

Town of Sudbury

Town Clerk's Office

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

clerk@sudbury.ma.us

October 31, 2008

Community Preservation Committee
278 Old Sudbury Road
Sudbury, MA 01776

Dear Committee Members:

Please find enclosed twelve (12) copies each of the proposal for the restoration and preservation of sixteen historic Town volumes of records, the estimates for restoration and preservation of each volume and the estimates for the scanning of these records. I have also included the resumes for conservators who examined the records and provided the estimates.

I am also enclosing for your review, the executive summary report from Angelina Altobellis, from the Northeast Document Conservation Center. Ms. Altobellis completed the Preservation Survey at the Town Hall Building on October 21, 2008. She has provided this preliminary summary and will follow up in a few weeks with an in depth comprehensive report. Her resume is also included in this packet.

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

Best Regards,

Rosemary B. Harvell
Town Clerk

Enclosures

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

PROJECT SUBMISSION FORM

Submitter:

Rosemary B. Harvell, Town Clerk

Submission Date:

October 31, 2008

Submitter's address and phone number:

Town Hall

322 Concord Road, Sudbury, MA 01776

Purpose (please select all that apply):

Historic

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

Project Name: **Restoration and Preservation of Sixteen Historic Town Volumes of Records**

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

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2010	\$167,175	\$165,175	\$2,000 from the Daughters of Founders and Patriots of America
2011			
2012			
2013			
2014			
Total			

- **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.**

This project has been approved by the Town Manager, Maureen Valente, for submission to the Community Preservation Committee.

For Community Preservation Committee Use:

Form Received on: _____

Project Presented to CPC on: _____

Reviewed by: _____

Determination: _____

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

Guidelines for Project Submission

"Historic resources", include artifacts that have been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

- 1) Each project request must be submitted to the Community Preservation Committee using the Project Submission Form as a cover sheet. Applications should be submitted in twelve (12) multiple copies.
- 2) Requests must include a statement of need and be documented with appropriate support information. The use of maps, visual aids and other supplemental information is encouraged.
- 3) Obtain written proposals, estimates, quotes and such other evidence to document project scope and cost.
- 4) If the request is part of a multi-year project, include the total project cost and allocations.
- 5) Describe the endorsement, support or other recommendation, if any, by other Town Boards, Committees and Departments.
- 6) Provide examples of similar project proposals in other communities, if any, including examples of project scope, project cost and status of completion.
- 7) For applicants that have multiple project requests, please prioritize projects.
- 8) Requests must be received by **October 31, 2008** to be considered for recommendation at the April, 2009 Annual Town Meeting.
- 9) Applicants must be present at a CPC meeting to answer questions. The CPC meeting schedule for the fall will be announced in September, 2008 and posted on the town's website.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found on the town's website at www.sudbury.ma.us, under Committees. The committee can be reached by email at cpc@sudbury.ma.us. If you are in doubt about your project's eligibility, after consulting these sources, you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the Project Submission Form and accompanying documentation to:

Community Preservation Committee/o Planning and Community Development Office

278 Old Sudbury Road

Sudbury, MA 01776

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #: 08.403B.8 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book
Title/Bibliographic Information:
Town Records Book 8 1814 - 1835

No. of Volumes: 1
No. of Pages: 562
Dimensions: 320 x 230 x 50 mm

CONDITION ON RECEIPT: The full canvas springback binding is worn but is in relatively sound condition. The text block consists of pages with manuscript ink entries. It has been previously treated using the "Emery Process". Leaves have been numbered in graphite pencil. The volume has a very strong odor. The pages are dirty, discolored and acidic. Most pages are foxed. Many pages are stained black along the bottom edge. Some of the pages have small tears particularly at the edges. The folds, edges and tears of many leaves have been mended with silk. The pH of paper where tested is 4.0. An "Emery Process" label is adhered to both pastedowns.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

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

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

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a split-board structure.

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

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$9,705.

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

P.O.# required? YES _____ NO _____

DATE

#

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

9/17/08

DATE

TITLE SHEET

Job No. 08.403 B. 8

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

*standard format and
wording for title labels
to be determined.*

Recommended
title

SUDBURY
TOWN
RECORDS
~
BOOK 8
1814-1835

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

10/04

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

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #: 08.403B.7 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book

Title/Bibliographic Information:

Town Records Book 7 1790 - 1814

No. of Volumes: 1
No. of Pages: 640
Dimensions: 325 x 215 x 70 mm

CONDITION ON RECEIPT: The full canvas springback binding is worn but is in relatively sound condition. The text block consists of pages with manuscript ink entries. It has been previously treated using the "Emery Process". Leaves have been numbered in graphite pencil. The volume has a very strong odor. The pages are dirty, discolored and acidic. Most pages are foxed. Many pages are stained black along the bottom edge. Some of the pages have small tears particularly at the edges. The folds, edges and tears of many leaves have been mended with silk. The pH of paper where tested is 4.0. An "Emery Process" label is adhered to both pastedowns.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

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

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

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

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a split-board structure.

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

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$10,880.

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

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

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

THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

P.O.# required? YES _____ NO _____

DATE


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/17/08

DATE

TITLE SHEET

Job No. 08.403 B.7

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

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

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title
labels to be determined.*

Recommended
title

SUDBURY
TOWN
RECORDS
-
BOOK 7
1790-1814

Horizontal Title for Volume Shelved Flat

Client signature: _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #: 08.403B.3 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book
Title/Bibliographic Information:
Records 1936 - 1946

No. of Volumes: 1
No. of Pages: 600
Dimensions: 355 x 245 x 58 mm

CONDITION ON RECEIPT: The full reverse calf springback binding is worn and abraded particularly at the edges and endcaps. The text block consists of ruled pages with manuscript ink entries. Several printed scraps are adhered to support leaves. Some of the scraps are partially detached. Pages are numbered in the upper corner. Approximately 360 pages in the text block are blank. The pages are dirty, discolored and acidic. The pH of paper where tested is 4.5 - 5.0.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean pages where necessary to remove loose dirt.

Measure pH before and after treatment.

Disbind (retaining sewing). Blank pages will not be treated and will be returned to the client.

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

Mend tears, guard folds and reattach loose scraps with Japanese tissue 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 and title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,

NTE \$2,400.00

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.** OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES ____ NO ____

#

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

DATE

9/17/08

TITLE SHEET

Job No. 08.403B.3

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

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

Vertical Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title labels
to be
determined.*

Horizontal Title

Recommended
title

SUDBURY
TOWN
RECORDS
~
1936-1946

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #: 08.403B.4 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book
Title/Bibliographic Information:
Town Records 1914 - 1935. Book 8

No. of Volumes: 1
No. of Pages: 600
Dimensions: 355 x 245 x 60 mm

CONDITION ON RECEIPT: The full reverse calf springback binding is dirty, worn and abraded particularly at the edges and endcaps. The text block consists of ruled pages with manuscript ink entries. There are a few graphite pencil notations. Several printed scraps are overall adhered to a few support pages. As a result, the pages are cockled. There is one loose document in the text block. The pages are in relatively sound condition even though they are dirty, discolored and acidic. The pH of paper where tested is 5.0.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate (note position of loose document).

Surface clean head, tail and pages where necessary to remove loose dirt.

Measure pH before and after treatment.

Disbind (retaining sewing).

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

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

Reinforce sewing.

Bind in cloth using a split-board structure.

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

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

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$3,295.

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

P.O.# required? YES _____ NO _____

Mary Patrick Bogan

9/17/08

TITLE SHEET

Job No. 08.403 B.4

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

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

Vertical Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title labels
to be
determined.*

Horizontal Title

Recommended
title

SUDBURY
TOWN
RECORDS
~
BOOK 8
1914-1935

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

10/04

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

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

TOWN CLERK
SUDBURY, MASS
08 AUG 27 PM 12:08

Deborah Wender
Director of Book Conservation

Ann Russell
Director

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

Date: August 25, 2008
Job #:08.346B/M/I
No. of Volumes: 1
No. of Pages: 316
Dimensions: 340 x 240 x 55 mm

DW
B3 - L1

Object: record book

Title/Bibliographic Information: Sudbury Records. 1640-1695. Volume 1.

