedures may invocondition of NEDCC's undertaking the work on the above object(s), the undersigned was to the above object(s). The undersigned hereby grants permission to NEDCC to use the AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSEI undersigned has read and understands the estimate and all terms and conditions herein.	. Unless left here must aced on the at lve a certain a ives and releas	s the owner's in be insured und bove object(s) amount of risk, ses NEDCC fr	n apparent at the nsurance policy pat for the purpose of Therefore, in fur om all claims tha juding photograph	provides the standard all risk perils a rate of \$1.00 per month per if insurance coverage, and as a little transition, and a l
and the same of th	1.4	7	- 21	_

OWNER/AUTHORIZED AGENT P.O.# required? YES NO	DATE #	NORTHEAST DOCUMENT CONSERVATION CENTER DATE Mary Patrick Bogan
P.O.# required/ YESNONO		•

Client: Town of Sudbury Job No: 11.288B\_1.11

	Vertical Title		Н	orizontal Title
Client's revision for vertical and flat	Recommended Title			Recommended Title
				Fleets' Pocket Almanack 1792  Clients Revision
	Horizontal Title for Volume Shel	ved Flat		
Client signature:			Date	



Mary Patrick Bogan Director of Book Conservation

Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011

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.

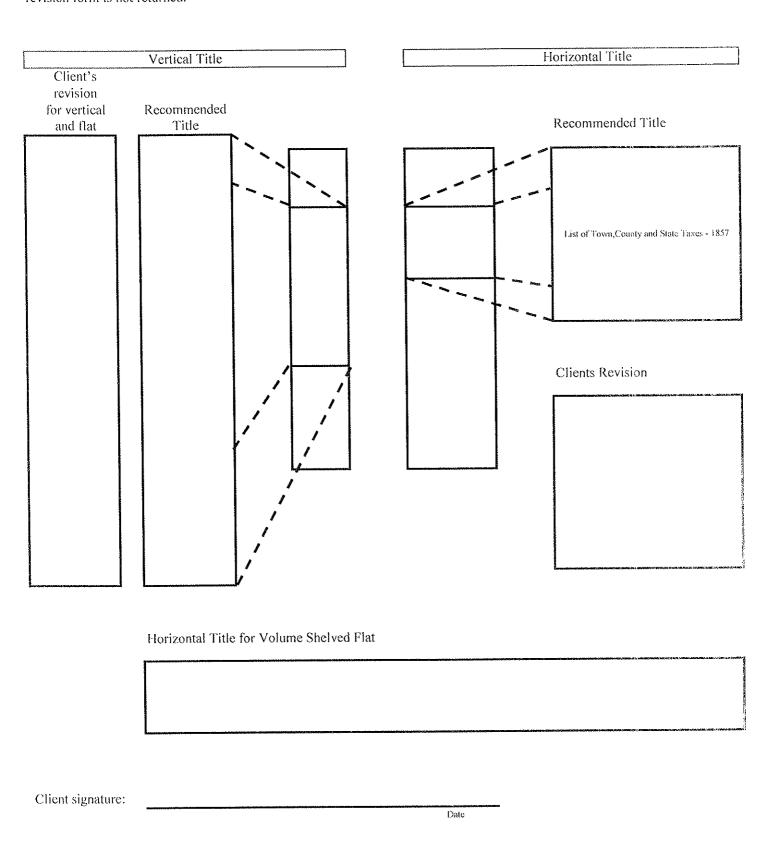
Construct a CMI phase box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

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 Dwner 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 mont DWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$
---

DWNER/AUTHORIZED AGENT P.O.# required? YESNO#	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DA Mary Patrick Bogan	9/22/11 (TE

Client: Town of Sudbury Job No: 11.288B\_L12





Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011

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	NORTHEAST DOOUMENT CONSERVATION CENTER DATE  Mary Patrick Bogan	9/22/11 E
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Client: Town of Sudbury Job No: 11.288B\_1.13

	Vertical Title	Horizontal Title
Client's revision for vertical and flat	Recommended Title	Recommended Title
	Horizontal Title for Volume Shelved Fl	Clients Revision
		が、
Client signature:		Date



Mary Patrick Bogan Director of Book Conservation

Executive Director

Bill Veillette

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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).

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

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.

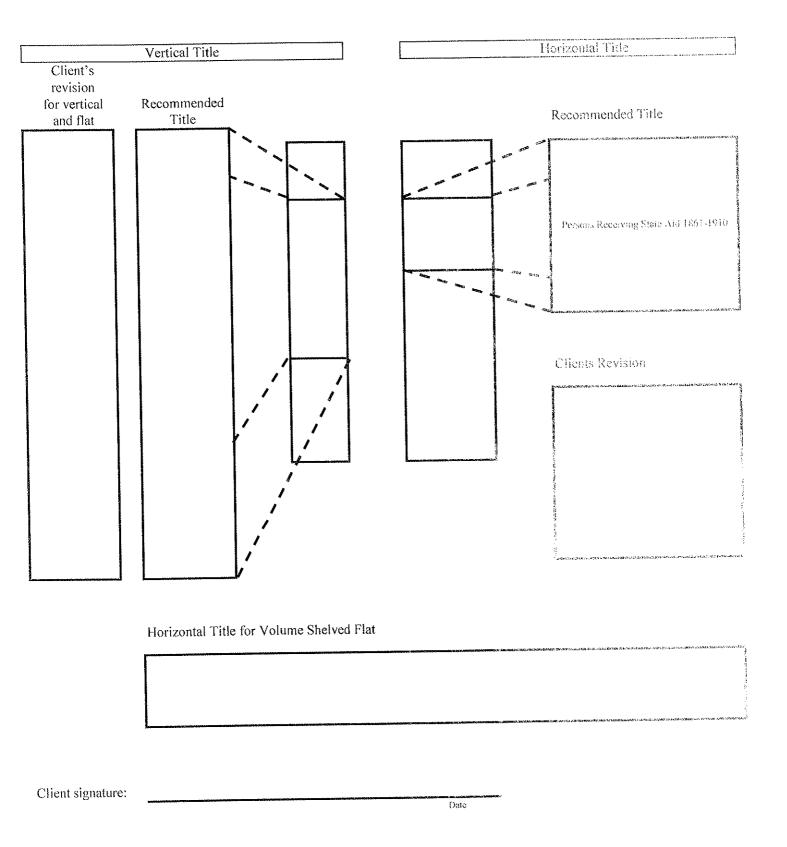
Owner or Authorized Agent, a new estimate may OWNER'S STATEMENT OF INSURANCE V/and the owner's insurance company sends the Ce \$1,000 value. If no valuation is provided by the THE UNDERSIGNED RECOGNIZES that conscondition of NEDCC's undertaking the work on	be given if the problem ALUE: maximum liabilitanter a waiver of subrogiowner, an assignment of ervation treatment proceed the above object(s), the grants permission to NE NORTHEAST DOCUM	
		NORTHEAST DOCUMENT CONSERVATION CENTER DATE
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE

Mary Patrick Bogan

Client:

Town of Sudbury

Job No: 11.288B\_L14





Mary Patrick Bogan Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Bill Veillette Executive Director

**MPB** 

Date: September 22, 2011

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.
Maria Parling

OWNER/AUTHORIZED AGENT DATE NORTHEAST DOCUMENT CONSERVATION CENTER DATE

P.O.# required? YES NO # Mary Patrick Bogan

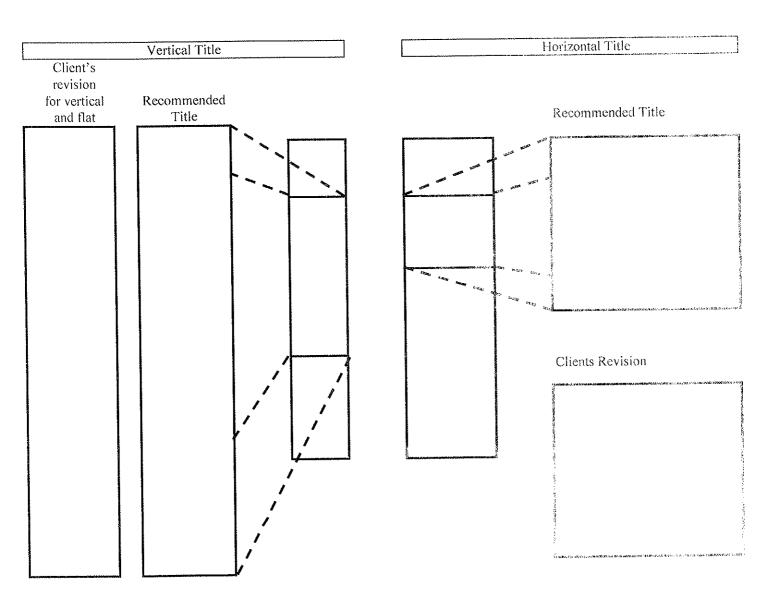
Client:

Town of Sudbury

Job No: 11.288B\_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.



Horizontal Title for Volume Shelved Flat

Town of Sudbury - Annual Register of Voters 1884-1905

Client signature:



Mary Patrick Bogan Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Object: record book

Title/Bibliographic Information: Town of Sudbury - Annual

Register of Voters 1907-1920

Bill Veillette
Executive Director

**MPB** 

Date: September 22, 2011 Job #: 11.288B.16 of 34

Contact: Rosemary Harvell, Town Clerk

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

No. of Volumes: 1 No. of Pages: 216

Dimensions: 13 1/2" x 8 1/2"

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.)

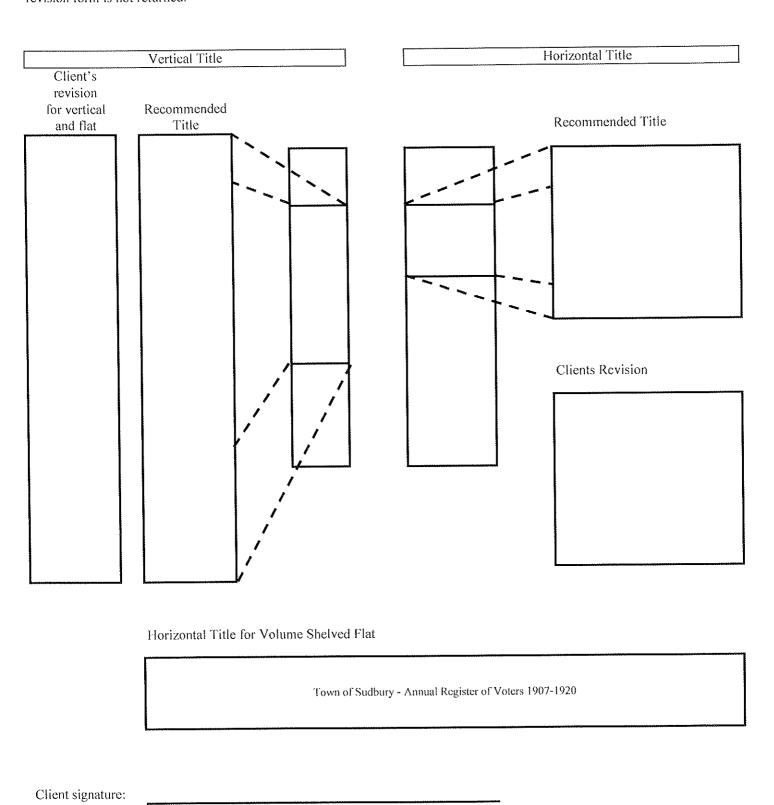
Construct a CMI box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$3,725.

(Continued)

Town of Sudbury NEDCC Job #: 11.288B.16 of 34 Page Two

Client: Town of Sudbury Job No: 11.288B\_1.16





Mary Patrick Bogan Director of Book Conservation

Executive Director
Date: September 22, 2011

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Job #: 11.288B.17 of 34

Contact: Rosemary Harvell, Town Clerk

Bill Veillette

**MPB** 

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)

Town of Sudbury NEDCC Job #: 11.288B.17 of 34 Page Two

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: max	imum 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 waiv	er 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 a	ssignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.			
THE UNDERSIGNED RECOGNIZES that conservation tro	eatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a			
	bject(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss			
	ission to NEDCC to use the record of this treatment, including photographs, for its educational programs.			
AUTHORIZATION IS HEREBY GIVEN to the NORTHE,	AST 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.				
	. 2			
	11 MM 1971 VWV 2722 9/2/11			
OWNER/AUTHORIZED AGENT I	ATE NORTHEAST DOCUMENT CONSERVATION CENTER DATE			
P.O.# required? YES NO #	Mary Patrick Bogan			

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	Horizontal Title
Client's revision for vertical and flat	Recommended Title	Recommended Title
		Roads and Town Lines, No.2, 1832-1899
		Clients Revision
Astricum		
	Horizontal Title for Volume Shelv	ed Flat
		The water all water and the state of the sta
Client signature:	Terretain to the second	

Date



Mary Patrick Bogan Director of Book Conservation

Executive Director
Date: September 22, 2011

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Job #: 11.288B.18 of 34

Contact: Rosemary Harvell, Town Clerk

Bill Veillette

**MPB** 

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.

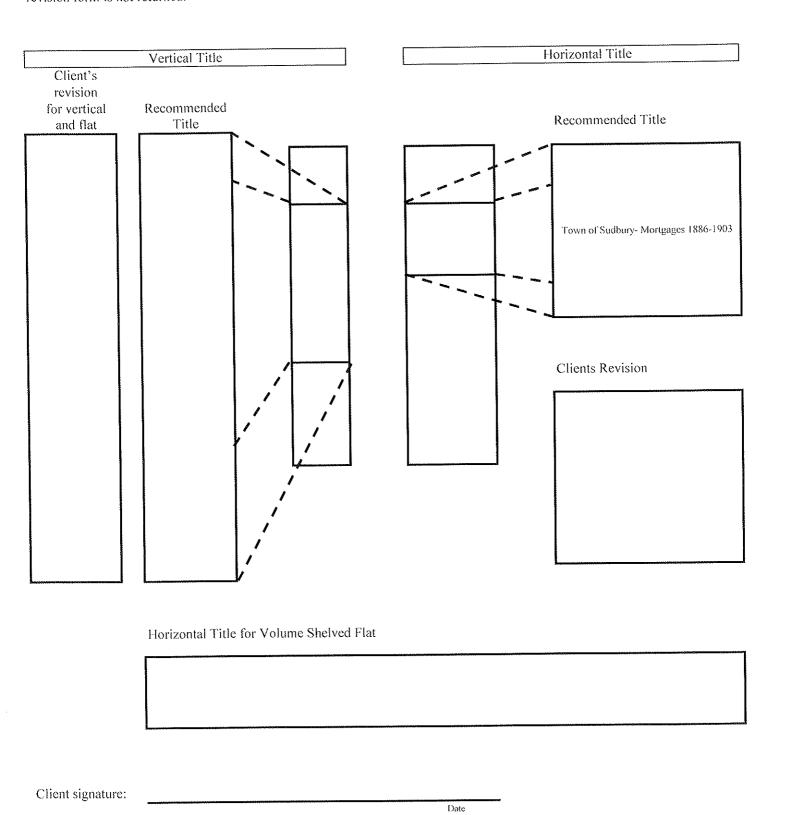
It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate 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? YESNO	DATE #	NORTHEAST DOCUMENT CONSERVATION CENTER DATE  Mary Patrick Bogan	

Client:

Town of Sudbury

Job No: 11.288B\_1.18





Mary Patrick Bogan Director of Book Conservation

Executive Director
Date: September 22, 2011

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Job #: 11.288B.19 & 20 of 34

Contact: Rosemary Harvell, Town Clerk

Bill Veillette

**MPB** 

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.)

