

boxes are highly recommended. They are available for around \$7.00 each through Custom Manufacturing, Inc. (<www.archivalboxes.com>).

- **Place pamphlets in acid-free, buffered folders and document cases or records storage cartons.** The motion of pulling a pamphlet from its envelope and reinserting it can be damaging, for example when the edge of a fragile cover catches on the lip of the envelope. Several pamphlets can be stored in the same folder provided they are roughly the same size and in good condition. The folder should be scored at the hinge to allow the pamphlets to rest flush with the bottom of the box.
- **Remove all fasteners (e.g., staples, paper clips, rubber bands) from records.** This can be done as materials are reboxed. Metal fasteners will rust and, over time, will stain records. If several pages need to be kept together as an intellectual unit, place them together in a single folder. For information about the proper removal of staples and other fasteners, see NEDCC preservation leaflet 7.8, "Removal of Damaging Fasteners from Historic Documents," available at <www.nedcc.org>.
- **Rehouse unbound records.** The majority of unbound records in the Town Hall are stored in file folders of unknown quality and older records storage cartons that did not appear to be of archival quality. Records need to be transferred to enclosures that will slow their deterioration, specifically acid-free, lignin-free, alkaline-buffered file folders and boxes. Either records cartons or flip-top document cases may be used. Document cases or half-size records cartons may be preferable to full-size cartons because a number of the records cartons examined during the site visit were only partially full, yet still took up a full-size records carton's worth of shelf space.
 - **Use spacer boards to keep folders upright in partially-full boxes.** Items that slump inside their boxes will eventually develop a permanent curl.
 - **For product examples, see item number 613-1561 (Blue/Gray B-Flute Storage Cartons); 735-2510 (Blue/Gray Document Cases); 727-0912LT (Perma/Dur Reinforced File Folders); and 613-0821 (Document Case Spacer Board) from University Products (<www.archivalsuppliers.com>).** Other suppliers will offer similar products.
- **Place documents that are in file cabinets in acid-free, lignin-free, buffered folders and then in hanging files.** This will allow the folder to be lifted out, which will protect the documents inside while they are examined.
- **House the oversize maps on the floor in the basement vault flat in acid-free, lignin-free, buffered map folders and oversize boxes.** Remove the maps from their kraft paper enclosures before placing them in folders. If they are roughly the same size and in good condition, several maps can be placed in the same folder. Folders should have roughly the same dimensions as the box to prevent shifting.
 - **For product examples, see item number 701-7048 (Perma/Dur Map & Print Folders) and 733-1233 (Drop-Front Storage Boxes) from University Products (<www.archivalsuppliers.com>).** Other suppliers will offer similar products.

- **House all audio and video recordings in protective cases to prevent damage from dust and debris.** Abrasion from dust and debris and extended exposure to high humidity are major causes of audio and video tape degradation. Audio and video cassettes that are not enclosed, or that are stored in sleeves, are not adequately protected from particulates. Manufacturers' boxes are typically made of chemically unstable materials, which further deterioration. Make sure to transfer any identifying information contained on the original box or sleeve to a label on the new enclosure.
 - **Keep video and audio cassettes shelved upright.** They can be shelved either book-like or "spine-down," but should never be stored flat because edge damage can occur. Reel tapes (i.e., 7" tapes, of which there are many in the Town Hall) should be stored flat.
- **The town government should consider making funds available to hire a project archivist to assist the Town Clerk with records management and preservation.** This has been done in the Town of Burlington. For a complete description of the position, see <http://www.burlington.org/clerk/archives/Job.htm>.
- **Seek additional grant funding for preservation activities.** The Town Clerk should consider applying for a National Endowment for the Humanities Preservation Assistance Grant for Smaller Institutions. This grant could be used to fund the purchase of environmental monitoring equipment, shelving, and preservation supplies. For more information, including deadlines and application instructions, see <http://www.neh.gov/grants/guidelines/pag.html>.

Long-Term Priorities (*steps to be taken once short- and medium-term goals have been accomplished; and/or larger general goals that will require major funding and/or significant reorganization of resources*)