CONDITION ON RECEIPT: The full canvas-covered binding is dirty and worn but is in relatively stable condition. Fragments of a previous binding including two spine labels are adhered to the pastedowns. The volume was treated by the Emory Process. Pages are lined with silk and laid into paper frames. The paper covers parts of the leaves in places. Some smaller format index leaves were lined together to form one sheet. It appears that several other leaves were lined back-to-back. In at least one case, one leaf obscures text on another leaf. Entries appear to be in iron gall ink. Some inks are fractured, and inks vary in intensity. There are major losses from some leaves. The leaves of the book do not move freely and tend to buckle where the original leaves meet the paper frames at the spine. Some silk is torn near these areas where iron gall ink damage is significant. The paper frames are numbered in stamp ink. Numbers on the record book leaves are faint and may not be consecutive.

RECOMMENDED TREATMENT:

Provide written and photographic documentation before and after treatment. Provide high resolution JPEGs and reference prints.

Collate where necessary (document current order of leaves). Client should indicate order desired prior to treatment if at all possible.

Disbind (remove leaves from volume and separate into single leaves.)

Wash pages in water to remove silk linings and paper frames, and to clean and reduce acidity of paper. A water and ethanol mixture may be used for the first bath. Separate back to back leaves as possible.

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

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

Line pages only where absolutely necessary with Japanese paper and starch paste.

Reassemble text and press to flatten.

Encapsulate each leaf in polyester film.

Bind in one or two cloth bindings using a post-binding structure.

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

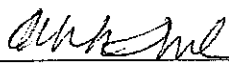
ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other, \$10,940.

OPTION: Treat as necessary to remove leather fragments from pastedowns and incorporate in new volume.

Additional Cost \$65 YES ☐ NO ☒

Create digital images of each leaf for research purposes. See separate estimate.

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.** OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$_____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT	DATE		8/25/08
P.O.# required? YES _____ NO _____	# _____	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
		Deb Wender	

TITLE SHEET

Client:

Town of Sudbury

Job No: 08.364B_M_I

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

Vertical Title

Client's
revision
for vertical
and flatRecommended
Title

Horizontal Title

Recommended Title

Clients Revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

Date _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #: 08.403B.14 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book

Title/Bibliographic Information:

Sudbury Miscellaneous Records 1639 - 1824

No. of Volumes: 1
No. of Pages: 402
Dimensions: 313 x 205 x 35 mm

CONDITION ON RECEIPT: The leather case binding is worn and faded but is in relatively sound condition. The volume has been treated previously but there is no treatment report available. The text block consists of pages with manuscript ink entries. There are a few graphite pencil notations throughout. One scrap is loose in the text block. Pages are numbered in graphite pencil. Two partial leaves at the front of the volume have been framed in paper. The pages are dirty, discolored and stained. Much of the paper used to mend tears is toned orange. Some tears are mended with silk. At least one leaf is lined on one side with heat set tissue. Many pages have a few small tears particularly at the edge. It is likely that the pages were alkalized in the previous treatment. The pH of paper where tested is 7.0. Some of the manuscript inks present are faint, smeared and vary in intensity.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

Wash pages in water and ethanol to clean and remove previous paper and silk mends.

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

Line pages where necessary with Japanese tissue and starch paste.

Reassemble text and press to flatten.

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,

NTE \$8,315

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

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

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


THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

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

DATE

#


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

9/17/08
DATE

TITLE SHEET

Job No. 08.403B.14

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

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

Vertical Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title
labels to be
determined.*

Horizontal Title

Recommended
title

Diagram illustrating title placement on a book spine and cover. The spine is divided into three sections. The top section is labeled "SUBBURY TOWN RECORDS", the middle section is labeled "MISCELLANEOUS RECORDS", and the bottom section is labeled "1639-1824". Dashed lines connect these labels to the corresponding sections of the spine. A box labeled "Client's revision" is shown below the recommended title box.

Horizontal Title for Volume Shelved Flat

Client signature: _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 5, 2008
Job #: 08.403B.2 of 2
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book

Title/Bibliographic Information:

Records 1866 - 1884. Sudbury, Volume II.

No. of Volumes: 2 of 10 items
No. of Pages: 434
Dimensions: 340 x 235 x 40 mm

CONDITION ON RECEIPT: The full reverse calf stationery case binding is dirty, worn and abraded particularly at the edges, and endcaps. The joints are partially broken. The text block consists of ruled pages with manuscript ink entries. Pages are numbered with stamp ink. A few pages have notations in graphite pencil. The pages are in relatively sound condition even though they are dirty, discolored and acidic. There are three one-page documents spot adhered to the back pastedown. The volume has a strong odor. The pH of paper where tested is 4.5. Some of the numerous manuscript inks present vary in intensity.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Surface clean pages where necessary to remove loose dirt.

Measure pH before and after treatment.

Disbind (retaining sewing).

Treat as necessary to remove documents from back pastedown.

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

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

Reinforce sewing.

Bind in cloth using a split-board structure.

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

Place documents in a buffered folder and house with volume.

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,

NTE \$3,025.

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$_____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

P.O.# required? YES _____ NO _____

#

Mary Patrick Bogan

9/5/08

TITLE SHEET

Job No. 08.403 B. 2

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

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

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format
for titling to be
determined.*

Recommended
title

The diagram shows a book spine and cover. The spine is divided into three sections. The top section is labeled 'Client's revision for vertical and flat'. The middle section is labeled 'Recommended title'. The bottom section is labeled 'Client's revision'. The cover is divided into two sections. The top section is labeled 'Recommended title' and contains the text 'SUDBURY TOWN RECORDS ~ VOL. 11 1866-1884'. The bottom section is labeled 'Client's revision'.

Horizontal Title for Volume Shelved Flat

Client signature: _____

10/04

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NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

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

Date: September 17, 2008
Job #: 08.403B.12 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book
Title/Bibliographic Information:
Birth, Marriages and Deaths - Book 4 Town of Sudbury

No. of Volumes: 1
No. of Pages: 274
Dimensions: 304 x 205 x 35 mm

CONDITION ON RECEIPT: The full canvas stationery case binding is dirty and worn but is in relatively sound condition. The volume has been previously treated using the "Emery Process". The text block consists of pages with manuscript entries. The pages are numbered in the upper corner in pencil. Tears, folds and edges that are torn or had losses, have been mended with silk. Leaves are cracking along brittle silk guards. Open-ability of the text block is limited because of the silk guards. A partial leaf is adhered to the last page. An "Emery Process" label is adhered to both pastedowns. The pages are dirty, discolored, acidic and stained. The volume has a strong odor. Some of the pages have a few small tears particularly at the edge. The silk and adhesive is discoloring the pages, and has become brittle. The pH of paper where tested is 4.5. Some of the numerous manuscript inks present are faint and vary in intensity.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

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

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

Mend tears only where necessary with Japanese tissue and starch paste.

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,

NTE \$6,595

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$_____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

DATE

NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

P.O.# required? YES _____ NO _____

#

Mary Patrick Bogan

9/17/08

TITLE SHEET

Job No. 08.403 B.12

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

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

Vertical Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title labels
to be determined.*

Horizontal Title

Recommended
title

SUDBURY
TOWN
RECORDS
~
VITAL RECORDS
BOOK 4

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

10/04

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NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008

Job #: 08.403B.5 of 15

Contact: Rosemary Harvell

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

MPB

B4 - L5

Object: record book

Title/Bibliographic Information:

Records Sudbury 1884 - 1914

No. of Volumes: 1

No. of Pages: 578

Dimensions: 355 x 240 x 50 mm

CONDITION ON RECEIPT: The full reverse calf springback binding is dirty, worn, and abraded particularly at the edges and endcaps. The leather is powdery. The text block consists of ruled pages with manuscript ink entries. There are some graphite pencil notations. One scrap is loose in the text block. A newspaper clipping is attached to the front pastedown with pressure-sensitive tape. The clipping is torn, discolored, acidic and brittle; one piece is detached. The pages are in relatively sound condition even though they are dirty and discolored. The pH of paper where tested is 4.5.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Surface clean head, tail and pages where necessary to remove loose dirt.

Measure pH before and after treatment.

Disbind (retaining sewing).

Treat as necessary to photocopy newspaper clipping.

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

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

Reinforce sewing.

Bind in cloth using a split-board structure.

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

Place loose scrap and photocopy in a buffered folder and house with volume.

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,

NTE \$3,320.