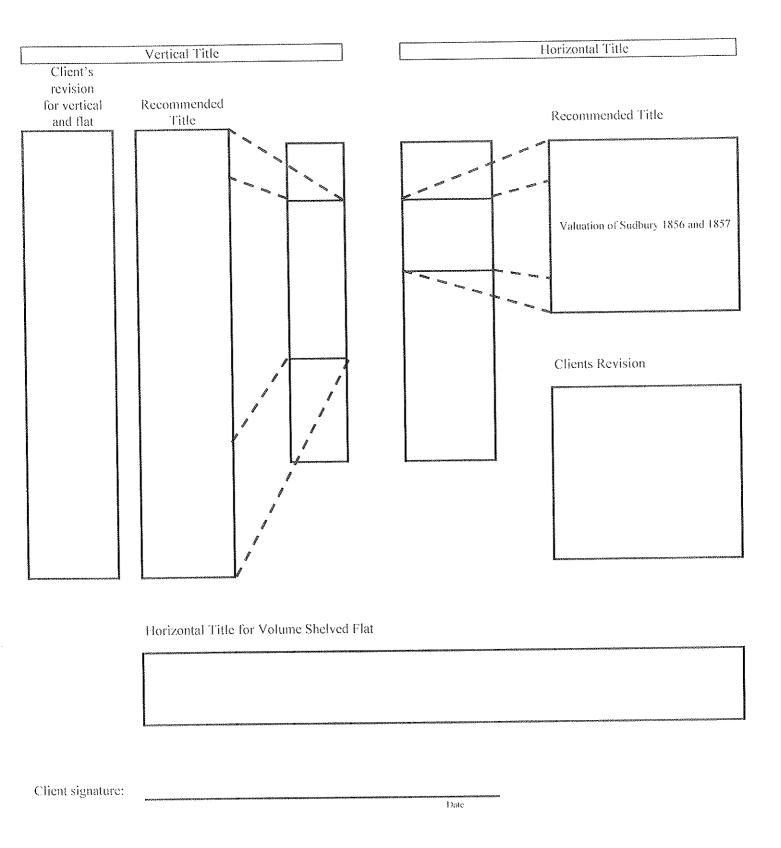
Recommended treatment and cost estimate is a combined total for both items.

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 understaing the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

		(WWW) POLVVVVIO 60, 8 9/22/11
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE
P.O.# required? YES NO #		Mary Patrick Bogan





Mary Patrick Bogan Director of Book Conservation Bill Veillette
Executive Director

**MPB** 

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 ½"

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.)

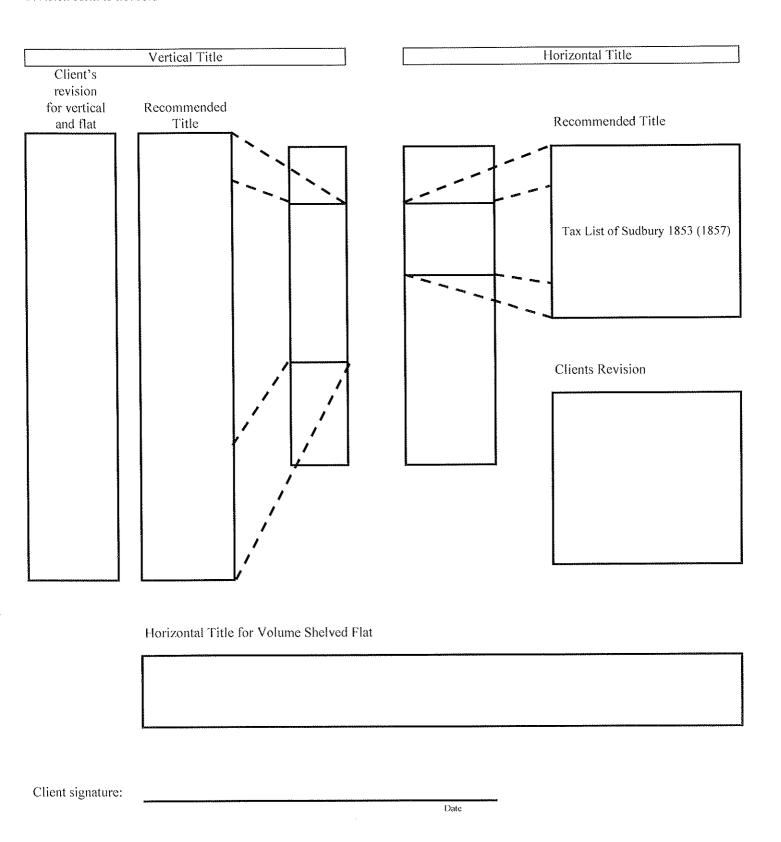
ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$3,035. Cost is total to treat both volumes.

		Wayn 2 WV 152	<u> </u>
OWNER/AUTHORIZED AGENT	DATE	NORTITEAST DO¢ŮMENT CONSERVATIO	N∕CENTER DATE
P.O.# required? YES NO	#	Mary Patrick Bogan	V

Client:

Town of Sudbury

Job No: 11.288B\_I.21





Mary Patrick Bogan Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Bill Veillette Executive Director

**MPB** 

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)

Town of Sudbury NEDCC Job #: 11.288B.22 of 34 Page Two

Owner or Authorized Agent, a new estimate OWNER'S STATEMENT OF INSURANCE and the owner's insurance company sends th \$1,000 value. If no valuation is provided by THE UNDERSIGNED RECOGNIZES that condition of NEDCC's undertaking the work to the above object(s). The undersigned here	may be given if the problems EVALUE: maximum liability to Center a waiver of subrogat the owner, an assignment of conservation treatment process on the above object(s), the uby grants permission to NED to the NORTHEAST DOCUM	treatment may be modified or halted should new problems arise. After consultation with the sare more difficult and time-consuming than apparent at first. Estimate valid for 12 months, y limited to \$\( \) Unless the owner's insurance policy provides the standard all risk perils tion, all works left here must be insured under our policy at a rate of \$1.00 per month per \$500 will be placed on the above object(s) for the purpose of insurance coverage, dures may involve a certain amount of risk. Therefore, in further consideration, and as a undersigned waives and releases NEDCC from all claims that may arise due to damage or loss DCC to use the record of this treatment, including photographs, for its educational programs. HENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the litions herein.
		NORTHEAST DOCUMENT CONSERVATION CENTER DATE
OWNER/AUTHORIZED AGENT P.O.# required? YES NO	DATE #	NORTHEAST DÓCUMENT CONSERVATION CENTER DATE  Mary Patrick Bogan

	Vertical Title	Horizontal Title
Client's revision for vertical and flat	Recommended Title	Recommended Title
		State Tax Acts
		Clients Revision
	Horizontal Title for Volume Shelved Flat	
	experience of the control of the con	
Client signature:		Date



Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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.

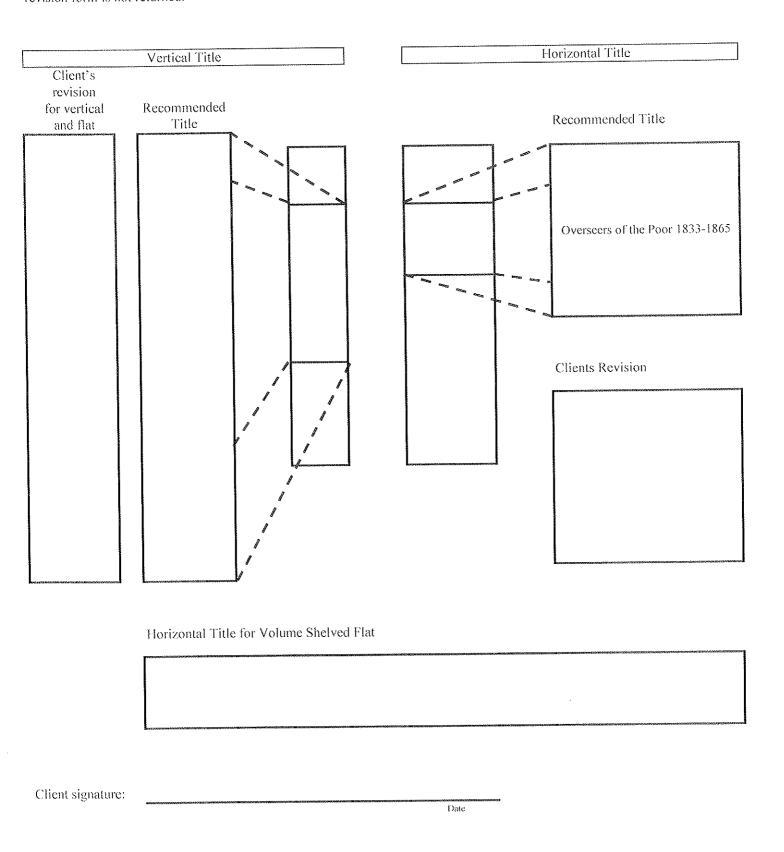
Place scraps in a buffered folder.

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 modific Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and to OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ Un and the owner's insurance company sends the Center a waiver of subrogation, all works left here in \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certal condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and it to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION undersigned has read and understands the estimate and all terms and conditions herein.	nne-consuming than apparent at thist. Estimate value for 12 months nless the owner's insurance policy provides the standard all risk peril must be insured under our policy at a rate of \$1.00 per month per he above object(s) for the purpose of insurance coverage.  ain amount of risk. Therefore, in further consideration, and as a releases NEDCC from all claims that may arise due to damage or loss this treatment, including photographs, for its educational programs.
MATA	20 PANAMOSA - OPANA

r.O. required: 11.0	DWNER/AUTHORIZED AGENT P.O.# required? YESNO#		NORTHEAST DOCUMENT CONSERVATION CENTER DA Mary Patrick Bogan	9/22/11 TE
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RECEIVED FROM (Owner or Authorized Agent):

Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

Date: September 22, 2011

Contact: Rosemary Harvell, Town Clerk

Phone: 978-639-3359

Job #: 11.288B.24 of 34

email: harvellr@sudbury.ma.us

Object: record book

Town of Sudbury

322 Concord Road

Sudbury, MA 01776

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)

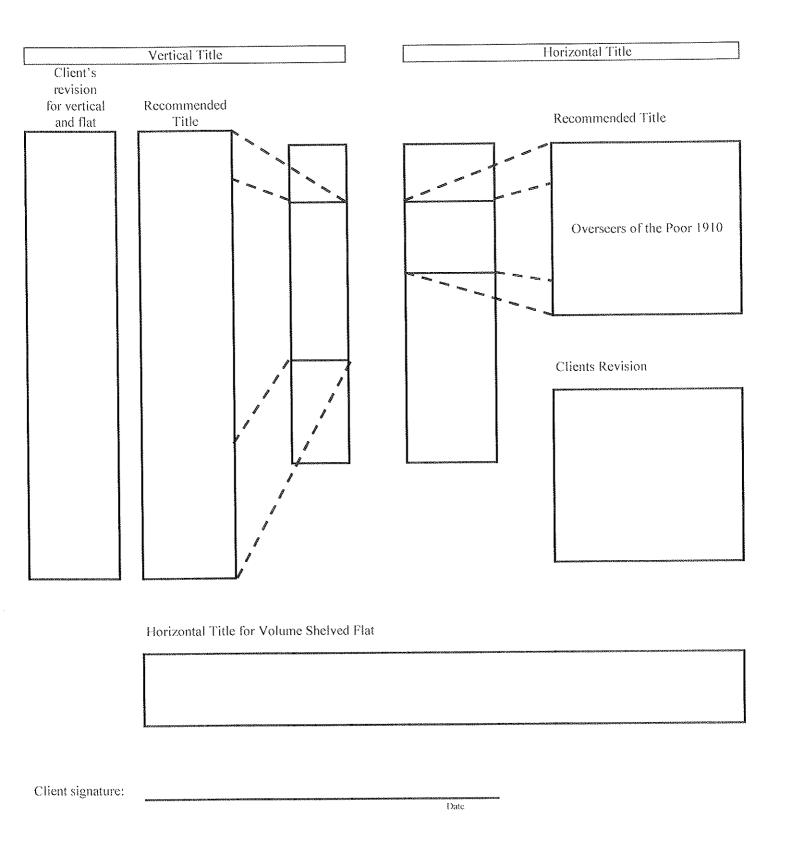
Town of Sudbury NEDCC Job #: 11.288B.24 of 34 Page Two

Owner or Authorized Agent, a new estimate OWNER'S STATEMENT OF INSURANCI and the owner's insurance company sends th \$1,000 value. If no valuation is provided by THE UNDERSIGNED RECOGNIZES that condition of NEDCC's undertaking the work to the above object(s). The undersigned here	may be given if the problems at EVALUE: maximum liability if a Center a waiver of subrogatio the owner, an assignment of \$5 conservation treatment procedue on the above object(s), the underly grants permission to NEDC the NORTHEAST DOCUMENT.	atment may be modified or halted should new problems arise. After more difficult and time-consuming than apparent at first. Estima imited to \$ Unless the owner's insurance policy provides the new angle of the property of the purpose of insurance to the property of the purpose of insurance may involve a certain amount of risk. Therefore, in further conclusing deadless and releases NEDCC from all claims that may arise to use the record of this treatment, including photographs, for its NT CONSERVATION CENTER to treat the above object(s). It is ons herein.	te valid for 12 months, the standard all risk perils 1.00 per month per see coverage, sideration, and as a see due to damage or loss educational programs.
		WWW PWWW677)  NORTHEAST DOCUMENT CONSERVATION CENTER	9/22/11
OWNER/AUTHORIZED AGENT P.O.# required? YES NO	DATE #	NORTHEAST DOCUMENT CONSERVATION CENTER Mary Patrick Bogan	DATE

Client:

Town of Sudbury

Job No: 11.288B\_1





Mary Patrick Bogan Director of Book Conservation

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Object: record book

Title/Bibliographic Information: Overseers of the Poor 1912

Bill Veillette
Executive Director

**MPB** 

Date: September 22, 2011

Job #: 11.288B.25 of 34

Contact: Rosemary Harvell, Town Clerk

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

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.

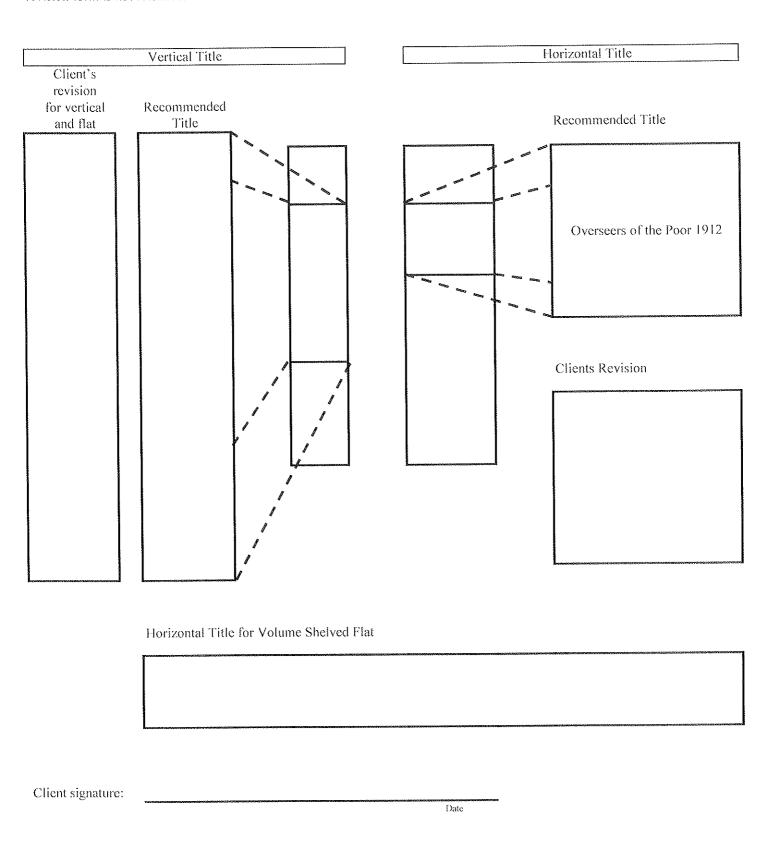
Title. (Unless otherwise changed, title will appear as on attached sheet.)

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.