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

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

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

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES _____ NO _____

NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

DATE

9/17/08

TITLE SHEET

Job No. 08.403B.5

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

*Standard format and
wording for title labels
to be determined.*

Recommended
title

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

10/04

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NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
190 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #. 08.403B.10 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book
Title/Bibliographic Information:
Sudbury Town Records Book 3 1695 - 1755

No. of Volumes: 1
No. of Pages: 488
Dimensions: 326 x 220 x 53 mm

CONDITION ON RECEIPT: The full leather laced-in binding is in relatively sound condition. The volume has been partially conserved, but there is no treatment report available. The text block consists of pages with manuscript ink entries. It appears that the volume had been treated with the "Emery Process". Folds were guarded and tears were mended with silk. During the most recent treatment, these mends were not removed. It appears that additional tears were mended with heat-set tissue. Some of these mends have failed. In at least one place, corners of adjacent pages are stuck together where heat-set tissue has fused. It is likely that the pages were alkalized non-aqueously. The pH of paper where tested is 8.0. The collation is problematic; some pages are numbered and some are not. The pages are dirty and discolored. Many pages have small tears at the edges. Some of the numerous manuscript inks present are faint, smeared and vary in intensity.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.
Collate where necessary (paginate).
Surface clean pages where necessary to remove loose dirt.
Test solubility of inks.
Measure pH before and after treatment.
Disbind (remove sewing and separate sections).
Wash pages in water and ethanol to clean and remove all previous mends.
Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.
Mend tears and guard folds with Japanese tissue and starch paste.
Line pages where necessary with Japanese tissue and starch paste.
Reassemble text and press to flatten.
Sew with linen thread.
Bind in cloth using a split-board structure.
Title. (Unless otherwise changed, title will appear as on attached sheet.)
Construct a CMI phase box to dimensions of volume and title. (Unless otherwise changed, title will appear as on attached sheet.)

Please Note: This volume should be conserved, but should be considered a lower conservation priority. Volumes with low pH readings should be treated first.

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$11,410.

(Continued)

OPTIONS:

- 1) Microfilm (See separate estimate.)
- 2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.** OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$_____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT _____

DATE _____

P.O.# required? YES _____ NO _____

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER

Mary Patrick Bogan

9/12/08
DATE

TITLE SHEET

Job No. 08.403 B.10

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

*Standard format and
wording for title labels
to be determined.*

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
title

Recommended
title

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

10/04

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NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

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

Date: September 5, 2008
Job #: 08.403B.1 of 2
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book
Title/Bibliographic Information:
Records 1854 - 1865. Sudbury, Volume 10

No. of Volumes: 1 of 10 items
No. of Pages: 336
Dimensions: 350 x 235 x 30 mm

CONDITION ON RECEIPT: The full reverse calf stationery case binding is dirty, worn and abraded particularly at the edges, endcaps and corners. The joints are partially broken. The text block consists of ruled pages with manuscript ink entries. Pages are numbered with stamp ink. There are colored pencil notations on some pages. The pages are in relatively sound condition even though they are dirty, discolored and acidic. The volume has a strong odor. The pH of paper where tested is 4.5. The front flyleaf is marked with a perforated stamp. A bookplate is adhered to the front pastedown.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.
Collate.
Surface clean pages where necessary to remove loose dirt.
Measure pH before and after treatment.
Disbind (retaining sewing).
Alkalize pages by spraying with a nonaqueous suspension of magnesium oxide particles in a perfluoro compound to protect paper from formation of acid in future.
Mend tears and guard folds only where necessary with Japanese tissue 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 phase box to dimensions of volume and title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,

NTE \$2,650.

OPTIONS:

- 1) Microfilm (See separate estimate.)
- 2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months.
OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.
THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.
AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

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

DATE

Mary Patrick Bogan
NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE

9/5/08

TITLE SHEET

Job No. 08.403 B. 1

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

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

Vertical Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format
for titling to be
determined.*

Horizontal Title

Recommended
title

The diagram shows a book spine and cover. The spine is divided into three sections. The top section is labeled 'Recommended title'. The middle section is labeled 'Recommended title'. The bottom section is labeled 'Recommended title'. The cover is divided into two sections. The top section is labeled 'Recommended title'. The bottom section is labeled 'Recommended title'. Dashed lines indicate the alignment of the title sections between the spine and the cover.

Horizontal Title for Volume Shelved Flat

A large rectangular box for the horizontal title for volume shelved flat.

Client signature: _____

10/04

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NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #: 08.403B.15 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information:
Sudbury Town Records, Book 6, 1755 - 1790

No. of Volumes: 1
No. of Pages: 402
Dimensions: 313 x 205 x 35 mm

CONDITION ON RECEIPT: The full leather laced-in binding is in relatively sound condition. The volume was previously treated and rebound. Records indicate that the pages were washed and alkalinized. The current surface pH of the paper is 7.0. Several damaged and fragmentary leaves were leafcast, and several leaves were lined with heat-set tissue. Leaves lined with heat-set tissue feel very rough. The text block consists of pages with manuscript ink entries. The pages are in relatively sound condition, although most tears, previously mended only on one side are "tenting". Many pages have small tears particularly at the edges. The heat-set tissue has separated from the page in some areas. Some of the numerous manuscript inks present are faint and vary in intensity.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Disbind (remove sewing and separate sections).

Treat as necessary to remove heat-set tissue.

Mend tears, guard folds and line leaves where necessary with Japanese tissue and starch paste.

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a split-board structure.

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

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

Please note: The volume cannot be reformatted without disbinding.

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$6,105.

OPTIONS:


1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months. OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$_____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

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

DATE


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE

9/17/08

TITLE SHEET

Job No. 08.4038.15

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

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

Vertical Title

Client's
revision
for vertical
and flat

Recommended
title

The diagram shows a vertical rectangular box divided into two main sections. The top section is labeled 'Recommended title' and the bottom section is labeled 'Client's revision for vertical and flat'. Dashed lines indicate the box is part of a larger structure, possibly a book spine or a box, with additional sections shown to the right.

Horizontal Title

Recommended
title

The diagram shows a horizontal rectangular box divided into two main sections. The top section is labeled 'Recommended title' and the bottom section is labeled 'Client's revision'. The top section contains the handwritten text: 'SUDBURY TOWN RECORDS ~ BOOK 6 1755-1790'. Dashed lines indicate the box is part of a larger structure, possibly a book spine or a box, with additional sections shown to the right.

Client's
revision

An empty rectangular box provided for the client's revision of the horizontal title.

Horizontal Title for Volume Shelved Flat

An empty rectangular box provided for the horizontal title for a volume shelved flat.

Client signature: _____

10/04

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

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008
Job #: 08.403B.11 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

Object: record book
Title/Bibliographic Information:
Vital Records: Births, Marriages and Deaths 1640 - 1840

No. of Volumes: 1
No. of Pages: 556
Dimensions: 347 x 240 x 50 mm

CONDITION ON RECEIPT: The full reverse calf springback binding is worn and abraded particularly at the corners and edges. It has been previously rebacked. The internal hinges are broken. The text block consists of ruled pages with manuscript ink entries and some graphite pencil notations. Pages are numbered. Entries begin on page 21; the final entries are on page 327. Approximately 230 pages at the end of the volume are blank. The pages are in relatively sound condition even though they are dirty, discolored and acidic. The volume has a strong odor. Some of the pages have a few small tears particularly at the edge. The pH of paper where tested is 5.5. Some of the numerous manuscript inks present are smeared.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean head, tail and pages where necessary to remove loose dirt.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections). Pages 337 – 556 will not be treated and will be returned to the client.

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

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

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a split-board structure.

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

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

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$3,110. YES ___ NO ___

(CONTINUED)

ALTERNATIVE TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean head, tail and pages where necessary to remove loose dirt.

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

Mend tears with Japanese tissue and starch paste.