		MUNT OVVVIOTOTO 9/22/11
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE
P.O.# required? YESNO	<u> </u>	Mary Patrick Bogan

Client: Town of Sudbury Job No: 11.288B\_L25



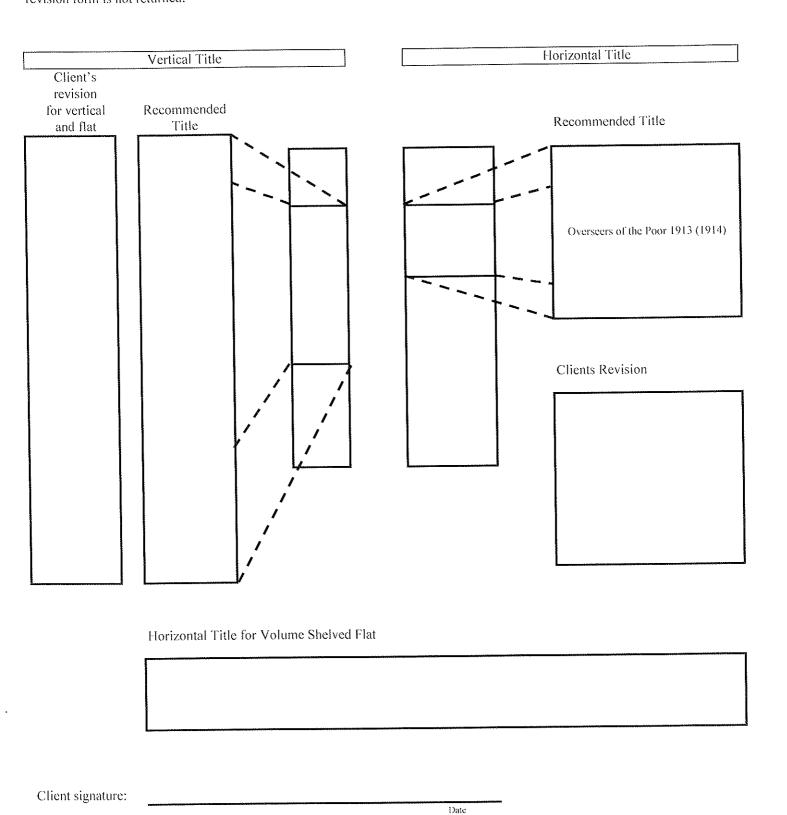


Bill Veillette Mary Patrick Bogan Executive Director Director of Book Conservation **MPB** Date: September 22, 2011 RECEIVED FROM (Owner or Authorized Agent): Job #: 11.288B.26 and 27 of 34 Town of Sudbury Contact: Rosemary Harvell, Town Clerk 322 Concord Road Phone: 978-639-3359 Sudbury, MA 01776 email: harvellr@sudbury.ma.us No. of Volumes: 2 Object: record books Title/Bibliographic Information: Overseers of the Poor 1913 and No. of Pages: 72 each Dimensions: ~ 14" x 9" Overseers of the Poor 1914 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. (Check If Selecting \_\_\_\_) Cost of treatment is total for two 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. ... Unless the owner's insurance policy provides the standard all risk perils OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$\_\_\_\_\_ 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. NORTHEAST DOCUMENT CONSERVATION CENTER OWNER/AUTHORIZED AGENT DATE Mary Patrick Bogan P.O.# required? YES \_\_\_\_\_NO \_

Client:

Town of Sudbury

Job No: 11.288B\_1.26 and .27





RECEIVED FROM (Owner or Authorized Agent):

Mary Patrick Bogan Director of Book Conservation Bill Veillette Executive Director

**MPB** 

Date: September 22, 2011

Job #: 11.288B.28 of 34 Contact: Rosemary Harvell, Town Clerk

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

Object: record book

Sudbury, MA 01776

Town of Sudbury

322 Concord Road

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.)

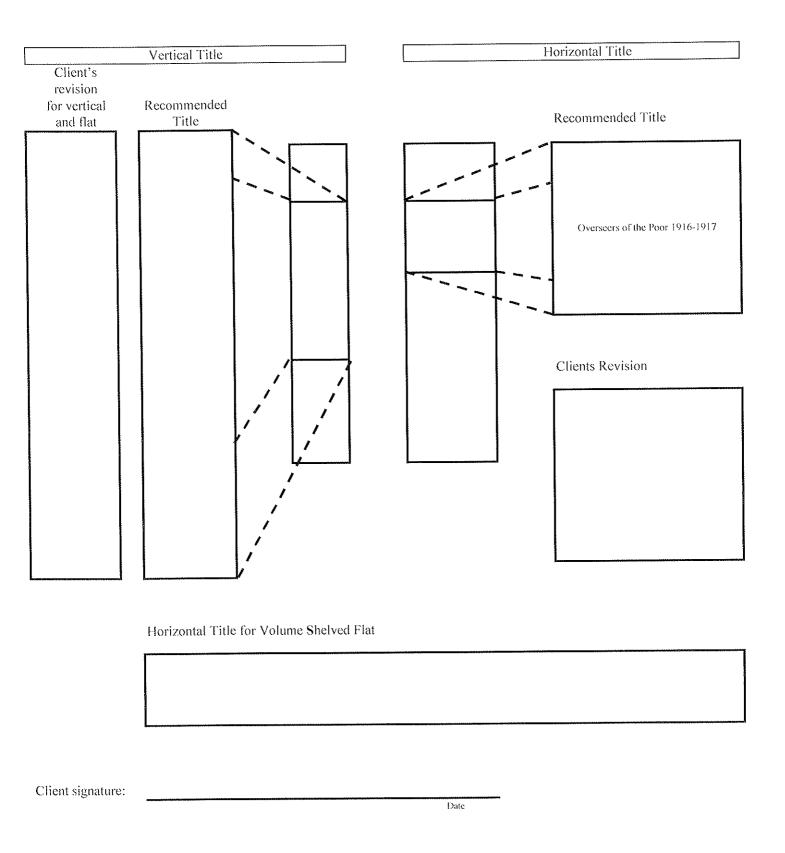
ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$2,105.

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 mer 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. The problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. The provided by the standard all risk perils are 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 one valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. E UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a addition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. FTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the letsigned has read and understands the estimate and all terms and conditions herein.
Hilliam Azia a a March an anni

		Man Farmory 9/22/11
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE
P.O.# required? YES NO	#	Mary Patrick Bogan

Client: Town of Sudbury

dbury Job No: 11.288B\_L28





Mary Patrick Bogan
Director of Book Conservation

Bill Veillette Executive Director

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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.)

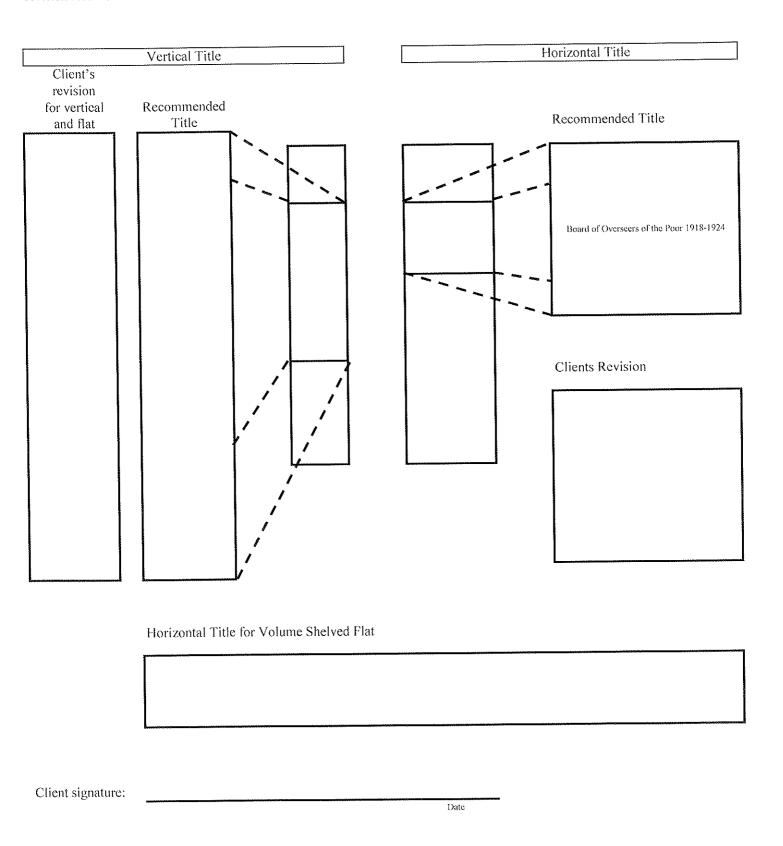
ESTIMATED COST OF ALTERNATIVE TREATMENT not including options, insurance, delivery or other, \$1,975. (Check If Selecting )

(Continued)

Town of Sudbury NEDCC Job #: 11.288B.29 of 34 Page Two

Owner or Authorized Agent, a OWNER'S STATEMENT OF and the owner's insurance com \$1,000 value. If no valuation i THE UNDERSIGNED RECOVER on the above chiefts. The uncertainty of the above chiefs.	new estimate may be give INSURANCE VALUE; n pany sends the Center a w s provided by the owner, a GNIZES that conservation iking the work on the above dersigned hereby grants pe BY GIVEN to the NORTE	on if the problems are maximum liability lim vaiver of subrogation, an assignment of \$500 in treatment procedures we object(s), the under ermission to NEDCC HEAST DOCUMEN'I	nent may be modified or halted should new problems arise. After consultation with the more difficult and time-consuming than apparent at first. Estimate valid for 12 months, ited to \$ Unless the owner's insurance policy provides the standard all risk perils all works left here must be insured under our policy at a rate of \$1.00 per month per will be placed on the above object(s) for the purpose of insurance coverage. It may involve a certain amount of risk. Therefore, in further consideration, and as a signed waives and releases NEDCC from all claims that may arise due to damage or loss to use the record of this treatment, including photographs, for its educational programs. CONSERVATION CENTER to treat the above object(s). It is acknowledged that the sherein.
			NORTHEAST DOCUMENT CONSERVATION CENTER DATE
OWNER/AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE
P O # required? VES 1			Mary Patrick Bogan

Client: Town of Sudbury Job No: 11.288B\_1.29





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

**MPB** 

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776 Date: September 22, 2011 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.

		MANAMIL ON NAME OF THE	9/22/11
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	
P.O.# required? YES NO	#	Mary Patrick Bogan	

#### TITLE SHEET

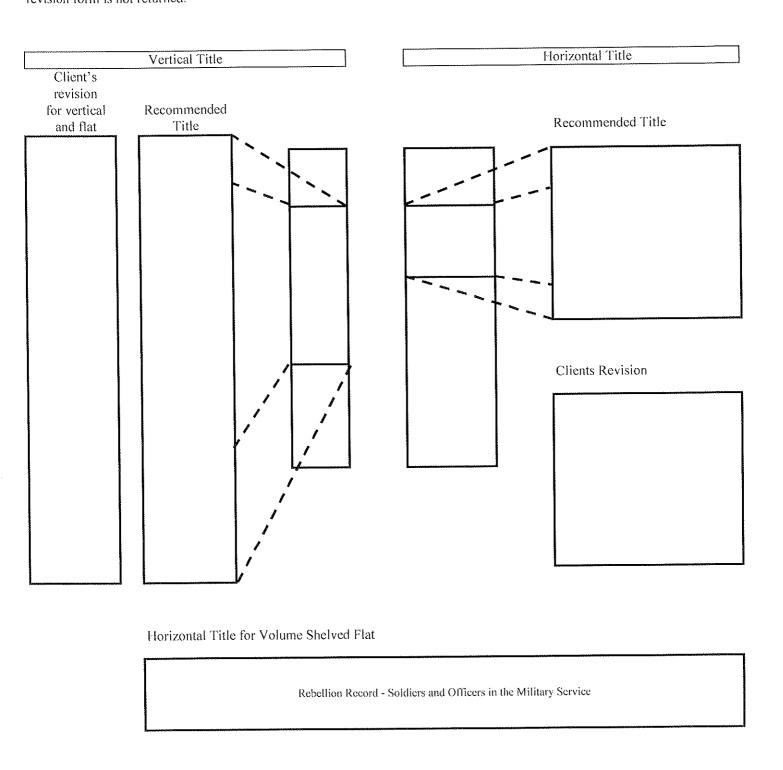
Client signature:

Client:

Town of Sudbury

Job No: 11.288B\_1.30

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.



Date



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

RECEIVED FROM (Owner or Authorized Agent):

Mary Patrick Bogan Director of Book Conservation Bill Veillette **Executive Director** 

Date: September 22, 2011

Job #: 11.288B.31 of 34 Contact: Rosemary Harvell, Town Clerk

**MPB** 

Phone: 978-639-3359

No. of Volumes: 1

email: harvellr@sudbury.ma.us

Object: record book

Town of Sudbury

322 Concord Road

Sudbury, MA 01776

Title/Bibliographic Information: Boundary Lines of Acton, Bedford,

No. of Pages: 98 Dimensions: 21 1/4" x 17 1/2"

Concord, Lincoln, Maynard, Sudbury, Wayland and Weston 1904

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.

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
MANUED'S STATEMENT OF INSLERANCE VALUE: maximum lightlity limited to \$ Unless the owner's insurance policy provides the standard all risk peril
nd 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 UNIDER SIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a
ondition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss
the above object(c). The undersigned hereby grants normission 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
indersigned has read and understands the estimate and all terms and conditions herein.
WMMPNMBOTT 9/22/11
V, V V V V V V V V V V V V V V V V V V

		WWW PAVV MOTHER DATE NORTHEAST DOCUMENT CONSERVATION CENTER DATE	
OWNER/AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION GENTER DATE	
P.O.# required? YES NO #	***************************************	Mary Patrick Bogan	

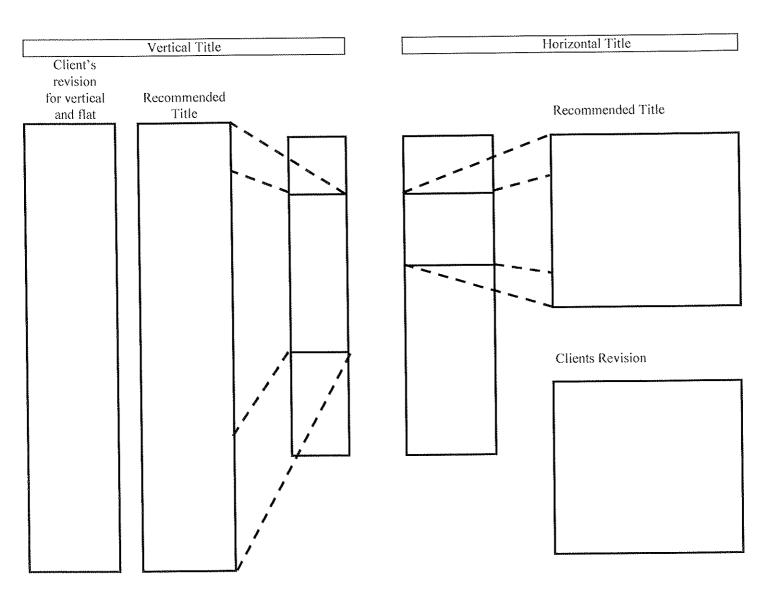
## TITLE SHEET

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.



Horizontal Title for Volume Shelved Flat

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

Client signature:		
	P	
		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

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Object: record book

Title/Bibliographic Information: Band of Hope

Bill Veillette Executive Director

**MPB** 

Date: September 22, 2011

Job #: 11.288B.32 of 34

Contact: Rosemary Harvell, Town Clerk

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

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)

Town of Sudbury NEDCC Job #: 11.288B.32 of 34 Page Two

Owner or Authorized Agent, a new estima OWNER'S STATEMENT OF INSURAN and the owner's insurance company sends \$1,000 value. If no valuation is provided to THE UNDERSIGNED RECOGNIZES that condition of NEDCC's undertaking the work the above object(s). The undersigned by	te may be given CE VALUE: n the Center a we by the owner, a at conservation ork on the above ereby grants pe to the NORTE	n if the problems naximum liability aiver of subroga in assignment of treatment proce the object(s), the up termission to NEI MEAST DOCUM	treatment may be modified or halted should new problems arise. After consultation with the sare more difficult and time-consuming than apparent at first. Estimate valid for 12 months, y limited to \$\( \) Unless the owner's insurance policy provides the standard all risk perils ation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$500 will be placed on the above object(s) for the purpose of insurance coverage. Solures may involve a certain amount of risk. Therefore, in further consideration, and as a undersigned waives and releases NEDCC from all claims that may arise due to damage or loss DCC to use the record of this treatment, including photographs, for its educational programs.  MENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the ditions herein.
			Mam Pannsogr
OWNER/AUTHORIZED AGENT		DATE	NORTHEAST DOCUMENT CONSERVATION CENTER DATE  Mary Patrick Bogan
P.O. It remired? YES NO	ĮĮ.		Mary ration rogan

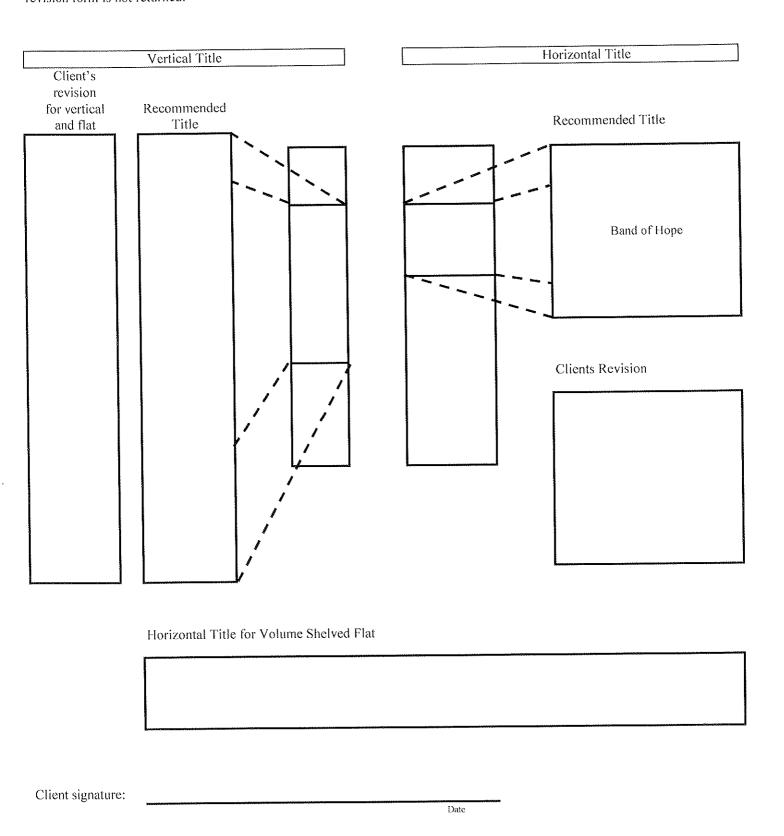
# TITLE SHEET

Client:

Town of Sudbury

Job No: 11.288B\_1.32

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.