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

ESTIMATED COST OF ALTERNATIVE TREATMENT not including options, insurance, delivery or other,


NTE \$2,245. YES ___ NO ___

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.** OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT	DATE		9/17/08
P.O.# required? YES ___ NO ___	# _____	NORTHEAST DOCUMENT CONSERVATION CENTER	DATE
		Mary Patrick Bogan	

TITLE SHEET

Job No. 08.403 B . 11

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

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

Vertical Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title labels
to be determined.*

Horizontal Title

Recommended
title

SUDBURY
TOWN
RECORDS

~

VITAL RECORDS
1640-1840

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008

Job #: 08.403B.6 of 15

Contact: Rosemary Harvell

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

MPB

B4 - L5

Object: record book

Title/Bibliographic Information:

Town Records 1836 - 1853 Vol. 9

No. of Volumes: 1

No. of Pages: 450

Dimensions: 340 x 220 x 50 mm

CONDITION ON RECEIPT: The full reverse calf springback binding is worn and abraded particularly at the edges. The text block consists of ruled pages with manuscript ink entries. Two adjacent leaves at both the front and back of the text block have been adhered together making two stiff leaves. Both are broken fully or partially along the fold. The adhesive has discolored the paper. One leaf appears to have been cut from the text block; a small stub remains. The pages are in relatively sound condition even though they are dirty, discolored and acidic. Some of the pages have small tears particularly at the edges. The pH of paper where tested is 4.0. Some of the numerous inks present are faint and vary in intensity.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean head, tail and pages where necessary to remove loose dirt.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

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

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

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

Reassemble text and press to flatten.

Sew with linen thread.

Bind in cloth using a split-board structure.

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

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

ALTERNATIVE TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate.

Surface clean head, tail and pages where necessary to remove loose dirt.

Disbind (retaining sewing).

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

Mend tears and guard folds only where necessary with Japanese tissue 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 phase box to dimensions of volume and title. (Unless otherwise changed, title will appear as on attached sheet.)

(CONTINUED)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$4,745. YES ☐ NO ☐

ESTIMATED COST OF ALTERNATIVE TREATMENT not including options, insurance, delivery or other,
NTE \$3,080. YES ☐ NO ☐

OPTIONS FOR BOTH TREATMENTS:

- 1) Microfilm (See separate estimate.)
- 2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.**
OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.
THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.
AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

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

 9/12/08
NORTHEAST DOCUMENT CONSERVATION CENTER DATE
Mary Patrick Bogan

TITLE SHEET

Job No. 08.403 B.6

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

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

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title labels
to be determined.*

Recommended
title

Client's
revision

Horizontal Title for Volume Shelved Flat

Client signature: _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

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

Date: September 17, 2008
Job #: 08.403B.9 of 15
Contact: Rosemary Harvell
Phone: 978-639-3359
email: harvellr@sudbury.ma.us

MPB
B4 - L5

Object: record book
Title/Bibliographic Information:
Proprietors Records 1706 - 1723 and
Extracts from the Records 1638 - 1655 Town of Sudbury.

No. of Volumes: 1
No. of Pages: 158
Dimensions: 320 x 226 x 25 mm

CONDITION ON RECEIPT: The full canvas springback binding is dirty but is in relatively sound condition. The text block consists of leaves with manuscript ink entries that have been laminated with paper using the "Emery Process". An "Emery Process" tag is adhered to both pastedowns. Each leaf is hinged to a paper stub with silk. Leaves are numbered in graphite pencil. Entries are on the rectos and versos of the leaves. In many cases the text orientation changes, and some leaves appear to be bound upside down. The original orientation of the pages is uncertain; however, the leaves were collated and numbered prior to lamination. The pages appear to be dirty, discolored and stained. There are numerous manuscript inks present.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.
Collate. Client should determine correct orientation of pages prior to treatment.
Disbind (remove sewing and separate into single leaves).
Wash pages in water to clean, reduce acidity of paper and to remove paper lamination.
Alkalize pages by immersion in a calcium hydroxide bath to protect paper from formation of acid in future.
Mend tears only where necessary with Japanese tissue and starch paste.
Reassemble text and press to flatten.
Encapsulate each leaf in polyester film.
Bind in cloth using a post-binding structure.
Title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,
NTE \$5,680.

OPTIONS:


- 1) Microfilm (See separate estimate.)
- 2) Digitize. (See separate estimate.)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. Estimate valid for 12 months.
OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$ _____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage.
THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs.
AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

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

DATE

#


NORTHEAST DOCUMENT CONSERVATION CENTER
Mary Patrick Bogan

DATE

9/17/08

TITLE SHEET

Job No. 08.403B.9

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

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

Vertical Title

Horizontal Title

Client's
revision
for vertical
and flat

Recommended
title

*Standard format and
wording for title labels
to be determined.*

Recommended
title

SADBURY
TOWN
RECORDS
~
PROPRIETORS
1706-1723
EXTRACTS
1638-1655

Client's
revision

Client's
revision
for vertical
and flat

Horizontal Title for Volume Shelved Flat

Client signature: _____

NORTHEAST DOCUMENT CONSERVATION CENTER
Conservation of Library Materials and Art on Paper
100 Brickstone Square
Andover, MA 01810-1494
(978)470-1010

Deborah Wender
Director of Book Conservation

Ann Russell
Director

RECEIVED FROM (Owner or Authorized Agent):

Town of Sudbury
Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Date: September 17, 2008

Job #: 08.403B.13 of 15

Contact: Rosemary Harvell

Phone: 978-639-3359

email: harvellr@sudbury.ma.us

MPB

B4 - L5

Object: record book

No. of Volumes: 1

Title/Bibliographic Information:

No. of Pages: 344

• Sudbury Records, 1765 - 1844, Vital Records, Vol. 5

Dimensions: 336 x 222 x 41 mm

CONDITION ON RECEIPT: The full canvas stationery case binding is dirty and worn but is in relatively sound condition. The volume has been previously treated using the "Emery Process". Leather from the original covers and leather labels are adhered to the pastedowns. The text block consists of pages with manuscript ink entries. Several pages are blank. One leaf is loose at the front of the text block. Open-ability is limited in parts of the text block. The pages are dirty, discolored, acidic and stained. The volume has a very strong odor. Tears, folds and many edges have been mended and guarded with silk. At least one leaf is "silked" on both sides. Some of the pages have tears particularly at the edges. The pH of paper where tested is 4.5. Some of the numerous manuscript inks present are faint and vary in intensity.

RECOMMENDED TREATMENT:

Provide written record of treatment. Provide before and after treatment photographic documentation as high resolution JPEGs on a disc and reference prints.

Collate (paginate).

Surface clean pages where necessary to remove loose dirt.

Test solubility of inks.

Measure pH before and after treatment.

Disbind (remove sewing and separate sections).

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

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

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

Line pages where necessary with Japanese tissue 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 and title. (Unless otherwise changed, title will appear as on attached sheet.)

ESTIMATED COST OF RECOMMENDED TREATMENT not including options, insurance, delivery or other,

NTE \$7,790.

OPTIONS:

1) Microfilm (See separate estimate.)

2) Digitize. (See separate estimate.)

3) Remove leather from pastedowns and place in polyester film sleeves. Additional Cost \$187.50. YES ____ NO ____


(Continued)

It is understood and agreed between the parties to this agreement that the treatment may be modified or halted should new problems arise. After consultation with the Owner or Authorized Agent, a new estimate may be given if the problems are more difficult and time-consuming than apparent at first. **Estimate valid for 12 months.** OWNER'S STATEMENT OF INSURANCE VALUE: maximum liability limited to \$_____. Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here must be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment of \$500 will be placed on the above object(s) for the purpose of insurance coverage. THE UNDERSIGNED RECOGNIZES that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s). The undersigned hereby grants permission to NEDCC to use the record of this treatment, including photographs, for its educational programs. AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat the above object(s). It is acknowledged that the undersigned has read and understands the estimate and all terms and conditions herein.