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

RECEIVED FROM (Owner or Authorized Agent):

Mary Patrick Bogan
Director of Book Conservation

Executive Director

Date: September 22, 2011 Job #: 11.288B.33 of 34

Contact: Rosemary Harvell, Town Clerk

Bill Veillette

**MPB** 

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

Object: record book

Town of Sudbury

322 Concord Road

Sudbury, MA 01776

Title/Bibliographic Information: Methodist Church Meetings

No. of Volumes: 1 No. of Pages: 152

110 mas Daga and

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.

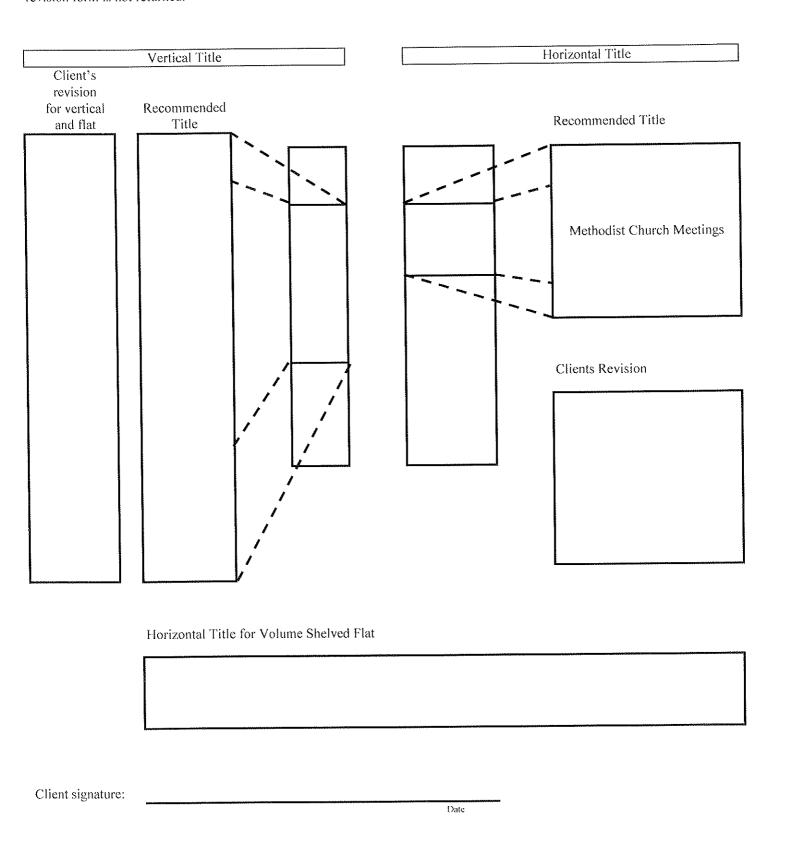
It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate 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 peril 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.
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		0000000	VVVVV (	0 0%	1	···· 9/22/11
OWNER/AUTHORIZED AGENT P.O.# required? YESNO#	DATE	NORTHEAST DOCUMENT Mary Patrick Boga	I CONSERVATION			DATE

## TITLE SHEET

Client: Town of Sudbury Job No: 11.288B\_L33

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.





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

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road Sudbury, MA 01776

Object: record book

Title/Bibliographic Information: Marriages Other Towns

Bill Veillette
Executive Director

**MPB** 

Date: September 22, 2011

Job #: 11.288B.34 of 34 Contact: Rosemary Harvell, Town Clerk

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

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.

		Many Panno 1857	9/22/11
DWNER/AUTHORIZED AGENT P.O.# required? YESNO#	DATE		ATE

# 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	Vertical Title  Recommended Title	Recommended Title  Marriages Other Towns  Clients Revision
	Horizontal Title for Volume Shelved Flat	
Client signature:		Date

Rachael Robinson

Cc: Registrar's Files

Photographer / Client Service Rep.

rrobinson@nedcc.org

NORTHEAST DOCUMENT CONSERVATION CENTER

322 Concord Rd. Sudbury, MA 01776  Phone: 978-639-3359 Fax: E-Mail: harvelin@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 Pags: 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  Doint Client w: Books  Deliverables: Files transferred by external hard drive  **File Identification: Volume Name Page #  **recessary in order to complete estimate  Notes: Will not be disbound by Book lab  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. There four gemtype openings per page, some are empty.  Digital Capture:  High Resolution Digital Capture: \$ 3.50	Client:	Town of Sudb	oury			Date:	g	/26/2011	
Phone: 978-639-3359			•			•			
Attention: Rosemary Harwell, Town Clerk Object(s): Dakin Family Album: Miniature gem album, circa 1860s Dimensions: 3* x 3.25*  *No. of Pages: 12		Sudbury, MA	01776					•	
Delicit(s): Dakin Family Album: Miniature gem album, circa 1860s Dimensions: 3" x 3.25"  *No. of Pages: 12  The (actual) Iotal page count and number of image files may change the above estimate  Condition of Object(s): Being conserved by Book Iab *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  Books  Deliverables: Files transferred by external hard drive  **File Identification: Volume Name, Page #  *** recessary in order to complete estimate  Notes: Will not be disbound by Book Iab The album consists of approximately 78 hand-colored gemtypes (tintypes 34" 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. There four gemtype openings per page, some are empty.  Digital Capture:  High Resolution Digital Capture: \$ 3.50 Total image(s) 16 \$ 56.00  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 halled 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. 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 with be placed on the above object(s) for the purpose of insurance coverage.  Estimate valid for 6 months.  DATE NORTHEAST DOCUMENT CONSERVATION CENTER DATE  OWNER'S RAUTHORIZED AGENT DATE  NORTHEAST DOCUMENT CONSERVATION CENTER DATE  OWNER'S RAUTHORIZED AGENT DATE  DATE  NORTHEAST DOCUMEN	Phone:	978-639-3359	)	Fax:		E-Mail:	harvelir	@sudbu	rγ.ma.us
Dimesions: 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): Biggo conserved by Book lab **Praces 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  ***Volume Name_Page #**  *********************************									
*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:  Joint Client w/:  Books  Being conserved by Book lab *Prices assume conservation before imaging NEDCC has inspected this collection prior to issuing this cost estimate  Proposed Service:  Joint Client w/:  Books  Believerables:  Files transferred by external hard drive  ***File Identification:  ***Tele Identification:  ***Tel	•			m: Miniature gem :	album, circa 1860s				
The featual) total page count and number of image files may change the above estimate   Proposed Service: Digitize at 800ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs   Books   Defliverables: Files transferred by external hard drive   Volume Name, Page #   ** File Identification: Volume Name, Page #   ** necessary in order to complete estimate   Notes: Will not be dissound by Book lab   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   There four gemtype openings per page, some are empty.  Digital Capture:  High Resolution Digital Capture: \$ 3.50   Total Image(s)   Billed @ Cost   Total Estimate   \$ 166.00    Shipping: Client Provided   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. Page 100 publications with the Owner or Authorized Agent, a new estimate will then be presented to reflect revised specifications. After one of \$500 will be placed on the above object(s) for the purpose of 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 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									
Being conserved by Book lath **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 Books  Deliverables: Files transferred by external hard drive   Volume Name, Page #   *** 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 gemtypes (tintypes 34f* 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.   There four gemtype openings per page, some are empty.  Digital Capture:   ### Additional Digital Capture:   ### Addit				se files may change	the above estimate				
Proposed Service: Digitize at 800ppi, 1:1, 48bit RGB (Adobe 98) Tirs, and Jpess Books  **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 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. There four gemtype openings per page, some are empty.    Digital Capture:			Being conserved b	y Book lab *Prices	assume conservation			7	
** File Identification:			Digitize at 800ppi,						
** File Identification:	Deliverabl	es;	Files transferred b	y external hard driv	/e				
Notes: Will not be disbound by Book lab 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.  There four gemtype openings per page, some are empty.    Digital Capture:	** File Ide	ntification:							
Notes: Will not be disbound by Book lab 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.  There four gemtype openings per page, some are empty.    Digital Capture:			** necessary in o	rder to complete es	timate				
High Resolution Digital Capture: \$ 3.50 Total image(s) 16 \$ 56.00  File Delivery: CD/DVD □ EXHD □ \$ 100.000  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 DATE  Rachael Robinson	3/4" x 1") a	nd 1 albumen p	orint. The gemtypes	The album consi are housed in rect	sts of approximately angular recesses cu	78 hand-cold t in <b>s</b> tiff board	red gem I suppor	ntypes (til ts	ntypes
High Resolution Digital Capture: \$ 3.50 Total image(s) 16 \$ 56.00  File Delivery: CD/DVD □ ExHD □ \$ 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, \$  CUNIESS 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 DATE  NORTHEAST DOCUMENT CONSERVATION CENTER DATE  NORTHEAST DOCUMENT CONSERVATION CENTER DATE		·······	ns back-to-back. 7	here four gemtype	e openings per page,	some are en	npty.		
File Delivery: CD/DVD  ExHD    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 NOTHERAST DOCUMENT CONSERVATION CENTER DATE  NORTHEAST DOCUMENT CONSERVATION CENTER DATE  Rachael Robinson	<u>Digital Ca</u>	i <u>pture</u> :							
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  DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  DATE  Purchase order required? Yes No #	High Res	solution Digita	l Capture:	\$ 3.50	Total image(s)	16		\$	56.00
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  DATE  Purchase order required? Yes No #	File Deliv	very:	CD/DVD	ExHD 🗹				\$	100.00
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.  Purchase order required? Yes No #	Shipping	:	Client Provided			Billed @ Co	ost		
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  Purchase order required? Yes No #						Total Estim	ate	\$	156.00
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  Purchase order required? Yes No #	It is understo original spec specification ESTIMATED (	ood and agreed b ifications. After o s. COST OF DUPLIC	etween the parties of consultation with the C ATION not including ins	this document that wner or Authorized urance, delivery or oth	imaging may be modifi Agent, a new estimate er, \$	ied or halted sh	ould it o	ove diffic o reflect r	ult to meet evised
Estimate valid for 6 months.  9/26/2011  OWNER OR AUTHORIZED AGENT  DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  Rachael Robinson  Purchase order required? Yes No #	subrogation,	all works left her	e MUST be insured u	nder our policy at a i	ate of \$1.00 per month	h per \$1,000 va	alue. If n	ie Center o valuatio	a waiver of n is provided
OWNER OR AUTHORIZED AGENT  DATE  NORTHEAST DOCUMENT CONSERVATION CENTER  Rachael Robinson  Purchase order required? Yes No #	Bills are paya	able upon receipt	t. Objects must be pic	cked up within 30 da	ys after work is comple	eted, unless alt	ernate ar	rangemer	its are
OWNER OR AUTHORIZED AGENT DATE NORTHEAST DOCUMENT CONSERVATION CENTER DATE  Rachael Robinson  Purchase order required? Yes No #	Estimate va	alid for 6 mont	hs.		21 )	.21		,	N26/2011
	OWNER OF	R AUTHORIZED AG	ENT	DATE		T C <b>ONS</b> ERVATIO	N CENTE		
	Purchase ord	ler required? Ye	es No	#					

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org

Cc: Registrar's Files



Client:	Town of Sud 322 Concord	•			Date: Job Number:	9/26/2011 11.288 B/l.2 of 34
	Sudbury, MA	01776				. 1.200 D/1.2 UI 34
Phone:	978-639-335		Fax:		E-Mail: harve	ellr@sudbury.ma.us
Attention: Object(s): Dimension *No. of Pag	ges:	Rosemary Harwe Memorandum Bo 5.75" x 3.75" 100	ok: Record Book			
*The (actual) Condition	) total page cou of Object(s):	Being conserved	by Book lab *Price	e the above estimate as assume conservation ction prior to issuing	n before imaging	য়
Proposed S Joint Clien	Service: t w/:	Digitize at 300ppi Books	, 1:1, 48bit RGB (	Adobe 98) Tifs, and J	pegs	Ei
Deliverable		Files transferred b	by external hard d	rive		
** File Iden	ntification:	Volume Name_Pa	age #			
Notes:	Will not be dis	** necessary in o sbound by Book lab	order to complete ( ).	estimate		
Digital Cap	pture:					····
High Res	olution Digita	l Capture:	\$ 3.50	Total image(s)	104	\$ 364.00
File Delive	ery:	CD/DVD    □	ExHD ☑			
Shipping:	:	Client Provided			Billed @ Cost	
					Total Estimate	\$ 364.00
original specif specifications. ESTIMATED COUNTRY'S STA	od and agreed b fications. After c OST OF DUPLIC TEMENT of INSU	etween the parties of onsultation with the C ATION not including ins JRANCE VALUE: maxid	this document that Dwner or Authorized surance, delivery or of mum liability limited to	\$	ied or halted should it will then be presented	d to reflect revised
aubiogation, a	AN MORKS ICITION	e mooi de maated d	muer our policy at a	ls and the owner's insur rate of \$1.00 per mont ct(s) for the purpose of	h nor \$1 000 valua is	the Center a waiver of no valuation is provided
Bills are payab made.	ole upon receipt	. Objects must be pio	cked up within 30 d	ays after work is comple	eted, unless alternate a	arrangements are
Estimate val	lid for 6 mont	ńs.			126	
OWNER OR A	AUTHORIZED AGE	NT	DATE	NORTHEAST DOCUMEN	IT CONSERVATION CENT	9/26/2011 ER DATE
				Rachael Robinson		Dille
Purchase orde	r required? Ye	s No	#			
		return to NEDCC				

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sud	•			Date:	9/26/2011	
	322 Concord Rd. Sudbury, MA 01776				Job Number:	11.288 B/l.3 of 34	
Phone:	978-639-335	9	Fax:		E-Mail: harve	elir@sudbury.ma.us	
Attention: Object(s): Dimension *No. of Pa *The (actual Condition	ges:	12.5" x 7.5" 344 unt and number of ima Being conserved	ustice of the Pe age files may cha by Book lab *Pr	ace Records 1816-1835  Inge the above estimate rices assume conservation ection prior to issuing	before imaging		
Proposed Joint Clien	Service: it w/:			3 (Adobe 98) Tifs, and J		·-	
Deliverable		Files transferred I		I drive			
** File Ide	ntification:	Volume Name Pa					
Notes:	Will not be di	** <i>necessary in</i> sbound by Book lab	order to complet ).	e estimate			
Digital Ca	pture:						
High Res	olution Digita	d Capture:	\$ 3.50	Total image(s)	348	\$ 1,218.00	
File Deliv	ery:	CD/DVD	ExHD 🗹				
Shipping	:	Client Provided			Billed @ Cost		
					Total Estimate	\$ 1,218.00	
original speci specifications ESTIMATED C	od and agreed t fications. After ( OST OF DUPLIC	between the parties o	f this document t Owner or Authoriz surance, delivery o		ied or halted chould it	prove difficult to meet d to reflect revised	
Subtogation, a	ali works left her	e Most be insured t	Jnder our policy a	erils and the owner's insur at a rate of \$1.00 per mont bject(s) for the purpose of	h nar \$1 000 yaiya H	the Center a waiver of no valuation is provided	
Bills are payal made,	ble upon receip	t. Objects must be pi	cked up within 30	days after work is comple	eted, unless alternate a	arrangements are	
Estimate va	lid for 6 mont	hs.			26	0/00/1004	
OWNER OR	AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUMEN Rachael Robinson	T CONSERVATION CENT	9/26/2011 ER DATE	
Purchase orde	er required? Ye	es No	#				
	hite copy and	return to NEDCC					

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Suc 322 Concord Sudbury, MA	l Rd.			Date: Job Number:	9/26/2011 11.288 B/I.4 of 34
Phone: Attention: Object(s): Dimensio		Rosemary Harwe Records of Elish		d	E-Mail: <u>harve</u>	llr@sudbury.ma.us
*No. of Pa *The (actua Condition	orges:  oldot) total page color  of Object(s):	Being conserved	by Book lab *Pr.	nge the above estimate ices assume conservation ection prior to issuing	n before imaging I this cost estimate	g
Proposed Joint Clier		Digitize at 300pp Books	, 1:1, 48bit RGE	3 (Adobe 98) Tifs, and J	pegs	
Deliverabl	les: Intification:	Files transferred Volume Name P				
Notes:	Will be disbo	und by Book lab.	order to complete	e esumate		
Digital Ca					······	
High Res	solution Digita	al Capture:	\$ 3.25	Total image(s)	174	\$ 565.50
File Deliv	very:	CD/DVD	ExHD 🖸			
Shipping	<b>;</b> :	Client Provided			Billed @ Cost	***************************************
					Total Estimate	\$ 565.50
It is understo	ood and agreed ifications. After	between the parties o	f this document t	on NEDCC servers up hat imaging may be modi and Agent, a new estimate	fied or halted chauld it	prove difficult to meet d to reflect revised
		CATION not including in				
Unless the oversubrogation,	wner's insurance all works left he	re most be insured t	standard all risk po under our policy a	erils and the owner's insu t a rate of \$1.00 per mont oject(s) for the purpose of	hiner \$1,000 value illi	the Center a waiver of no valuation is provided
Bills are paya made.	able upon receip	t. Objects must be pi	cked up within 30	days after work is comple	eted, unless alternate a	arrangements are
Estimate va	alid for 6 mon	ths.		<u>A</u>	226	9/26/2011
OWNER OF	R AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUMEN Rachael Robinson	IT CONSERVATION CENT	
Purchase ord	er required? Y	es No	#			
Please sign v Cc: Registra		return to NEDCC				

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sudi	oury			Date:	9/26/2011
	322 Concord	Rd.			Job Number:	11.288 B/I.5 of 34
	Sudbury, MA	01776				111200 13/113 (11.5)
Phone:	978-639-3359	Э	Fax:		E-Mail: harve	elfr@sudbury.ma.us
Attention:		Rosemary Harw			= man <u>marve</u>	am@sudpary.ma.us
Object(s):		Sudbury Ťown F		ges Vol. 2		
Dimension	s:	13.75" x 8.5"	0 .			
*No. of Pag		278				
				ange the above estimate		
Condition (	of Object(s):	Being conserved NEDCC has ins	d by Book lab <i>*Pi</i> spected this col	rices assume conservation lection prior to issuing	n before imaging I this cost estimate	
Proposed S Joint Clien				B (Adobe 98) Tifs, and		
Deliverable	es:	Files transferred	l by external har	d drive		
** File Iden	ntification:	Volume Name F		- 4,17		
			order to complet	ta astimata		
Notes:	Will not be dis	sbound by Book la	ab. Some encroa	chment into the gutter of	nccurs	
		,		omione med the gatter e	ocuro	
Digital Ca <sub>l</sub>	pture:					
High Res	olution Digita	l Canture:	\$ 3.50	Total image/a)	200	
	olution Digita	roupture.	<u> </u>	Total image(s)	282	\$ 987.00
File Delive	ery:	CD/DVD	ExHD 🗹			
Shipping:	:	Client Provided			Billed @ Cost	
					Total Estimate	\$ 987.00
tis understood riginal specifications and a second pecifications and a second pecifications and a second pecifications and a second pecification and	od and agreed befications. After of OST OF DUPLIC ATEMENT of INSUMER'S insurance all works left her an assignment bild upon receipt	petween the parties consultation with the CATION not including it URANCE VALUE: maximum policy provides the Partie MUST be insured of \$500 will be placed. Objects must be presented to the consultation of the parties	of this document Cowner or Authori insurance, delivery of eximum liability limite estandard all risk p d under our policy a eed on the above of		fied or halted should it e will then be presente grance company sends th per \$1,000 value. It f insurance coverage.	d to reflect revised  the Center a waiver of foo valuation is provided
:sumate va	lid for 6 mont	ns.		2U X	2	
OWNER OR	AUTHORIZED AGI	FNT	DATE			9/26/2011
OWNER OR	AO HIONIZED AGI	-111	DATE	Rachael Robinson	NT CONSERVATION CEN	TER DATE
urchase orde	er required? Ye	es No	#			
		return to NEDCC				
c: Registrar	's Files					

Rachael Robinson

Client:

Photographer / Client Service Rep.

Town of Sudbury

rrobinson@nedcc.org



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

Date:

9/26/2011

322 Concord Rd. Sudbury, MA 01776					Job Number:		D11 B/I.6 of 34		
Phone:	978-639-3359	•		Fax:		E-Mail:	hanva	الدھمينا	buguwa-
Attention: Object(s): Dimensions	s:	Rosemary Bonds- To 14" x 9"	Harwe wn of S	ll, Town Clerk Judbury 1902-19	12	L-141011.	narve	າກເຜີຊິນ0	bury.ma.us
*No. of Pag	es:	300		<b></b>					
Condition c	total page cour of Object(s):	t and numbe Being cons	er of ima served i	ge files may chang ov Book lab *Prio	ge the above estimate es assume conservation				
		NEDCC ha	s insp	ected this colle	es assume conservation ction prior to issuing	n before imagii I this cost es	ୀg stimate	[·	7
Proposed S Joint Client		Digitize at 3 Books	300ppi,	1:1, 48bit RGB	(Adobe 98) Tifs, and	lpegs			
Deliverable:				y external hard o	frive				
** File Iden	tification:	Volume Na							
Notes:	Will not be disl	necess oound by B <b>c</b>	ary in c ok lab	order to complete Majority of page	<i>estimate</i> es are blank, and will i	not he imago	4		
				-,, v. page	Jo Sio Diasir, and Will	not be image(	J.		
Digital Cap	ture:				-				
High Reso	lution Digital	Capture:		\$ 3.50	Total image(s)	304	<u> </u>	_\$	1,064.00
File Delive	ery:	CD/DVD	D	ExHD 🗹					
Shipping:		Client Provi	đed			Billed @ C	ost		
						Total Estir	nate	\$	1,064.00
riginal specifications.  STIMATED CO	cations. After co	etween the pa ensultation wi TION not inclu	inies of th the C iding ins	this document the	n NEDCC servers up at imaging may be modi d Agent, a new estimate ther, \$	والمالية والمساكة		Orove diff to reflec	ficult to meet at revised
inless the owr ubrogation, al	ner's insurance p I works left here	oolicy provide MUST be in:	es the st	andard all risk per	ils and the owner's insu a rate of \$1.00 per mont ect(s) for the purpose of	h nor 01 000	_1 1.	the Cente	er a waiver of tion is provided
ills are payabl iade.	le upon receipt.	Objects mus	t be pic	ked up within 30 d	ays after work is comple	eted, unless al	ternate a	rrangem	ents are
stimate vali	d for 6 month	s.							
					OH	LPL			
OWNER OR A	UTHORIZED AGE	JT		DATE					9/26/2011
		••		DATE	NORTHEAST DOCUMEN Rachael Robinson	IT CONSERVATE	ON CENTE	R	DATE
irchase order	required? Yes	N.o.			7.57.00.00.00.00.00.00.00.00.00.00.00.00.00				
				#					
	ite copy and re	eturn to NED	CC						
c: Registrar's	Files								

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sudb 322 Concord	Rd.			Date: Job Number:	9/26/2011 11.288 B/I.7 of 34
	Sudbury, MA	01776				
	ges:	Rosemary Hai Orders of the 12.75" x 8" 240 nt and number of Being conserv	ved by Book lab *Pr	nge the above estimate ices assume conservation ection prior to issuing	before imaging	ilr@sudbury.ma.us
Proposed : Joint Clien				B (Adobe 98) Tifs, and J		l Soute
Deliverable ** File Ider Notes:	ntification:	Volume Name	in order to complet			
Digital Ca	pture:					
	olution Digita	l Capture:	\$ 3.25	Total image(s)	244	\$ 793.00
File Deliv	ery:	CD/DVD	ExHD 🗵			
Shipping	:	Client Provided	ď		Billed @ Cost	
					Total Estimate	\$ 793.00
It is understo original speci specifications ESTIMATED C	od and agreed b fications. After c s. COST OF DUPLIC	etween the partic consultation with t ATION not includin	es of this document		fied or halted should it	prove difficult to meet I to reflect revised
subrogation,	ali works left her	e MUST be insur	red under our policy a	perils and the owner's insu at a rate of \$1.00 per mon bject(s) for the purpose of	th per \$1,000 value. If	the Center a waiver of no valuation is provided
Bills are paya	ble upon receipt	. Objects must b	pe picked up within 3	0 days after work is compl	eted, unless alternate	arrangements are
Estimate va	ilid for 6 mont	hs.		24	x Rt	9/26/2011
OWNER OR	AUTHORIZED AGI	ENT	DATE	NORTHEAST DOCUME	NT CONSERVATION CENT	
Purchase orde	er required? Ye	es No	#			
Please sign v Cc: Registra	= =	return to NEDC	C			

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



Chent;	322 Concord Rd. Sudbury, MA 01776				Date: Job Number:	9/26/2011 11.288 B/I.8 of 34	
Phone:	978-639-3359	9	Fax:		E-Mail: harve	elir@sudbury.ma.us	
Attention: Object(s): Dimension *No. of Pag *The (actual) Condition	jes:	23.25" x 15" 42 Int and number of ima Being conserved I	II, Town Clerk - Miscellaneous T ge files may chang by Book lab *Price	Tax Lists - 18th century e the above estimate es assume conservation in etion prior to issuing	/ before imaging		
Proposed S Joint Clien		Digitize at 300ppi, Books	1:1, 48bit RGB (	Adobe 98) Tifs, and Jp	egs		
Deliverable ** File Ider		Files transferred b	ige#				
Notes:	Will be disbou	** necessary in a and by Book lab.	order to complete e	estimate			
Digital Ca	pture:						
High Res	olution Digita	l Capture:	\$ 28.00	Total image(s)	42	\$ 1,176.00	
File Deliv	ery:	CD/DVD 🗆	ExHD ☑				
Shipping:	:	Client Provided			Billed @ Cost		
					Total Estimate	\$ 1,176.00	
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Unless the ow subrogation, a	vner's insurance all works left her	policy provides the s MUST be insured u	tandard all risk per inder our policy at a	ils and the owner's insura	per \$1,000 value   1	s the Center a waiver of f no valuation is provided	
Bilis are payal made.	ble upon receip	t. Objects must be pio	cked up within 30 d	ays after work is comple	ted, unless alternate	arrangements are	
Estimate va	lid for 6 mont	hs.		QL X P		9/26/2011	
OWNER OR	AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUMENT	T CONSERVATION CEN	TER DATE	
	white copy and	es No return to NEDCC	#				

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	322 Concord Sudbury, MA	Rd.			Date: Job Number:	111 3/I.9 of 34	
	ns: iges:	Rosemary Harwe Town of Sudbury 12" x 7.5" 216 int and number of ima Being conserved	y for the Support of	of the Poor 1833-1865  ge the above estimate ces assume conservation prior to issuing	before imaging		oury.ma.us
Proposed Joint Clier				(Adobe 98) Tifs, and J			
Deliverabl ** File Ide Notes:	ntification:	Files transferred   Volume Name_Pi ** necessary in und by Book lab.					
Digital Ca	ipture:						
High Res	solution Digita	l Capture:	\$ 3.25	Total image(s)	220	\$	715.00
File Deliv	<b>v</b> ery:	CD/DVD	ExHD 🗹				
Shipping	j:	Client Provided			Billed @ Cost	***	
					Total Estimate	\$	715.00
original spec specification: ESTIMATED O OWNER'S ST	ood and agreed bifications. After one of the control of DUPLIC ATEMENT of INSC	petween the parties of consultation with the consultation with the carrier and	of this document the Owner or Authorized in the Owner or Authorized insurance, delivery or dimum liability limited in the Owner of the	to \$	ied or halted should it will then be presente	ed to reflec	t revised
subrogation,	all works left her	'e MUST be insured i	under our policy at	erils and the owner's insur a rate of \$1.00 per mont ject(s) for the purpose of	hiper \$1,000 value ill	the Center f no valuat	er a waiver of tion is provided
Bills are paya made.	able upon receipt	:. Objects must be pi	icked up within 30	days after work is comple	eted, unless alternate	arrangem	ents are
Estimate va	alid for 6 mont	hs.		<u>U</u>	LPC		9/26/2011
OWNER OF	R AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUMEN Rachael Robinson	IT CONSERVATION CEN	TER	DATE
		es No	<b>,</b> #				
Cc: Registra		return to NEDCC					

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sudb	oury				Date:	9/26/20 <sup>-</sup>	11
	322 Concord	Rd.		Job Number:	11.288 B	3/I.10 of 34		
	Sudbury, MA	01776						
Phone:	978-639-3359	9	Fax	c		E-Mail: harve	ellr@sudb	ury.ma,us
Attention:		Rosemary Harwell						4.7.1114,40
Object(s):		Town of Sudbury ~			r 1843-1893			
Dimension		15.5" x 10.5"						
*No. of Pag		124	<i></i> 1					
	)  total page cou of Object(s):	int and number of imag						
Condition	or Object(s):	NEDCC has inspe	y Boo	ok lab <i>"Price</i> this collec	es assume conservation ction prior to issuing	this cost estimate	<b>:</b>	
Proposed S Joint Clien		Digitize at 300ppi, Books	1:1, 4	18bit RGB (	Adobe 98) Tifs, and J	pegs		
Deliverable	es:	Files transferred by	exte	ernal hard o	Irive			
** File Ider	ntification:	Volume Name_Pag	ge#					
Notes:	Will be disbou	** necessary in o	rder t	o complete	estimate			
Digital Ca	pture:							
High Res	olution Digita	l Capture:	\$	4.25	Total image(s)	128	\$	544.00
File Deliv		CD/DVD =		ID . 🗆				
File Deliv	•	CD/DVD    CD/DVD	EXF	HD ☑				
Shipping	:	Client Provided				Billed @ Cost		
						Total Estimate	\$	544.00
It is understo	od and agreed bifications. After o	between the parties of	this o	document th	n NEDCC servers up at imaging may be modit ad Agent, a new estimate	ied or halted should i	t prove diff ed to reflec	ficult to meet t revised
ESTIMATED C	COST OF DUPLIC	CATION not including ins	urance	e, delivery or o	other, \$			
OWNER'S STA	ATEMENT of INS	URANCE VALUE: maxin	num lia	ability limited (	o \$			
subrogation,	all works left he	re MUST be insured u	nder d	our policy at	rils and the owner's insu a rate of \$1.00 per mont ect(s) for the purpose of	h per \$1,000 value.	s the Cente If no valua	er a waiver of tion is provided
Bills are paya made.	ible upon receip	t. Objects must be pic	ked u	ip within 30 d	days after work is comple	eted, uniess alternate	arrangem	ents are
Estimate va	alid for 6 mont	ths.				21		
					OH.	126		
								9/26/2011
OWNER OF	RAUTHORIZED AG	EENT	D,	ATE	NORTHEAST DOCUMEN Rachael Robinson	NT CONSERVATION CEN	ITER	DATE
Purchase ord	er required? You	es No	#					
Please sign v	white copy and	return to NEDCC						
Cc: Registra	r's Files							