OWNER/AUTHORIZED AGENT

DATE

P.O.# required? YES _____ NO _____


NORTHEAST DOCUMENT CONSERVATION CENTER

DATE

9/17/08

Mary Patrick Bogan

TITLE SHEET

Job No. 08.403B.13

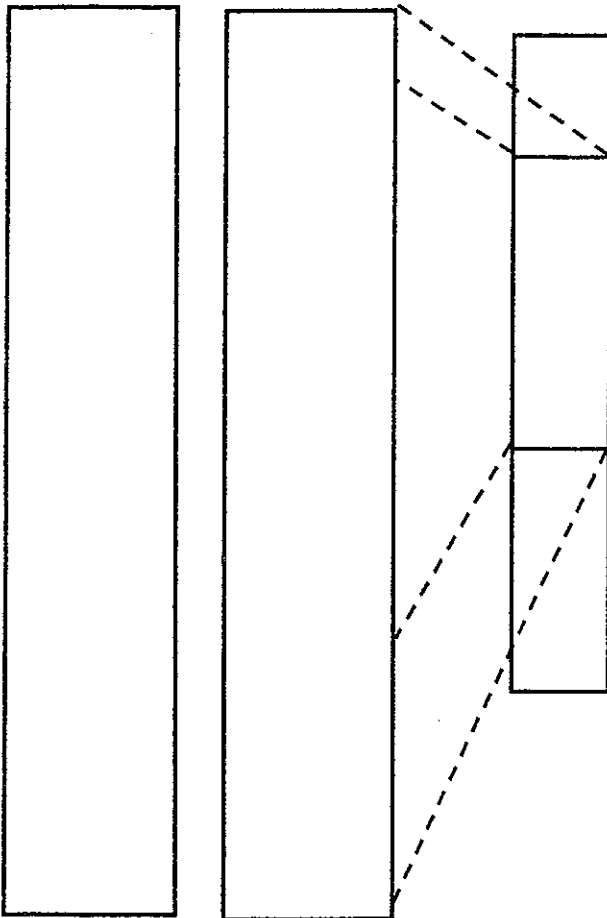
Title information will appear on the spine/box as illustrated below. Any revisions should be made in the space provided.

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

Vertical Title

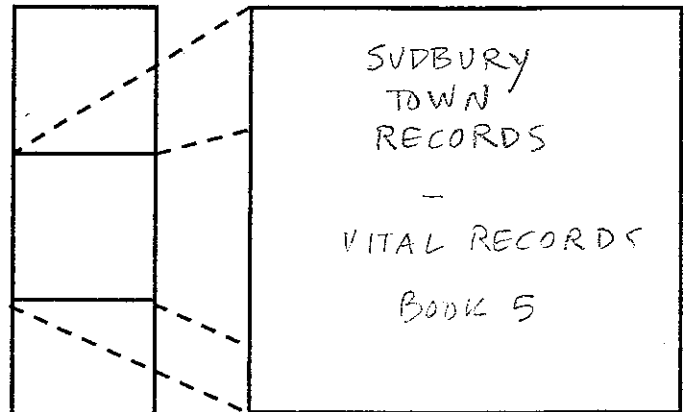
Client's
revision
for vertical
and flat

Recommended
title



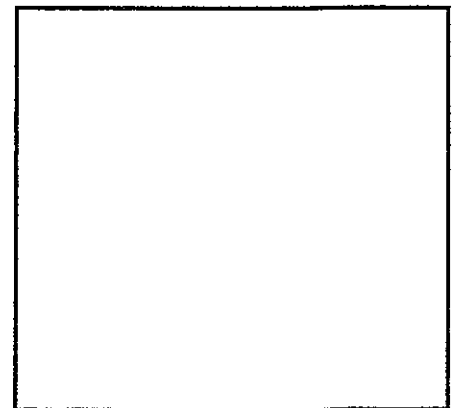
Horizontal Title

Recommended
title

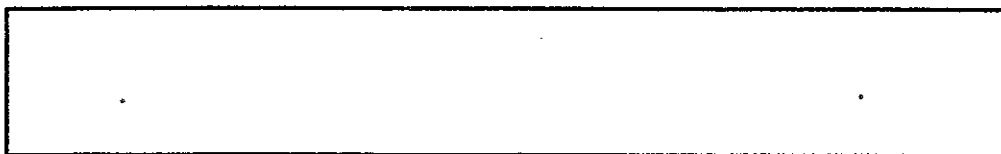


SUDBURY
TOWN
RECORDS
-
VITAL RECORDS
BOOK 5

Client's
revision



Horizontal Title for Volume Shelved Flat



Client signature: _____

NORTHEAST DOCUMENT CONSERVATION CENTER

Photoduplication Services
100 Brickstone Square
Andover, MA 01810-1494

Victoria Ellis
Director/Imaging Services
vellis@nedcc.org

(978) 470-1010
Fax (978) 475-6021

David Joyall
Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .14 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 12.5" x8" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Sudbury Misc. Records.1639-1824; to be digitized during treatment, prior to encapsulation (if applicable).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 402 pages @ \$ 10.00 per image \$ 4,020.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -

(Other) \$ -

Total Estimate \$ 4,120.00

NORTHEAST DOCUMENT CONSERVATION CENTER

Photoduplication Services
100 Brickstone Square
Andover, MA 01810-1494

Victoria Ellis
Director/Imaging Services
vellis@nedcc.org

(978) 470-1010
Fax (978) 475-6021

David Joyall
Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 8/21/2008
Job Number: 08.403 B/M/I .11 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 14" x 9.5" per page.
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Vital Records: Births, Marriages and Deaths, 1640-1840; to be digitized during treatment, prior to encapsulation (if applicable).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ _____

Scanning Prints: _____ prints @ _____ per image \$ _____

Scanning Pages: estimated 330 pages @ \$ 10.00 per image \$ 3,300.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____
Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____
Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00
☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -
\$ -
(Other)

Total Estimate \$ 3,400.00

NORTHEAST DOCUMENT CONSERVATION CENTER

Photoduplication Services
100 Brickstone Square
Andover, MA 01810-1494

Victoria Ellis
Director/Imaging Services
vellis@nedcc.org

(978) 470-1010
Fax (978) 475-6021

David Joyall
Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .10 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 13" x 9" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Sudbury Town Records, 1695-1755, Book 3; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate

• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

☐ Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 488 pages @ \$ 10.00 per image \$ 4,880.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ -
(Other) \$ -

Total Estimate \$ 4,980.00

NORTHEAST DOCUMENT CONSERVATION CENTER

Photoduplication Services
100 Brickstone Square
Andover, MA 01810-1494

Victoria Ellis
Director/Imaging Services
vellis@nedcc.org

(978) 470-1010
Fax (978) 475-6021

David Joyall
Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .9 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 13" x 9" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Proprietors Records, 1706-1723 / Extracts from the Records 1638-1655, Town of Sudbury; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☐ Nikon ☐ Flatbed ☒ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale _____

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ Other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 158 pages @ \$ 10.00 per image \$ 1,580.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -

(Other) \$ -

Total Estimate \$ 1,680.00

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Fax (978) 475-6021

David Joyall
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davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .15 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 12.25" x 8.5" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Sudbury Town Records.1755-1790, Book 6; to be digitized during treatment, prior to encapsulation (if applicable).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg.Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ _____

Scanning Prints: _____ prints @ _____ per image \$ _____

Scanning Pages: one page per image
estimated 402 pages @ \$ 10.00 per image \$ 4,020.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

• **Inkjet Prints (using acid free paper and pigmented inks)**

_____ 8" x 10" @ \$ - _____ 11" x 14" @ \$ - _____ 12" x 17" @ \$ - \$ -

_____ (Other) \$ -

Total Estimate \$ 4,120.00

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Fax (978) 475-6021

David Joyall
Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .13 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 13.25" x 8.75" per page
Phone: (978) 639-3351 **Fax:** _____

E-Mail: clerk@town.sudbury.ma.us

Collection: Sudbury Records. 1765-1844, Vital Records, Vol. 5; to be digitized during treatment, prior to encapsulation (if applicable).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film:

_____ items @ _____ per item \$ -

Scanning Prints:

_____ prints @ _____ per image \$ -

Scanning Pages: one page per image

estimated 344 pages @ \$ 10.00 per image \$ 3,440.00

Image Editing (digital retouching)

NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation:

NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery:

CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00



Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -

(Other) \$ -

Total Estimate

\$ 3,540.00

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Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .7 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 13" x 8.25" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Town Records, 1790-1814, Book 7; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 640 pages @ \$ 10.00 per image \$ 6,400.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -
(Other) \$ -

Total Estimate \$ 6,500.00

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Photoduplication Services
100 Brickstone Square
Andover, MA 01810-1494

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Director/Imaging Services
vellis@nedcc.org

(978) 470-1010
Fax (978) 475-6021

David Joyall
Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .8 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 13" x 9" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Town Records, 1814-1835, Book 8; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 562 pages @ \$ 10.00 per image \$ 5,620.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -
(Other) \$ -

Total Estimate \$ 5,720.00

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vallis@nedcc.org

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Fax (978) 475-6021

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Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/WI .6 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 13.5" x 9" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Town Records, 1836-1853, Vol. 9; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate

• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale _____

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

☐ Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ _____

Scanning Prints: _____ prints @ _____ per image \$ _____

Scanning Pages: one page per image
estimated 450 pages @ \$ 10.00 per image \$ 4,500.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ -1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -

(Other) \$ -

Total Estimate \$ 4,600.00

NORTHEAST DOCUMENT CONSERVATION CENTER

Photoduplication Services
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Andover, MA 01810-1494

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vellis@nedcc.org

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Fax (978) 475-6021

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Technical Photographer
davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .5 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 14" x 9.5" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Records, Sudbury, 1884-1914; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 578 pages @ \$ 10.00 per image \$ 5,780.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ -
\$ -
(Other)

Total Estimate \$ 5,880.00

NORTHEAST DOCUMENT CONSERVATION CENTER

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Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .4 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 14" x 9.75" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Town Records, 1914-1935, Book 8; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bifonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 600 pages @ \$ 10.00 per image \$ 6,000.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ -
\$ -
(Other) \$ -

Total Estimate

\$ 6,100.00

NORTHEAST DOCUMENT CONSERVATION CENTER

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Fax (978) 475-6021

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davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .3 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 14" x 9.75" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Records, 1936-1946; to be digitized during conservation treatment, prior to encapsulation (if applicable to this volume).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PP/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: volume holds 600p.; approx. 360 are blank and will not be treated/digitized
estimated 240 pages @ \$ 10.00 per image \$ 2,400.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -
Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

_____ 8" x 10" @ \$ - _____ 11" x 14" @ \$ - _____ 12" x 17" @ \$ - \$ -

_____ (Other) \$ -

Total Estimate \$ 2,500.00

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Fax (978) 475-6021

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Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 9/26/2008
Job Number: 08.403 B/M/I .12 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 12" x 8" per page
Phone: (978) 639-3351 **Fax:** -

E-Mail: clerk@town.sudbury.ma.us

Collection: Births, Marriages and Deaths, Book 4, Town of Sudbury; to be digitized during treatment, prior to encapsulation (if applicable).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: one page per image
estimated 274 pages @ \$ 10.00 per image \$ 2,740.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

Inkjet Prints (using acid free paper and pigmented inks)

_____ 8" x 10" @ \$ - _____ 11" x 14" @ \$ - _____ 12" x 17" @ \$ - \$ -

_____ (Other) \$ -

Total Estimate \$ 2,840.00

NORTHEAST DOCUMENT CONSERVATION CENTER

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Fax (978) 475-6021

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davidj@nedcc.org

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Concord Road
Sudbury, MA 01776

Date: 8/21/2008
Job Number: 08.403 B/M/I .11 of 15

Attention: Rosemary B. Harvell, Town Clerk
Object: Record book; approx. 14" x 9.5" per page.
Phone: (978) 639-3351 **Fax:**

E-Mail: clerk@town.sudbury.ma.us

Collection: Vital Records: Births, Marriages and Deaths, 1640-1840; to be digitized during treatment, prior to encapsulation (if applicable).

Digital Reformatting Services Estimate


• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ ☐ other : Grayscale

JP2 90 ☐ 300 ☐ 600 ☐ ☐ other : _____

 Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☐ Bitonal ☐ Other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ _____

Scanning Prints: _____ prints @ _____ per image \$ _____

Scanning Pages: estimated 330 pages @ \$ 10.00 per image \$ 3,300.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ _____

Notes: _____

Image File Delivery: CD ☐ DVD ☐ ExHD ☒ 1 @ \$ 100.00 per CD / DVD / ExHD ☆ \$ 100.00

☆ Note: if multiple volumes are digitized, NEDCC will consolidate vols. on hard drives and charge only for the actual number used.

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ - \$ -

(Other) \$ -

Total Estimate \$ 3,400.00

NORTHEAST DOCUMENT CONSERVATION CENTER

Photoduplication Services

100 Brickstone Square

Andover, MA 01810-1494

Victoria Ellis
Director/Imaging Services
vellis@nedcc.org

(978) 470-1010
Fax (978) 475-6021

David Joyall
Technical Photographer
davidj@nedcc.org

High Resolution Digitization

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Old Sudbury Road
Sudbury, MA 01776

Date: 9/8/2008
Job Number: 08.403.1 B/M/I

Attention: Rosemary B. Harvell, Town Clerk

Object: Record book

Phone: (978) 639-3351

Fax: -

E-Mail: clerk@town.sudbury.ma.us

Collection: Sudbury Records, 1854-1865. Volume 10.; Single page measures approx. 8 1/4" x 13 5/8"; Estimating to digitize during conservation treatment when disbound (sewing retained)

Digital Reformatting Services Estimate

• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ other : _____

JP2 90 ☐ 300 ☐ 600 ☐ other : _____

➡ Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☒ Bifonal ☐ other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # Items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film:

_____ items @ _____ per item \$ -

Scanning Prints:

_____ prints @ _____ per image \$ -

Scanning Pages:

_____ 326 pages @ \$ 10.00 per image \$ 3,260.00

Image Editing (digital retouching)

NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation:

NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery:

CD ☐ DVD ☒ ExHD ☐ 2 @ \$ 50.00 per CD / DVD / ExHD \$ 100.00

Inkjet Prints (using acid free paper and pigmented inks)

_____ 8" x 10" @ \$ - _____ 11" x 14" @ \$ - _____ 12" x 17" @ \$ -

_____ (Other) \$ -

Total Estimate

\$ 3,360.00

NORTHEAST DOCUMENT CONSERVATION CENTER

Photoduplication Services
100 Brickstone Square
Andover, MA 01810-1494

Victoria Ellis
Director/Imaging Services
vellis@nedcc.org

David Joyall
Technical Photographer
davidj@nedcc.org

(978) 470-1010
Fax (978) 475-6021

High Resolution Digitization

Ann Russell
Executive Director

Client: Town of Sudbury
Town Hall
322 Old Sudbury Road
Sudbury, MA 01776

Date: 9/8/2008
Job Number: 08.403.2 B/W/I

Attention: Rosemary B. Harvell, Town Clerk

Object: Record book

Phone: (978) 639-3351

Fax:

E-Mail: clerk@town.sudbury.ma.us

Collection: Sudbury Records, 1866-1884. Volume 11; Single page measures approx. 8 1/4" x 13 1/8"; Estimating to digitize during conservation treatment when disbound (sewing retained)

Digital Reformatting Services Estimate

• **Station:** ANY ☐ Sinar ☒ Nikon ☐ Flatbed ☐ Other: _____

• **File Types Required:** TIFF ☒ JPEG ☐ JP2 ☐ Other: _____

• **PPI/DPI:** TIFF 150 ☐ 300 ☒ 600 ☐ or Maximum pixel dimensions : _____

JPEG 90 ☐ 300 ☒ 600 ☐ other : _____

JP2 90 ☐ 300 ☐ 600 ☐ other : _____

↳ Lossless ☐ Lossy ☐ Both ☐

• **Color Space:** Adobe RGB ☒ sRGB ☐ Grayscale ☒ Bitonal ☐ Other: _____

• **Bit Depth:** 48 ☒ Standard 24 ☐ Other: _____

• **STITCHING:** Yes ☐ NO ☒ If yes, # items: _____ Avg. Time/item (in 0.25/hr): _____

• **FILE NAMING:** NEDCC standard ☒ Other: _____

Scanning Film: _____ items @ _____ per item \$ -

Scanning Prints: _____ prints @ _____ per image \$ -

Scanning Pages: 432 pages @ \$ 10.00 per image \$ 4,320.00

Image Editing (digital retouching) NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Metadata Creation: NONE ☒ YES ☐ _____ hours @ _____ per hour \$ -

Notes: _____

Image File Delivery: CD ☐ DVD ☒ ExHD ☐ 3 @ \$ 50.00 per CD / DVD / ExHD \$ 150.00

Inkjet Prints (using acid free paper and pigmented inks)

8" x 10" @ \$ - 11" x 14" @ \$ - 12" x 17" @ \$ -

(Other) \$ -

Total Estimate \$ 4,470.00

NORTHEAST DOCUMENT CONSERVATION CENTER

100 Brickstone Square
Andover, MA 01810-1494
(978) 470-1010
nedcc.org

NEDCC's strengths are the outstanding credentials of its conservation and preservation staff, the Center's wide range of services, and the willingness of its staff to advise clients about their specific needs and requirements. NEDCC treats many highly significant paper and photographic objects and continues to be the premiere center for the most difficult conservation challenges.