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client: Town of S				Dotos			
322 Conco				Date: Job Number:	9/26/2011		
Sudbury, N	MA 01776			ood Halliber,	11.288 B/I.11 of 34		
Phone: 978-639-33	359	Fax:		E-Mail: harve	ollr@gudha		
Attention: Object(s):	Rosemary Harw	ell, Town Clerk		L'illuii.	ellr@sudbury.ma.us		
Dimensions:	Fleets' Pocket A 5.5" x 3.25"	lmanack - 1792					
*No. of Pages:	176						
*The <i>(actual</i> ) total page c	ount and number of im	age files may cha	nge the above estimate				
Condition of Object(s)	): Being conserved	by Book lab *₽r	ices assumo concentia	n before imaging			
Proposed Com	MEDOO nas ms	becten this coll	ection prior to issuinc	I this cost estimate	• 2		
Proposed Service: Joint Client w/:	Digitize at 300pp Books	i, 1:1, 48bit RGE	(Adobe 98) Tifs, and	Jpegs	(-a)		
Deliverables:	Files transferred	by external hard	drive				
** File Identification:	Volume Name_P	age #					
Notes: Will not be d	** necessary in	order to complete	e estimate				
	disbound by Book lat	).					
<u>Digital Capture:</u>							
High Resolution Digi	tal Capture:	\$ 3.50	Total image(a)	400			
	·	<u> </u>	Total image(s)	180	\$ 630.00		
File Delivery:	CD/DVD 🗆	ExHD 🗹					
Shipping:	Client Provided			Pillod @ O. 4			
				Billed @ Cost			
				Total Estimate	\$ 630.00		
Electronic copyright co	nveys to client; all	files maintain o	n NEDCC contors us	da ato de	· · · · · · · · · · · · · · · · · · ·		
It is understood and agreed original specifications. After specifications.					prove difficult to meet		
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subrogation, all works left he by the owner, an assignmen	t of \$500 will be placed	nder our policy at	a rate of \$1.00 per mont	h per \$1,000 value. If	no valuation is provided		
Bills are payable upon receip nade.	1 ****	· ··· and above obj	ecust of the purpose of	INSUITABLE COVERDAS			
Estimate valid for 6 mon					S		
The valid to villon			et i	PC			
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OWNER OR AUTHORIZED AC	BENT	DATE	NORTHEAST DOCUMEN Rachael Robinson	T CONSERVATION CENTE	9/26/2011 ER DATE		
				T CONSERVATION CENTE			
OWNER OR AUTHORIZED AG furchase order required? Y lease sign white copy and	es No			T CONSERVATION CENTE			

Rachael Robinson

Photographer / Client Service Rep. <a href="mailto:rrobinson@nedcc.org">rrobinson@nedcc.org</a>



Chent:	322 Concord Rd. Sudbury, MA 01776				Date: Job Number:	9/26/2011 11.288 B/I.12 of 34		
	ns: ges:	Rosemary Harwe List of Town, Cou 6.60" x 4.25" 150 unt and number of im Being conserved	unty and State T age files may cha by Book lab *Pi	Taxes - 1859  Inge the above estimate rices assume conservation lection prior to issuing	n before imaging	ellr@sudbi	ury.ma.us	
Proposed Joint Clier		Books		3 (Adobe 98) Tifs, and J	pegs			
	ntification:							
Notes:		und by Book lab.						
Digital Ca	i <u>pture</u> : solution Digita	al Capture:	\$ 3.25	Total image(s)	150	\$	487.50	
File Deliv	very:	CD/DVD 🗆	ExHD 🗹			************		
Shipping	ı:	Client Provided			Billed @ Cost	h		
					Total Estimate	\$	487.50	
It is understo original spec specification	ood and agreed ifications. After s.	between the parties of consultation with the	of this document Owner or Authori	on NEDCC servers up that imaging may be modi zed Agent, a new estimate	fied or halted should i	t prove diffi ed to reflect	cult to meet revised	
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Estimate va	alid for 6 mon	ths.		2	CLAPL		9/26/2011	
OWNER OF	R AUTHORIZED AC	BENT	DATE	NORTHEAST DOCUME	NT CONSERVATION CEN	ΠER	DATE	
Purchase ord	ler required? Y	'es No	_ #					
Please sign Cc: Registra		I return to NEDCC						

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Cc: Registrar's Files

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Fown of Sud 322 Concord					Date:	···	9/26/20	011
	Sudbury, MA					Job Numb	er:	11.288	B/L13 of 34
Phone:	978-639-335	9	Fa	x:		E-Mail:	harva	الد⊘⊶ ۱	(a
Attention: Object(s): Dimensio *No. of Pa *The (actual	: ns; iges;	Being conserved	unty ar age file I by Bo	nd State Tax es may chang ok lab *Price	xes - 1859  The the above estimate  The assume conservation  Stion prior to issuin	n hofore investig	_		bury.ma.us
Proposed Joint Clier	Service: nt w/:	Digitize at 300pp Books	i, 1:1, ∠	48bit RGB (	Adobe 98) Tifs, and	Jpegs	umate	[Z	)
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Digital Ca						· · · · · · · · · · · · · · · · · · ·			
High Res	olution Digital	Capture:	_\$	3.50	Total image(s)	160		\$	560.00
File Deliv	ery:	CD/DVD	ExH	ID 🗹					
Shipping	:	Client Provided				Billed @ Co	st		
						Total Estim	ate	\$	560.00
original specifications  ESTIMATED COUNTER'S STA  Unless the own  ubrogation, a	fications. After co OST OF DUPLICA TEMENT of INSUI Iner's insurance p	TION not including in: RANCE VALUE: maxi	Dwner of Surance, mum liat	ocument that or Authorized delivery or oth pility limited to I all risk perils	\$ and the owner's insur	ied or halted sh will then be pre ance company	ould it p sented	to reflect	revised
by the owner,	an assignment o	f \$500 will be placed	on the	above object	t(s) for the number of	incurance caus-	ue, if n	o valuati	on is provided
nade.	de upon receipt.	Objects must be pi	ked up	within 30 da	ys after work is comple	eted, unless alte	rnate ar	rangeme	nts are
stimate val	id for 6 month	S.				Α			
OWNER OR A	AUTHORIZED AGEN	ıT	DAT	E	NORTHEAST DOCUMEN	CONSERVATION	CENTFI	₹	9/26/2011 DATE
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		No	#						
ease sign w	hite copy and re	turn to NEDCC							

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sudl	oury						Date:		0/26/20	1.1
	322 Concord Rd. Sudbury, MA 01776							Job Numi	ber:	9/26/2011 11.288 B/I.14 of 34	
	Sudbury, MA	01776								2001	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Phone:	978-639-3359	3		Fax;				E-Mail:	harve	ellr@sudb	ury.ma.us
Attention: Object(s):		Roseman Persons F	y Harwe Receivin	ll, Town	Clerk	Town of Sudbury					<u>ary,nna.us</u>
Dimension		11" x 9"	(COCIVII	ig Otate	Aiu iii iiie	rown of Sudbury	y - 1861	1-1910			
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Condition	of Object(s):	Being con	served	by Book	lab *Price	e the above estima es assume conserv etion prior to issu	ation be	fore imagin	g timata		
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Deliverable		Files trans	sferred b	y exterr	nal hard d	rive					
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Notes:	Will be disbou	** neces nd by Book	sary in d Clab.	order to d	complete e	estimate					
Digital Ca	pture:										
High Res	olution Digital	Capture:		_\$	3.25	Total image(s	s)	124	-	\$	403.00
File Deliv	ery:	CD/DVD		ExHD							
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							T	otal Estin	nate	\$	403.00
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						s and the owner's i rate of \$1.00 per n ct(s) for the purpose				the Center no valuatio	a waiver of on is provided
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Cc: Registrar's											

Rachael Robinson

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rrobinson@nedcc.org



Client:	Town of Sud				Date:	9/26/2011
	322 Concord Sudbury, MA				Job Number:	11.288 B/l.15 of 34
Phone:	978-639-3359	9	Fax:		E-Mail: harve	ellr@sudbury.ma.us
Attention: Object(s): Dimension	ıs:	Rosemary Harw Town of Sudbury 16" x 10.5"	ell, Town Clerk / - Annual Regist	er of Voters 1884-190		an wsuabury.ma.us
*No. of Pag *The (actual)	<b>ges:</b> ) total page cou	140	age files may chan	ge the above estimate		
Condition	of Object(s):	Being conserved	by Book lab *Pric	ge the above estimate ces assume conservation ection prior to issuin	n before imaging	
Proposed : Joint Clien	Service: t w/:	Digitize at 300pp Books	i, 1:1, 48bit RGB	(Adobe 98) Tifs, and	Jpegs	<b>2</b>
Deliverable		Files transferred	by external hard	drive		
** File Ider	itification:	Volume Name_P				
Notes:	Will be disbou	necessary in ned by Book lab.	order to complete	estimate		
Digital Ca	<u>pture</u> :					
High Res	olution Digital	Capture:	\$ 4.25	Total image(s)	144	\$ 612.00
File Delive	ery:	CD/DVD 🗆	ExHD 🗹			
Shipping:		Client Provided			Billed @ Cost	
					Total Estimate	\$ 612.00
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				rils and the owner's insu a rate of \$1.00 per mont ect(s) for the purpose of		the Center a waiver of no valuation is provided
ills are payab iade.	le upon receipt.	Objects must be pi	cked up within 30 c	lays after work is comple	eted, unless alternate a	rrangements are
stimate val	id for 6 month	ıs.				
				20	26	9/26/2011
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urchase order	r required? Yes	No	#			
		eturn to NEDCC	**			

Rachael Robinson

Client:

Photographer / Client Service Rep.

Town of Sudbury

322 Concord Rd.

rrobinson@nedcc.org



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Date:

9/26/2011

	322 Concord I Sudbury, MA				Job Number	: 11.288 E	11.288 B/l.16 of 34		
Phone: Attention:	978-639-3359	Rosemary Harwe	Fax:		E-Mail: <u>h</u>	arvellr@sudb	oury.ma.us		
Object(s): Dimension *No. of Pag	jes:	Town of Sudbury 13.5" x 8.5" 216	- Annual Regi	ster of Voters 1907-1920	)				
				ange the above estimate					
	of Object(s):	NEDCC has insp	pected this col	rices assume conservatior llection prior to issuing	j this cost estin	nate ☑			
Proposed S  Joint Clien		Digitize at 300ppi Books	i, 1:1, 48bit RG	B (Adobe 98) Tifs, and J	Jpegs				
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Notes:	Will be disbou	** necessary in a nd by Book lab. Ma		te estimate blank and will not be ima	aged.				
Digital Ca	oture:				***************************************				
High Res	olution Digital	Capture:	\$ 3.25	Total image(s)	220	\$	715.00		
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Shipping		Client Provided			Billed @ Cos	.t			
					Total Estima	te <u>\$</u>	715.00		
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subrogation, a	all works left here	e MUST be insured	under our policy	perils and the owner's insu at a rate of \$1.00 per mon object(s) for the purpose o	th per \$1,000 valu	ie. If no valua	er a waiver of tion is provided		
Bills are paya made.	ble upon receipt	. Objects must be p	icked up within 3	30 days after work is compl	leted, unless alter	nate arrangem	ents are		
Estimate va	lid for 6 monti	hs.			<b>2</b> ) 1				
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OVVNER OR	AUTHORIZED AGE	EN I	DATE	NORTHEAST DOCUME Rachael Robinson	NT CONSERVATION	CENTER	DATE		
Purchase orde	er required? Ye	s No	#						
Please sign v Cc: Registrar		return to NEDCC							

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rrobinson@nedcc.org



Client:	Town of Sud 322 Concord Sudbury, MA	l Rd.			Date: Job Number:	9/26/2011 11.288 B/I.17 of 34
Phone:	978-639-335		F			
Attention: Object(s): Dimension *No. of Pag *The (actual	ıs: ges:	Rosemary Harw Roads and Towr 12" x 8" 266 Int and number of im Being conserved	n Lines, No. 2, 1  nage files may cha by Book lab *Pi	832-1899  Inge the above estimate rices assume conservation lection prior to issuing	1 hefore imagina	ellr@sudbury.ma.us
Proposed : Joint Clien		Digitize at 300pp Books	oi, 1:1, 48bit RGE	3 (Adobe 98) Tifs, and J	pegs	v
Deliverable  ** File Ider  Notes:	ntification:	Files transferred Volume Name_P  ** necessary in und by Book lab.				
Digital Ca			·····			
	olution Digita	l Capture:	\$ 3.25	Total image(s)	270	\$ 877.50
File Delive	ery:	CD/DVD	ExHD 🗹			
Shipping:		Client Provided			Billed @ Cost	
					Total Estimate	\$ 877.50
original specifications. ESTIMATED Co	ications. After c	etween the parties o	or this document to Owner or Authorizations On this desirence of the surance, delivery of	on NEDCC servers up hat imaging may be modified Agent, a new estimate other, \$ to \$		prove difficult to meet to reflect revised
Unless the ow subrogation, a	ner's insurance	policy provides the : MUST be insured i	standard all risk p	erils and the owner's insur t a rate of \$1.00 per montl oject(s) for the purpose of		the Center a waiver of no valuation is provided
Bills are payab made.	ole upon receipt.	Objects must be pi	icked up within 30	days after work is comple	eted, unless alternate a	rrangements are
Estimate val	id for 6 month	18.		21	XPC	
OWNER OR A	AUTHORIZED AGE	NT	DATE		T CONSERVATION CENTE	9/26/2011 ER DATE
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Client:	Town of Sud	•	**************************************			Date:	*****	9/26/2011
	Sudbury, MA	5 515				Job Numb	er:	11.288 B/l.18 of 34
Phone:	978-639-335	9	Fax:			E-Mail:	harve	lir@sudbury.ma.us
Attention: Object(s): Dimension	าร:	Rosemary Harw Town of Sudbury 14" x 9.25"	ell, Town Cle y - <mark>Mo</mark> rtgages	rk \$ 1886-	1903			
*No. of Pa	ges: /) total page cou	320 ant and number of im	ooo filaa					
Condition	of Object(s):	Being conserved	by Book lab	*Prices	the above estimate assume conservation ion prior to issuing	n before imagin	g timata	
Proposed Joint Clier	Service: it w/:	Digitize at 300pp Books	i, 1:1, 48bit R	RGB (A	dobe 98) Tifs, and	Jpegs	ımate	Ø
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Digital Ca	pture:			· · · · · · · · · · · · · · · · · · ·				
High Res	olution Digita	l Capture:	\$ 4.25	<u>5</u>	Total image(s)	324		\$ 1,377.00
File Deliv	e <b>ry:</b>	CD/DVD	ExHD 🗹					
Shipping	:	Client Provided				Billed @ Co	ost	
						Total Estim	ate	\$ 1,377.00
original speci specifications ESTIMATED C OWNER'S STA	or and agreed before the control of	etween the parties of consultation with the ATION not including in JRANCE VALUE: max	of this docume Owner or Auth surance, deliver imum liability lim	ent that in interest of the contract of the co	rgent, a new estimate er, \$	fied or halted sl e will then be pn	nould it p esented	
					and the owner's insu ate of \$1.00 per mont (s) for the purpose of			the Center a waiver of no valuation is provided
Bìlls ar <b>e</b> payai made,	ole upon receipt	. Objects must be pi	cked up within	30 day	s after work is compli	eted, unless alte	nage. ernate a	rrangements are
Estimate va	lid for 6 mont	hs.						
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Client:

Rachael Robinson
Photographer / Client Service Rep.
<a href="mailto:rrobinson@nedcc.org">rrobinson@nedcc.org</a>

Town of Sudbury



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Date:

9/26/2011

	322 Concord Sudbury, MA						Job Numb	<b>∍r:</b> 11.283	8 B/I.19&.20	of 3
Phone:	978-639-3359	l		Fax	<b>c</b> :		E-Mail:	harvellr@su	idburv.ma ii	ıs
	ges:	16.25" x 1 48 in each nt and numb	of Sudb 10.5" h per of ima	ll, Tow oury 18	n Clerk 356 and Val	luation of Sudbury 18 the above estimate es assume conservation	57 (2 volum <b>e</b> s	)	<del>dody, ma.d</del>	<u>.</u>
	* ` ` `					ction prior to issuing			<b>4</b>	
Proposed : Joint Clien		Digitize at Books	t 300ppi,	, 1:1, 4	18bit RGB (	Adobe 98) Tifs, and J	pegs			
Deliverable		Files trans	sferred b	y exte	ernal hard d	Irive				
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Notes:	Will be disbou				o complete o arate book	estimate s, imaged together.				
Digital Ca	<u>pture</u> :							***************************************		
High Res	olution Digita	l Capture:		_\$_	4.25	Total image(s)	104	\$	442.0	0
File Deliv	ery:	CD/DVD		Exh	dD ☑					**********
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							Total Estin	nate \$	442.0	0
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nade. Estimato va	alid for 6 mont	he								
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อ. เรอสเอนส	1 9 1 1169									