NEDCC's mission is to improve the conservation efforts of libraries, archives, historical organizations, museums, and other repositories; to provide the highest quality services to institutions without in-house conservation facilities or those that seek specialized expertise; and to provide leadership in the preservation and conservation fields.

The Center is a national and international resource for preservation education. NEDCC's landmark *School for Scanning* conference garnered a national audience for 11 years, and has now been updated and renamed *Digital Directions* to reflect its expanded content, which encompasses the full life-cycle of digital objects, from planning to creation to sustainability. Funded in part by IMLS, *Persistence of Memory: Sustaining Digital Collections* takes digitization to the next step and provides an overview of the current digital preservation landscape. With support from a grant by the National Endowment for the Humanities, the Center also offers a workshop on sustaining digital collections, entitled, *Stewardship of Digital Assets*, which is offered in different regions of the country for smaller audiences and focuses on the very practical elements of digital stewardship.

NEDCC offers workshops on a variety of preservation topics and provides a wealth of information on its Web site. The Center engages in international exchange programs to improve the standard of conservation and preservation practice in other countries.

NEDCC is governed by a board of directors that includes state librarians, business leaders, and distinguished colleagues. The Center's staff numbers 45 and its annual budget is over \$3 million.

NEDCC conservators' expertise includes conservation of books, documents, maps, photographs, parchment, architectural plans, wallpaper, and works of art on paper, including drawings and paintings in all media, prints, collage, and contemporary works. Conservators treat works with unusual formats such as globes and other composite objects with paper components. Treatment options range from basic stabilization to complete restoration.

NEDCC's conservators use materials that are stable and durable, and adhere to the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works.

Deborah Wender, Director of Book Conservation

wender@nedcc.org Deborah Wender has worked in the field of book conservation since 1979. Her varied education includes study at Centro del bel Libro in Switzerland, private and group study in the U.S., and production in a commercial bindery. She is a member of AIC, the Guild of Book Workers, ALA, and SAA.

Mary Patrick Bogan, Senior Book Conservator

Todd Pattison, Senior Book Conservator

Deborah Wender
Northeast Document Conservation Center
100 Brickstone Square
Andover, Massachusetts 01810-1494

Experience

- 1996-Present **Director of Book Conservation**, Northeast Document Conservation Center, Andover, MA.
Managerial responsibility for the Department of Book Conservation. Supervise staff of five to seven professional book conservators and additional technicians as needed to meet scheduling and contract deadlines. Specify treatment for books and estimate cost of treatment. Oversee treatment of books in the conservation lab. Train staff and interns in all levels of treatment of book pages and bindings. Consult with clients on the preservation of library and archives materials including preservation planning, preparation of project proposals, and disaster preparedness and recovery. Conduct collections level and item-by-item surveys and prepare reports. Teach on conservation and preservation topics.
- 1990-1996 **Associate Conservator**, Northeast Document Conservation Center, Andover, MA
Responsibilities included timely completion of a variety of page treatments and conservation bindings, assignment of treatments and cost estimation for objects entering NEDCC, organization and monitoring of large book lab projects, completion of general and estimating surveys; and talking to large and small groups of visitors to the Center.
- 1983-1990 **Independent proprietor of a small binding studio.**
Services included a full range of book and page treatments including edition work.
- 1984-1988 **Assistant for Book Conservation**, The Bostonian Society, Boston, MA
Responsibilities included general care of books and documents in open stacks and closed vault; working independently and with librarian to choose collections and individual objects to be treated; seeking money for implementing prescribed treatments; and performing a full range of treatments of books and documents.
- 1980-1982 **Assistant Finisher and Boxmaker**, Harcourt Bindery, Boston, MA
Apprenticeship period work included early forwarding operations. Later responsibilities included designing prototypes for large box editions and executing and supervising their production; completion or direction of all assistant finishing.

Courses and Workshops

Emergency Response for Cultural Institutions Regional Workshop and AIC Collections
Emergency Response Training · Rare Book School Courses: Lithography in The Age of the Hand Press, Michael Twyman · Publisher' Bookbindings, 1830-1910, Sue Allen · Introduction to Medieval and Early Renaissance Bookbinding Structures, Christopher Clarkson · European Bookbinding Structures: 1500-1800, Nicholas Pickwoad · Recipient, Mellon Fellowship for Atlas and Album Structures workshop at the University of Iowa · Intensive Study, Centro del Bel Libro, Ascona, Switzerland; study under Hugo Peller included design concepts, leather binding and onlays, solanders, chemises, Bradels, and account book structure · Limp vellum structures, Griselda Warr and Barbara Guiffrida · Restoration binding, Bernard Middleton · Conservation binding structures, Gary Frost · Gold tooling, Joe Newman and Don Glaister · Long stitch-link stitch bindings, Pam Spitzmueller · Standards seminars conducted by the Guild of Bookworkers · Binding classes, Daniel Kelm and the Harcourt Bindery.

Deborah Wender resume p.2

- Professional Associations** Professional Associate, American Institute for Conservation.
Member, New England Conservation Association.
Member, American Library Association.
Member, Society of American Archivists
Member, Advisory Committee, Bookbinding Program, North Bennet Street School.
Member, Guild of Book Workers; New England executive committee, 1985-90.
Member, The Institute of Conservation (ICON)
- Education** Bachelor of Arts, College of William and Mary, Williamsburg, Virginia.
- Publications** "Compressed-air Spray System for Bookkeeper" *Abbey Newsletter*, 1997, pp.93-94.
"Salvage and Recovery of Flood-Damaged Materials in Central Prague" *Archival Outlook*, Jan./Feb. 2003, pp. 20-21.

MARY PATRICK BOGAN

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

Experience

SENIOR CONSERVATOR

*Northeast Document Conservation Center, Andover, MA
July 2007–present*

ASSOCIATE CONSERVATOR

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

ASSISTANT CONSERVATOR

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

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

COLLECTION CONSERVATOR/HEAD OF BINDING AND REPAIR

*MIT Libraries, Cambridge, MA
December 1990–December 1998*

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

CONSERVATION OFFICER/PROGRAM COORDINATOR

Boston Public Library, Boston, MA

September 1985–December 1990

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

SHOP FOREMAN/BOOKBINDER

Gray Parrot, Inc., Easthampton, MA

April 1982–September 1985

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

BOOKBINDER

Lisa Callaway Bookbinding, Northampton, MA

August 1981–January 1982

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

Related Information

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

Education

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

Todd A. Pattison
Northeast Document Conservation Center
100 Brickstone Square • Andover, Massachusetts 01810
(978) 475-5604
email: bookandtile@att.net

Education

M.L.S., University of Alabama, Tuscaloosa, AL
B.A., Art History, Nazareth College, Rochester, NY
Centro del Bel Libro, Ascona, Switzerland,
Studied bookbinding with Hugo Peller and Edwin Heim

Work Experience

- 2007-present **Senior Conservator**, Northeast Document Conservation Center
Responsibilities include timely completion of a variety of page treatments and conservation bindings, assignment of treatments and cost estimation for objects entering the Center, organization and monitoring of large book conservation projects, and ordering supplies. Duties also include estimating incoming work for specific treatments, ordering supplies for large projects, supervising staff working on large projects, teaching conservation treatments to new staff, conducting talks on the treatments performed for tours of the facilities, documenting conservation treatments, and preparing treatment reports.
- 1996-2007 **Associate Conservator**, Northeast Document Conservation Center
Responsibilities included performing all aspects of book conservation as well as conservation of paper materials to American Institute for Conservation (AIC) standards.
- 1992-1996 **Assistant Conservator**, Northeast Document Conservation Center
Responsibilities included performing all aspects of book conservation as well as conservation of paper materials to American Institute for Conservation (AIC) standards.
- 1990-1992 **Mellon Fellowship in Book Conservation**, Northeast Document Conservation Center
Responsibilities included conservation treatment of 16th through 20th century bound volumes, supervision of conservators and technicians during treatment of a large, bound newspaper collection, and presentations on book conservation.
- 1989-1990 **Teaching Assistant**, Bibliographic Instruction, University of Alabama, Tuscaloosa, AL
Responsibilities included presentations on conservation topics and instruction to freshmen on the use of the online library catalog and database indexes. Duties also included writing, producing, and obtaining funding for a video about the Special Collections department of the University library.
- 1980-1989 **Bindery Assistant**, Fred A. Jordan Bookbinding and Conservation, Honeoye, NY
Responsibilities included recommending treatment options for and performing conservation work on paper, cloth and leather bindings. Binding work included titling and tooling in blind and gold on the spine and boards. Duties also included all aspects of forwarding books, making clamshell boxes, deacidification, teaching students, and paper repairs.