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<a href="mailto:rrobinson@nedcc.org">rrobinson@nedcc.org</a>



Client:	Town of Sud	•			Date:	9/26/2011
	322 Concord Sudbury, MA				Job Number:	11.288 B/I.21 of 34
Phone:	978-639-335	9	Fax:		E-Mail: <u>harve</u>	llr@sudbury.ma.us
Attention: Object(s): Dimension		16" x 10.5"		List of Sudbury 1857	(2 volumes)	
*No. of Pag		92 and 102	age files may chang	e the above estimate		
	of Object(s):	Being conserved	by Book lab *Price	es assume conservation tion prior to issuing		$\Box$
Proposed Joint Clien		Digitize at 300pp Books	i, 1:1, 48bit RGB (	Adobe 98) Tifs, and J	lpegs	
Deliverable	<del>-</del>	Files transferred	by external hard d	rive		
** File Ide	ntification:	Volume Name_P		······		
Notes:	Will be disbo	** necessary in und by Book lab. Tv	order to complete o wo separate books			
<u>Digital Ca</u>	pture:					
High Res	solution Digita	al Capture:	\$ 4.25	Total image(s)	202	\$ 858.50
File Deliv	very:	CD/DVD	ExHD 🗹			
Shipping	:	Client Provided			Billed @ Cost	
					Total Estimate	\$ 858.50
It is understo original spec specifications ESTIMATED (	od and agreed ifications. After of the control of t	between the parti <b>e</b> s o	of this document that Owner or Authorize Insurance, delivery or o		fied or halted should it	prove difficult to meet d to reflect revised
subrogation,	all works left he	re MUST be insured	under our policy at a	ils and the owner's insu a rate of \$1.00 per mon act(s) for the purpose o	th per \$1,000 value. If	the Center a waiver of no valuation is provided
Bills are paya made.	ible upon receip	t. Objects must be p	iicked up within 30 c	ays after work is compl	leted, unless alternate :	arrangements are
Estimate va	alid for 6 mon	ths.		20	LPL	0.100/0044
OWNER OF	R AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUME	NT CONSERVATION CENT	9/26/2011 ER DATE
				Rachael Robinson		···-
Purchase ord	er required? Y	es No	. #			
Please sign v Cc: Registra		return to NEDCC				

Client:

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

Town of Sudbury

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Date:

9/26/2011

322 Concord Sudbury, MA				Job Numb	<b>er:</b> 11.2	88 B/I.22 of 34
Phone: 978-639-3359		Fax:		E-Mail:	harvellr@s	sudbury.ma.us
Attention: Object(s): Dimensions: *No. of Pages: *The (actual) total page cou Condition of Object(s):	14" x 9" 256 nt and number of ima Being conserved	777, 1778, 1779 age files may cha by Book lab *Pr	, 1781, 1794, 1795, 179  Inge the above estimate ices assume conservation ection prior to issuing	before imagino	7	
Proposed Service: Joint Client w/:			(Adobe 98) Tifs, and J		mate	
Deliverables:  ** File Identification:	Files transferred by Volume Name_Pa	age # order to complete	e estimate			
	ind by Book lab. 13	separate pamp	hlets to be imaged toge	ther		
<u>Digital Capture</u> :						····
High Resolution Digita	! Capture:	\$ 3.25	Total image(s)	256	\$	832.00
File Delivery:	CD/DVD	ExHD 🗹			<u>.</u>	
Shipping:	Client Provided			Billed @ Co	ost	····
				Total Estim	ate <u>\$</u>	832.00
Electronic copyright con It is understood and agreed b original specifications. After c specifications.	etween the parties of consultation with the (	f this document t Owner or Authoriz	hat imaging may be modifi red Agent, a new estimate	ied or halfed sh	ould it brove	e difficult to meet eflect revised
ESTIMATED COST OF DUPLIC OWNER'S STATEMENT of INSU						
Unless the owner's insurance subrogation, all works left her by the owner, an assignment	policy provides the s e MUST be insured t	standard all risk p Inder our policy a	erils and the owner's insur It a rate of \$1.00 per month	n per \$1,000 va	due If no va	Center a waiver of aluation is provided
Bills are payable upon receipt made.	. Objects must be pi	cked up within 30	days after work is comple	eted, unless alte	ernate arrang	gements are
Estimate valid for 6 mont	hs.		EU X	24		9/26/2011
OWNER OR AUTHORIZED AGE	ENT	DATE	NORTHEAST DOCUMEN		N CENTER	9/20/2011 DATE
			Rachael Robinson			DATE
Purchase order required? Ye	sNo	#	Rachael Robinson			DATE

Rachael Robinson Photographer / Client Service Rep.

rrobinson@nedcc.org



Chent:	322 Concord Sudbury, MA	l Rd.			Date: Job Number:	9/26/20 11.288 E	11 3/I.23 of 34
	ns: ·ges:	Rosemary Harwe Overseers of the 12" x 7.5" 247 unt and number of im Being conserved	e Poor 1833-186 nage files may cha d by Book lab *Pa	i5 ange the above estimate rices assume conservation lection prior to issuing	n before imaging		oury.ma.us
Proposed Joint Clie		Digitize at 300pp Books	oi, 1:1, 48bit RGI	B (Ad <b>o</b> be 98) Tifs, and .	Jpegs		
Deliverabl ** File Ide Notes:	ntification:	Files transferred  Volume Name P  ** necessary in sbound by Book lal	age # order to complet				
Digital Ca	ipture:						
High Res	solution Digita	al Capture:	\$ 3.50	Total image(s)	251	\$	878.50
File Deliv	very:	CD/DVD	ExHD 🗹				
Shipping	ı:	Client Provided			Billed @ Cost	<u></u>	
					Total Estimate	\$	878.50
original spec specification ESTIMATED	ood and agreed difications. After s. COST OF DUPLIC	between the parties of	of this document Owner or Authori nsurance, delivery o		ified or halted should i	t prove diff ed to reflec	icult to meet t revised
subrogation,	all works left he	re MUST be insured	under our policy:	perils and the owner's inso at a rate of \$1.00 per mor object(s) for the purpose o	ith per \$1,000 value   I	s the Cente f no valua	er a waiver of tion is provided
Bills are paya made.	able upon receip	ot. Objects must be p	oicked up within 3	0 days after work is comp	leted, unless alternate	arrangem	ents are
Estimate va	alid for 6 mon	ths.		ell)	26		0/00/0044
OWNER OF	R AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUME	NT CONSERVATION CEN	TER	9/26/2011 DATE
Please sign	white copy and	es No	_ #	. Secretari Novillotti			
Cc: Registra	ır's Files						

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sud 322 Concord	•				9/26/2011 11,288 B/I.24 of 34
	Sudbury, MA	. 01776				- 1.300 6/12/10/10/
Phone: Attention:	978-639-335		Fax:		E-Mail: <u>harvel</u>	lr@sudbury.ma.us
Object(s): Dimension		Rosemary Harwe Overseers of the 14" x 8.5"				
*No. of Pa *The (actua Condition		150 unt and number of ima Being conserved	by Book lab *Price	s assume conservation	n before imaging	
Proposed Joint Clier				tion prior to issuing Adobe 98) Tifs, and c		Ø
Deliverabl	es: ntification:	Files transferred b		rive		
Notes:		** necessary in o	order to complete e	estimate blank, and will not b	e imaged.	
Digital Ca	ipture;					
High Res	solution Digita	ıl Capture:	\$ 3.50	Total image(s)	154	\$ 539.00
File Deliv	very:	CD/DVD []	ExHD 🗹			
Shipping	j:	Client Provided			Billed @ Cost	
					Total Estimate	\$ 539.00
It is understo	ood and agreed l difications. After o	between the parties o	f this document tha	<b>NEDCC servers up</b> t imaging may be modi d Agent, a new estimat	to six months fied or halted should it p will then be presented	prove difficult to meet to reflect revised
		CATION not including ins				
		URANCE VALUE: maxi	•			
subrogation,	all works left he.	re MUST be insured ι	ander our policy at a	Is and the owner's insuate of \$1.00 per monerate of \$1.00 per monerate or	irance company sends t th per \$1,000 value. If i finsurance coverage.	the Center a waiver of no valuation is provided
Bills are paya made.	able upon receip	t. Objects must be pi	cked up within 30 d	ays after work is compi	eted, unless alternate a	rrangements are
Estimate va	alid for 6 mont	ths.		Q.	CLAPL	9/26/2011
OWNER OF	R AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUME Rachael Robinson	NT CONSERVATION CENTE	
Purchase ord	der required? Yo	esNo	#			
	white copy and	return to NEDCC				

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sud	bury			Date:	9/26/2011	
	322 Concord	Rd.			Job Number:	11.288 B/1.25 of 34	
	Sudbury, MA	. 01776					
Phone:	978-639-335	9	Fax:		E-Mail: harve	ellr@sudbury.ma.us	
Attention:		Rosemary Harwe			***************************************		
Object(s): Dimension		Overseers of the	Poor 1912				
*No. of Pa		14" x 9" 70					
			age files may chan	ge the above estimate			
	of Object(s):	Being conserved	by Book lab *Pric	ces assume conservation ection prior to issuing	n before imaging   this cost estimate	Ø	
Proposed Joint Clier				(Adobe 98) Tifs, and J			
Deliverabl	es:	Files transferred b	oy external hard	drive			
** File Ide	ntification:	Volume Name_Pa					
Mataa	3000		order to complete	estimate			
Notes:	vviii be disboi	und by Book lab.					
Digital Ca	ipture:				······································		
High Res	solution Digita	ıl Capture:	\$ 3.25	Total image(s)	74	\$ 240.50	
File Deliv	very:	CD/DVD	ExHD 🖸				
Shipping	j:	Client Provided			Billed @ Cost		
					Total Estimate	\$ 240.50	
It is understo original spec specification ESTIMATED (	ood and agreed I difications. After on S. COST OF DUPLIC	between the parties of consultation with the CO	f this document the Owner or Authorize surance, delivery or		fied or halfed should it	prove difficult to meet d to reflect revised	
OWNER'S ST	ATEMENT of INS	URANCE VALUE: maxi	mum liability limited	to\$			
subrogation,	all works left he	re MUST be insured t	under our policy at	rils and the owner's insu a rate of \$1.00 per mon ject(s) for the purpose of	thiper \$1,000 value ill	the Center a waiver of fino valuation is provided	
Bills are paya made.	able upon receip	t. Objects must be pi	cked up within 30	days after work is compl	eted, unless alternate	arrangements are	
Estimate va	alid for 6 mon	ths.					
<u> </u>					L.P.C.	9/26/2011	
OWNER OF	R AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUME Rachael Robinson	NT CONSERVATION CEN	TER DATE	
Purchase ord	ler required? You	es No	#				
		return to NEDCC					
Cc: Registra	I S FIICS						

Rachael Robinson

Photographer / Client Service Rep. <a href="mailto:rrobinson@nedcc.org">rrobinson@nedcc.org</a>



Client:	Town of Sudi	oury				Date:		9/26/201	1
	322 Concord					Job Numbe	er:		1.26&.27 of
	Sudbury, MA	01776							
Phone:	978-639-3359	€	Fax	k:		E-Mail:	harve	lir@sudbu	ırv ma us
Attention:		Rosemary Harwe	ll, Tow	n Clerk					
Object(s):		Overseers of the	Poor 1	1913 and 19	914 (2 volumes)				
Dimension		14" x 9"							
*No. of Pag		72 each	ao filo		e the above estimate				
Condition	of Object(s):	Reing conserved	hy Ro	s may chang hk lah <i>∗⊡ri⇔</i>	e me above estimate es assume conservatior	. h = f = = : : : : : : : : : : : : : : : :			
	o. o.j.oo.(o).	NEDCC has insp	ected	this collec	tion prior to issuing	ı berore imaging ı this cost esti	imato	7	
Proposed		Digitize at 300ppi			Adobe 98) Tifs, and J		IIIal <del>c</del>	<u>~</u>	
Joint Clien		Books				. 0			
Deliverable		Files transferred b		ernal hard d	rive				
** File Ider	ntification:	Volume Name_Pa	ige#						
Notes:	14684 L0:-	** necessary in o	order te	o complete e	estimate				
wotes:	vviii not be dis	sbound by Book lab	. 2 voi	umes imag	ed together.				
Digital Ca	pture:					· · · · · · · · · · · · · · · · · · ·		····	
High Res	olution Digita	Canture	\$	3.50	Total ima (-)	450		_	
	oldtion Bigita	· oupture.	Ψ	3.50	Total image(s)	152		\$	532.00
File Deliv	ery:	CD/DVD 🗆	ExH	ID 🗹					
Shipping	:	Client Provided				Billed @ Co	st		
						Total Estim	ate	\$	532.00
original speci specifications ESTIMATED C	od and agreed b fications. After c : :OST OF DUPLIC	etween the parties of consultation with the Consultation with the Consultation including ins	this downers	locument that or Authorized , delivery or o		fied or halted ch	رغة اماناه	prove diffic	ult to me <b>e</b> t revised
OWNER'S STA	ATEMENT of INSU	JRANCE VALUE: maxii	num lia	bility limited to	\$				
Subjugation, a	ali works left her	e Musi de Insured u	ınder o	ur policy at a	ils and the owner's insu a rate of \$1.00 per mont ct(s) for the purpose of	h ner \$1,000 va	ال صيا	the Center no valuatio	a waiver of on is provided
					ays after work is comple			arrangemer	nts are
Estimate va	lid for 6 mont	hs.							
					LIR	26			
OWNER OR	AUTHORIZED AGE	ENT	DA	\TE	NORTHEAST DOCUMEN	IT CONSERVATION	V CENT	ED.	9/26/2011
			٥,		Rachael Robinson	TI GONGERVATIO	v ∪cnii	ΕK	DATE
Purchase orde	er required? Ye	es No	#						
		return to NEDCC							
Cc: Registrar	's Files								

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sudb	•			····		Date		9/26/201			
	322 Concord Sudbury, MA						Job	Number:	11.288 B	1.288 B/I.28 of 34		
Phone:	978-639-3359	)		Fax	:		E-Ma	uil: <u>har</u>	velir@sudb	ury.ma.us		
	ges:	Being cons	of the F er of imag served b	Poor 19 ge files by Bool	916-1917 may chang k lab <i>*Pric</i> i	ge the above estimate es assume conservat ction prior to issui	ion before i		te ᄓ			
Proposed : Joint Clien						(Adobe 98) Tifs, and	_					
Deliverable ** File Ider	es: ntification:	Files transf	me Pa	ge#			<del></del> -					
Notes:	Will be disbou			raer to	complete	estimate						
Digital Ca	pture:					····						
High Res	olution Digita	l Capture:		\$	3.25	Total image(s)	<u> </u>	76	\$	247.00		
File Deliv	ery:	CD/DVD		ExH	D 🖸							
Shipping	:	Client Prov	ided				Bille	d @ Cost				
							Total	Estimate	\$	247.00		
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by the owner,	, an assignment	of \$500 will b	e placed	on the	above obj	ect(s) for the purpose	of insuran	ce coverage	<b>)</b> .			
Bills are paya made,	ible upon receip	t. Objects mu	ıst be pic	ked up	within 30 o	days after work is con	npleted, un	less alternat	te arrangeme	ents are		
Estimate va	alid for 6 mont	hs.				2U ;	126			9/26/2011		
OWNER OF	RAUTHORIZED AG	ENT		DA	TE	NORTHEAST DOCUM		ERVATION CE	NTER	DATE		
Duroboos sed	or roquire do M	nn 14-		ш		IVACHARI KODINSON	I					
	er required? Ye			#								
Please sign v Do: Registra	white copy and r's Files	return to NE	DCC									
_												

Rachael Robinson

Client:

Photographer / Client Service Rep. <a href="mailto:rrobinson@nedcc.org">rrobinson@nedcc.org</a>

Town of Sudbury

322 Concord Rd.

Sudbury, MA 01776



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

Date:

Job Number:

9/26/2011

11.288 B/I.29 of 34

Phone: 978-639-3359 Attention: Object(s): Dimensions: *No. of Pages: *The (actual) total page cour Condition of Object(s):  Proposed Service: Joint Client w/:	18-1924  the above estimate s assume conservation tion prior to issuing Adobe 98) Tifs, and Jp	this cost es		®sudbu ☑	r <u>y.ma.us</u>			
Deliverables:	Files transferred by	/ exte	rnal hard di	ive				
** File Identification:	Volume Name_Pag	ge#						
Notes: Will be disbou	** <i>necessary in or</i> ind by Book lab. Sor			stimate nrough onto other pag	jes.			
Digital Capture:							,	
High Resolution Digita	l Capture:	\$	3.25	Total image(s)	156	<del>-</del> "	\$	507.00
File Delivery:	CD/DVD 🗀	ExH	D 🗹			_		
Shipping:	Client Provided				Billed @ C	ost .		
					Total Estin	nate	\$	507.00
Electronic copyright con It is understood and agreed b original specifications: After o specifications. ESTIMATED COST OF DUPLIC OWNER'S STATEMENT of INSI	etween the parties of consultation with the O ATION not including insu	this do wner c urance,	ocument tha or Authorized delivery or of	t imaging may be modifi I Agent, a new estimate her, \$	ed or halted s	hould it pro	ove diffic reflect i	ult to meet evised
Unless the owner's insurance subrogation, all works left her by the owner, an assignment	e MUST be insured ur	nder o	ur policy at a	rate of \$1.00 per month	h per \$1,000 v	value. If no	e Center valuatio	a waiver of on is provided
Bills are payable upon receipt made.	i. Objects must be pic	ked up	within 30 d	ays after work is comple	eted, unless al	ternate arra	angemer	nts are
Estimate valid for 6 mont	hs.							
					126			9/26/2011
OWNER OR AUTHORIZED AG	ENT	DA	TE	NORTHEAST DOCUMEN Rachael Robinson	T CONSERVAT	ON CENTER		DATE
Purchase order required? Ye Please sign white copy and Cc: Registrar's Files		#						

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



322 Concord Sudbury, MA		Rď.				Date: 9/26/2011  Job Number: 11.288 B/1.30			
<b>Phone</b> : 978-639-3359		)	Fax	:		E-Mail:	harve	llr@sudb	ury.ma.us
Attention: Object(s): Dimension *No. of Pag *The (actual) Condition of	ges:	15" x 10" 128 nt and number of ima Being c <b>o</b> nserved b	Soldie ge files by Boo	ers and Of may chanç k lab <i>*Pric</i>	ficers in the Military Single the above estimate as assume conservation ction prior to issuing	ervice, 1862	-2865 ing		
Proposed S Joint Clien		Digitize at 300ppi, Books	1:1, 48	3bit RGB (	(Adobe 98) Tifs, and J	pegs			
Deliverable ** File Ider		Files transferred b Volume Name_Pa	ge#						
Notes:	Will not be dis	** necessary in o bound by B <b>o</b> ok lab.			estimate e blank and will not be	imaged.			
Digital Ca	pture:		····					~~~~~~~~~~	
High Res	olution Digita	Capture:	\$	4.50	Total image(s)	13	2	\$	594.00
File Deliv	ery:	CD/DVD	ExHI	D 🗹					
Shipping:	:	Client Provided				Billed @	Cost		***************************************
						Total Est	imate	\$	594.00
It is understoo original speci specifications ESTIMATED C	od and agreed b fications. After c c COST OF DUPLIC	etween the parties of	this do wner o urance,	ocument the Authorized		fied or halfed	should it	prove diff d to reflec	icult to meet t revised
subrogation, a	all works left hen	e MUST be insured u	nder ou	ur policy at	rils and the owner's insu a rate of \$1.00 per mon ect(s) for the purpose of	th per \$1,000	value. If	the Cente no valuat	er a waiver of ion is provided
Rille are nave	ble up <b>o</b> n receipt	. Objects must be pic	ked up	within 30 (	days after work is compl	eted, unless a	alternate .	arrangem	ents are
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made.	lid for 6 mont	115.			ell y	P			
made. Estimate va	lid for 6 mont		DA	ΓE	NORTHEAST DOCUME		TION CENT	ER .	9/26/2011 DATE
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made. <b>Estimate va</b> OWNER OR	AUTHORIZED AGE			ΤΕ	NORTHEAST DOCUME		TION CENT	ER	

Rachael Robinson

Client:

Photographer / Client Service Rep.

Town of Sudbury

rrobinson@nedcc.org



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

Date:

9/26/2011

	Sudbury, MA				Job Number:	11.288	8 B/I.31 of 34		
Phone: 978-639-3359		)	Fax:		E-Mail: har	velir@suc	ellr@sudbury.ma.us		
Attention: Object(s): Dimensions: *No. of Pages: *The (actual) total page cour Condition of Object(s):		21.25 X 17.5" 98 of and number of ima Being conserved	concord, Lincoln, Mayi the above estimate s assume conservation tion prior to issuing	nard, Sudbury, Wa	yland and				
Proposed S Joint Client				Adobe 98) Tifs, and J		i <b>c</b> [	<u> </u>		
Deliverable ** File Iden		Files transferred to Volume Name_Pa							
Notes:	Will be disbou	nd by Book fab.	sides to complete c	Surrate					
Digital Car	oture:								
High Reso	olution Digital	Capture:	\$ 28.00	Total image(s)	102	_\$	2,856.00		
File Delive	ery:	CD/DVD	ExHD 🗵						
Shipping:		Client Provided			Billed @ Cost				
					Total Estimate	\$	2,856.00		
original specifications. ESTIMATED COUNTRY'S STA Unless the ownsubrogation, a by the owner,	od and agreed by ications. After of OST OF DUPLICATEMENT of INSUrner's insurance an assignment of a statement of the statemen	etween the parties of consultation with the CATION not including insultaNCE VALUE: maxil policy provides the semustree up f \$500 will be placed.	this document that Dwner or Authorized surance, delivery or ot mum liability limited to tandard all risk periluder our policy at a don the above object.	s and the owner's insur rate of \$1.00 per montl ct(s) for the purpose of	ied or halted should will then be present ance company send per \$1,000 value. insurance coverage	ted to refle is the Cen	ct revised ter a waiver of ation is provided		
Bills are payat made.	ole upon receipt.	Objects must be pi	cked up within 30 da	ays after work is comple	eted, unless alternate	e arranger	nents are		
Estimate val	id for 6 month	ıs.			20.1				
···							9/26/2011		
OWNER OR ,	AUTHORIZED AGE	NT	DATE	NORTHEAST DOCUMEN Rachael Robinson	T CONSERVATION CE	NTER	DATE		
Purchase orde	r required? Yes	s No	#						
Please sign w Cc: Registrar'		eturn to NEDCC							

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Town of Sud	•			Date: Job Number:	9/26/2011 11.288 B/I.32 of 34		
	Sudbury, MA				Job Mumber.	11.200 B/1.32 01 34		
Phone:	978-639-335	9	Fax:		E-Mail: <u>harv</u>	ellr@sudbury.ma.us		
Attention: Object(s): Dimension *No. of Page *The (setup	ıs: ges:	Rosemary Harwe Band of Hope 8" x 7" 156						
	of Object(s):	Being conserved	by Book lab *Pric	ge the above estimate ces assume conservation ection prior to issuing	n before imaging I this cost estimate	<b>.</b>		
Proposed Joint Clier		NEDCC has inspected this collection prior to issuing this cost estimate  Digitize at 300ppi, 1:1, 48bit RGB (Adobe 98) Tifs, and Jpegs Books						
Deliverable ** File Idea	es: ntification:	Volume Name_Pa	Files transferred by external hard drive Volume Name Page #					
Notes:	Will be disbor	** necessary in a und by Book lab. M	order to complete any pages are b	estimate ank, and will not be im	naged.			
Digital Ca	pture:							
High Res	solution Digita	ıl Capture:	\$ 3.25	Total image(s)	160	\$ 520.00		
File Deliv	/ery:	CD/DVD	ExHD 🗹					
Shipping	:	Client Provided			Billed @ Cost			
					Total Estimate	\$ 520.00		
It is understo	od and agreed l ifications. After i	between the parties o	f this document the	on NEDCC servers up nat imaging may be mod ed Agent, a new estimat	ified or halted should i	t prove difficult to meet ed to reflect revised		
		CATION not including in						
		URANCE VALUE: max						
subrogation,	all works left he	re MUST be insured :	under our policy a	erils and the owner's insu t a rate of \$1.00 per mor ject(s) for the purpose o	th per \$1,000 value.	s the Center a waiver of If no valuation is provided		
Bills are paya nade.	able upon receip	t. Objects must be p	icked up within 30	days after work is comp	leted, unless alternate	arrangements are		
Estimate va	alid for 6 mon	ths.		2	LARC			
OWNER OF	R AUTHORIZED AG	ENT	DATE	NORTHEAST DOCUME	NT CONSERVATION CEN	9/26/2011 ITER DATE		
				Rachael Robinson				
ourchase ord	ler required? Y	es No	#					
_		return to NEDCC						
c: Registra	r's Files							

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client:	Client: Town of Sudbury 322 Concord Rd. Sudbury, MA 01776				Date: Job Number:	9/26/2011 11.288 B/I	9/26/2011 11.288 B/I.33 of 34	
Condition	ges: ) total page cour of Object(s):	Rosemary Harwel Methodist Church 10.5" x 7.5" 152 nt and number of ima Being conserved NEDCC has insp	Meetings  age files may change by Book lab *Price ected this collec	e the above estimate is assume conservation tion prior to issuing	before imaging this cost estimate	elir@sudbui	<u>v.ma.us</u>	
Proposed Service: Joint Client w/: Deliverables:  ** File Identification:		Digitize at 300ppi Books Files transferred b Volume Name_Pa	by external hard d	Adobe 98) Tifs, and J	pegs			
Notes:	Will not be dis		order to complete e  . Many pages are	estimate blank, and will not be	e imaged.			
Digital Ca High Res	<u>pture</u> : colution Digita	l Capture:	\$ 3.50	Total image(s)	<u>156</u>	\$	546.00	
File Deliv	very:	CD/DVD	ExHD 🗹					
Shipping	:	Client Provided			Billed @ Cost	<u></u>		
					Total Estimate	\$	546.00	
It is understo original spec specification ESTIMATED (	ood and agreed bifications. After o S. COST OF DUPLIC	etween the parties c	of this document that Owner or Authorize Isurance, delivery or c		fied or halted should i			
subrogation,	all works left her	re MUST be insured	under our policy at	rils and the owner's insu a rate of \$1.00 per mon ect(s) for the purpose o	th per \$1,000 value.	If no valuation		
Bills are paya	able upon receip	t. Objects must be p	icked up within 30 c	days after work is comp	leted, unless alternate	e arrangeme	nts are	
Estimate v	alid for 6 mont	ths.		el v	26		9/26/2011	
OWNER O	R AUTHÖRIZED AG	ENT	DATE	NORTHEAST DOCUME Rachael Robinson	NT CONSERVATION CEN	NTER	DATE	
Purchase ord	der required? Yo	es No	_ #					
Please sign Cc: Registra		return to NEDCC						

Cc: Registrar's Files

Rachael Robinson
Photographer / Client Service Rep.
<a href="mailto:rrobinson@nedcc.org">rrobinson@nedcc.org</a>



Client: Town of Sudi	oury			Date:	9/26/2011
322 Concord				Job Number:	11.288 B/I.34 of 34
Sudbury, MA	01776				
Phone: 978-639-3359	9	Fax:		E-Mail: harve	llr@sudbury.ma.us
Attention: Object(s): Dimensions:	Rosemary Harwel Marriages Other T 13.5" x 8.5"				
*No. of Pages:	170				
*The (actual) total page cou Condition of Object(s):	Being conserved b	y Book lab *Prices	the above estimate assume conservation ion prior to issuing	before imaging	
Proposed Service: Joint Client w/:			dobe 98) Tifs, and J		<b>.</b>
Deliverables:	Files transferred by	y external hard dri	ve		
** File Identification:	Volume Name_Pa		_		
Notes: Will not be dis	** necessary in o bound by Book lab.	rder to complete es Some pages are l	stimate blank, and will not be	e imaged.	
<u>Digital Capture</u> :					
High Resolution Digita	l 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 con it is understood and agreed b original specifications. After c specifications,	etween the parties of	this document that	imaging may be modifi	ed or halted should it.	prove difficult to meet I to reflect revised
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Unless the owner's insurance subrogation, all works left here by the owner, an assignment of	e mico i de insuieu ui	ider our policy at a r	ate of \$1.00 ner mooth	iner \$1,000 value - if.	the Center a waiver of no valuation is provided
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OWNER OR AUTHORIZED AGE	:NT	DATE	NORTHEAST DOCUMENT	CONSERVATION CENTI	ER DATE
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lease sign white copy and		•			



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 <a href="mailto:jgoodrich@nedcc.org">jgoodrich@nedcc.org</a> 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



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

Walter Newman Bill Veillette
Director of Paper Conservation Executive Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury 322 Concord Road

Sudbury, MA 01776

Attn: Ms. Rosemary Harvell, Town Clerk

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'

Date: September 14, 2011

Job #: 11.302P&I

Medium: black printing ink, iron gall ink

BW

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.

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

ESTIMATED COST OF TREATMENT not including options, insurance, delivery or other, \$1,145.

It is understood and agreed between the partie	es to this agreement th	hat the treatment may be modified or halted should new problems arise. After	er consultation with the
Owner or Authorized Agent, a new estimate r	may be given if the pr	roblems are more difficult and time-consuming than apparent at first. Estim	ate 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 sen	ds the Center a waive	er of subrogation, all works left here must be insured under our policy at a ra	te of \$1.00 per month per
\$1,000 value. If no valuation is provided by t	the owner, an assignn	nent of \$500 will be placed on the above object(s) for the purpose of insuran	ce coverage,
THE UNDERSIGNED RECOGNIZES that c	onservation treatmen	at procedures may involve a certain amount of risk. Therefore, in further con	sideration, and as a
condition of NEDCC's undertaking the work	on the above object(s	s), the undersigned waives and releases NEDCC from all claims that may arise	e due to damage or loss
to the above object(s). The undersigned herel	by grants permission	to NEDCC to use the record of this treatment, including photographs, for its	educational programs.
AUTHORIZATION IS HEREBY GIVEN to	the NORTHEAST D	OCUMENT CONSERVATION CENTER to treat the above object(s). It is	acknowledged that the
undersigned has read and understands the esti	imate and all terms ar	nd conditions herein.	_
		Buly Wenny	
			9/14/2011
OWNER OR AUTHORIZED AGENT	DATE	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE

**Bucky Weaver** 

Rachael Robinson

Photographer / Client Service Rep.

rrobinson@nedcc.org



Client: Town of Sudk		ury			Date:	8/30/2011	
	322 Concord I				Job Number:	11.302 P/I	
	Sudbury, MA	01776					
Phone:	978-639-3359		Fax:		E-Mail:		
Attention: Object(s): Dimension		Rosemary Harwo 3 Framed Docum 12" x 19"	•				
*No. of Pa		3					
			age files may change				
Condition	of Object(s):			es assume conservation tion prior to issuing		7	
Proposed Joint Clier		Digitize at 300pp Paper	oi, 1:1, 48bit RGB (A	Adobe 98) Tifs, and J	pegs		
Deliverabl	es:	Files transferred	by CD				
** File Ide	ntification:	Document's Nan	nes				
Notes:		** necessary in	order to complete e	estimate			
Digital Ca	apture:						
High Re	solution Digita	l Capture:	\$ 28.00	Total image(s)	3	\$	84.00
High Re	solution Archiv	val Replica:		Total image(s)		\$	
File Deli	very:	CD/DVD ☑	ExHD □			\$	10.00
Shipping	g:	Client Provided			Billed @ Cost		
					Total Estimate	\$	94.00
				NEDCC servers up			
	cifications. After o			at imaging may be modi d Agent, a new estimate			
		CATION not including	insurance, delivery or c	ther, \$			
OWNER'S S	TATEMENT of INS	URANCE VALUE: ma	aximum liability limited to	o \$			
subrogation	, all works left he	re MUST be insure	d under our policy at	rils and the owner's insu a rate of \$1.00 per mon ect(s) for the purpose or	th per \$1,000 value.	lf no valuatio	
Bills are pay made.	/able upon receip	t. Objects must be	picked up within 30 c	days after work is comp	leted, unless alternate	e arrangemen	ts are
Estimate v	alid for 6 mon	ths.			01		
				BC Y	<i>.</i> .	1	3/30/2011
OWNER (	OR AUTHORIZED AC	GENT	DATE	NORTHEAST DOCUME Rachael Robinson	NT CONSERVATION CEN	NTER	DATE
Purchase or	rder required? Y	'es No	#				
Please sigr Cc: Registr		d return to NEDCC					