Teaching Experience

- 2002-present Teach one-day workshops entitled "Repair Options for 19th Century Cloth Volumes of Artifactual Value," taught at various institutions including Harvard University, the Library Company of Philadelphia, the Balboa Art Conservation Center in San Diego and for the Guild of Bookworkers.
- 1999-present Teach one-day workshops and give lectures on the history of 19th Century Publishers' Bindings, most recently as part of one-day seminars on American Bookbinding History at the Grolier in New York City, Feb. 22, 2008 and Bryn Mawr College, March 9, 2007.
- 1993-present Teach one, and two-day workshops on basic book repair to institutions in various states, including Massachusetts, Connecticut, New Hampshire, Alabama, and New Jersey.
- 1996-2001 Development and instruction of a two-credit, seven-week course on basic materials repair at the Simmons Graduate School of Library and Information Science. Two students had book repair manuals published from this course, one in English and another in Japanese. This course is currently taught by other instructors.
- 1999 Taught a one-week intensive course on preservation and three one-day and two-day workshops in Havana and Cienfuegos, Cuba.
- 1998 Taught a one-week intensive course in the preservation of library materials, in cooperation with the Sts. Cyril and Methodius National Library in Bulgaria.
- 1992/1994 Taught the three-credit graduate course "Conservation of Library Materials" for the School of Library and Information Studies at the University of Alabama.
- 1993 Taught book conservation for five weeks as part of the Conservation for Romania project sponsored by the European Art Conservation Trust.

Publications/Presentations

- Dec. 2004 "Embossed Cloth Bindings—1825 to 1855," a descriptive catalogue of 257 19th century cloth bookbindings produced for the Library Company of Philadelphia.
- July 2001 "Cuban Paradigms: The NEDCC Experience," with Walter Newman, *Book and Paper Group Annual*, vol. 19, Summer 2001. pp. 25-29.
- June 1999 "On Contemporary Methods of the Conservation of Graphic Works," *The Levashov Family Album*, Bulletin of Conservation, St. Petersburg, Russia, 1999, pp. 56-77.
- June 1998 "Cornering Techniques of Early Publishers' Bindings," presented at Rare Books and Manuscripts Section ALA Pre-conference, Washington, DC.
- May 1998 Lecture at the State Hermitage Museum, St. Petersburg, Russia, on the cooperative conservation treatment of the Levashov family album.
- April 1992 "The Conservation Treatment of the Davenport Manuscript." *Conservation Administration News*.
- 1990 Annual MLS Student Paper Award at University of Alabama given for a paper entitled "The Need for a Required Preservation Course at Accredited MLS Programs."

Report of a General Preservation Survey (Executive Summary)

**Sudbury Town Hall
Sudbury, MA**

October 21, 2008

Submitted October 25, 2008 by:

Angelina Altobellis
Field Service Representative
Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
978.470.1010
aaltobellis@nedcc.org

EXECUTIVE SUMMARY

Paper-based research materials in the Sudbury Town Hall were surveyed for preservation planning purposes by Angelina Altobellis, Field Service Representative of the Northeast Document Conservation Center (NEDCC) in Andover, MA on October 21, 2008. Observations and recommendations are based on a site visit and discussions with Rosemary Harvell, Town Clerk; James Kelly, Building Inspector; and Lee Swanson, Archivist of the Sudbury Historical Society. Recommendations for short-, medium- and long-term priorities are as follows:

Short-Term Priorities *(problems requiring immediate action and/or projects that can be undertaken with existing resources)*

- **Using the recommendations in this report as a starting point, develop a preservation plan.** The plan should identify the actions to take to address short-, medium- and long-term priorities, and it should be practical, taking into account local priorities and funding realities.
- **Begin working with other offices or departments storing records at the Town Hall to initiate appraisal of their records.** In order to plan for preservation, the Town Clerk needs to have a clear idea of the quantity of records stored there. Records scheduled for permanent retention will need to be rehoused; priority materials will need to be identified for disaster response; and eventually, a new vault and more appropriate shelving will need to be installed.
- **Recruit volunteers who would be willing to help with preservation activities.** Volunteers would be an excellent resource for help with projects such as rehousing of records, shelf and collections cleaning, and shelf maintenance.
- **Begin work on a disaster plan for the Town Hall records.** Consider using dPlan™, an online disaster planning tool developed by NEDCC and the Massachusetts Board of Library Commissioners. It is available at <www.dplan.org>. Using the tool, the Town Clerk will only need to provide information about personnel, the building and the records; the tool will generate a complete plan.
- **Raise boxes off the floor by at least four inches.** Plastic or wood palettes can be used for this purpose. Since the basement vault is narrow, it will probably be necessary to move boxes on the floor there into the basement storage room.
- **Lay the groundwork for a shelf- and collections-cleaning project.** Such a project may require additional staff or volunteer time, which will take time to organize. For more information, see "Cleaning Books and Shelves," leaflet 4.3 in *PLAM3*, or online at <www.nedcc.org>.
- **Where possible, straighten books that are leaning, and turn oversize books that are shelved on their foredge to be shelved on their spine.** When a book is shelved on its foredge, gravity pulls the text block away from the spine, eventually causing the text block to pull loose.
- **Open the cabinets that are painted shut or stuck to find out whether additional materials are stored in them.**
- **Remove the leaves piling up near the drain beside the basement door to prevent another flood resulting from a clogged drain.**

Medium-Term Priorities *(projects that will require planning or organization or additional resources and staff time)*

- **Offices or departments with records stored in the Town Hall should complete appraisal of their records.**
- **Prepare an up-to-date inventory of Town Hall records.** Intellectual control of materials is important to their access and to their security.
- **Identify highest-priority materials, and store them in the first floor vault.** The first floor vault offers the best storage environment among the three available spaces. Although the environmental monitoring data collected from February to July 2006 shows that temperature and humidity fluctuations in the first floor vault are greater than those in the basement, the first floor vault has the benefit of being well-ventilated by virtue of being constantly opened. According to the data, the maximum RH in the basement vault was 51.6%, and in the first floor vault it was 57.5%. The lower humidity reading in the basement vault does not preclude higher RH levels, and because there is little air movement, a spike in humidity (over 60%), perhaps following a period of heavy rain, would provide an environment conducive to a mold outbreak. For this reason it would be best to store high-priority materials, including items sent for conservation treatment, in the first floor vault. The basement vault can still be used for lower-priority materials because it offers the benefit of being fireproof and secure, but its environment should be monitored and staff should pay special attention to the conditions in the vault during periods of high outdoor humidity.
- **Purchase a vacuum cleaner equipped with a HEPA (High-Efficiency Particulate Air) filter.** A HEPA filter captures up to 99% of particulates up to .3 microns in size, and prevents their recirculation through the vacuum's exhaust. The longevity of records depends in great part on the quality of their storage environment.
- **Clean shelves, books and boxes in the records storage room and both vaults.** Particulate pollutants cause staining and abrasion of materials. Dust can serve as a substrate for mold growth and it can attract insects. After the initial cleaning, shelves, books and boxes should be cleaned at least once per year as a matter of routine.
 - **Thoroughly clean the space that will hold the volumes to receive conservation treatment.** Dust and dirt need to be removed from the floor and from shelves, books and boxes before the volumes return from treatment.
- **Install water alarms in the records storage room and both vaults.**
- **Purchase environmental monitoring equipment and begin an ongoing environmental monitoring program of all areas where records will be stored long-term.** Consider using a datalogger, which records temperature and relative humidity levels at pre-set intervals, and stores the information to be downloaded to a computer for analysis. Software such as BoxCar Pro® can be used to enhance analysis of environmental monitoring data.
- **Place damaged or especially fragile books in custom phase boxes.** These enclosures will support books structurally while also protecting them from light, water, and dust. CMI Micro-Climate™