- **Repair the roof leak around the chimney and replace deteriorating flashings.** The Historical Society's archivist pointed out an area in the second floor ceiling that leaks during heavy rains. Major damage would result if the leak worsened or reappeared unnoticed over a weekend. The Building Inspector has observed that the flashings on the gutter roof are beginning to deteriorate. Though the possible cost of these repairs places this recommendation in the category of long-term priorities, nevertheless it should be considered a high priority and addressed as soon as funding is available. A sound building benefits records preservation by serving as the primary barrier against the elements.
- **Purchase shelving units that are made of chemically stable materials, are appropriate for materials of different sizes and formats, and that maximize use of the available storage space.** Shelving units with adjustable shelves are needed to make maximum use of vertical space and to properly store oversize volumes and oversize flat-storage boxes. Regular-size books need shelving units with end panels to prevent them from falling off the side of the shelf. All storage furniture should be constructed of either powder-coated steel or anodized aluminum. Wood shelving and any furniture of unknown quality should be replaced.
- **Construct a climate-controlled vault for Town records storage.** Eventually, all permanent town records should be stored in a single, secure location that is easily accessible to staff, climate-controlled, and fire-resistant. For additional information, including more detailed specifications for

vault construction, see Technical Leaflet 1, "Performance Standards of Safes and Vaults," from the Massachusetts Archives Records Management Unit (available at <<http://www.sec.state.ma.us/arc/arcrmu/rmutbl/tbl1.htm>>).

- **If their value merits it, engage an audiovisual specialist to assess the condition of audiovisual materials.** Audiovisual materials come across during the site visit included tapes of sermons, concerts and meetings in the First Parish Church collection and tapes of town meetings. Once a complete inventory of the Town Hall records has been completed (thereby locating and identifying all audiovisual materials), an audiovisual specialist could be hired to determine the condition of the tapes for the purpose of developing a reformatting strategy. All magnetic and optical media have short life expectancies relative to paper, and they are especially prone to damage from high humidity and particulate pollutants.

I hope this survey report will help the Town Clerk as she sets a course for future preservation efforts. Her hard work, dedication and support of preservation activities will help ensure the survival of the Town of Sudbury's records for future generations.

Respectfully submitted,

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October 25, 2008

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Experience

Northeast Document Conservation Center, Andover, MA (2007-present)

Field Service Representative

- Conduct on-site preservation planning surveys at archives, libraries, historical societies and municipal offices throughout the United States and abroad.
- Teach workshops on basic preservation.
- Respond to preservation-related inquiries from outside institutions and individuals.
- Advise institutions on developing grant-funded preservation projects.

Harvard University, Cambridge, MA (2005-2007)

Conservation Technician, Widener Library

- Performed basic conservation techniques to prepare newspapers for preservation microfilming and digitization. Techniques included flattening, mending, adhesive removal, dry cleaning, mold removal, and disbinding.
- Prepared materials for storage, including aligning, wrapping, and tying.

Concord Free Public Library, Concord, MA (2006)

Archives Intern, William Munroe Special Collections

- Processed archival collections consisting of correspondence, legal documents, autograph books, and glass plate stereographs.
- Assessed for preservation and rehousing needs; prepared finding aids.

Center for the Study of Southern Culture, Oxford, MS (2003-2005)

Advancement Associate

- Directed resource development plan for a regional studies research center. Managed a group of approximately 80 major gift prospects, traveling throughout the Southeast to cultivate, solicit and steward major donors.

Harry Ransom Humanities Research Center, Austin, TX (2000-2002)

Rare Book and Manuscript Intern

- Carried out special projects, provided on-site and remote reference.
- Curated a centenary exhibit on John Steinbeck featuring rare books, manuscripts, photographs, art on paper and ephemera. The exhibit was reviewed favorably by the *Austin Chronicle* and noted in the *Times Literary Supplement*. Organized related film screening and guest lecture.

The Wadsworth Atheneum, Hartford, CT (1998)

Curatorial Intern, Department of European Art

- Performed extensive object research for deaccessioning project, identifying duplicate prints, in various states and conditions, by Rembrandt and Whistler. Identified over 20 duplicates, and researched potential auction value.
- Researched sources of painted tableaux on Sèvres porcelain within contemporary paintings, prints and drawings.

Education

Simmons College, Graduate School of Library and Information Science, Boston, MA
M.L.I.S. expected 2008

The University of Texas at Austin, Austin, TX
M.A. in Comparative Literature, 2002

The University of Massachusetts at Amherst, Amherst, MA
B.A. in Art History and French, *magna cum laude*, 1998

Publications

“Strategies for Preventing Light Damage.” *League Bulletin*, Connecticut League of History Organizations, volume 61, number 3 (August 2008).

“The Mission Statement, Collection Policies, and Setting Priorities for Preservation.” *League Bulletin*, Connecticut League of History Organizations, Volume 61, number 2 (May/June 2008).

Professional Activities & Memberships

Society of American Archivists, 2006-present
Co-Chair, Preservation Section Education Committee (2008)
Member, Electronic Records Section (2007-present)

Professional Development

“The ABCs of Modern Fire Suppression in Cultural Institutions”
22nd Annual NARA Preservation Conference, Washington, D.C., 2008

Non-Adhesive Bookbinding workshop
North Bennet Street School, Boston, MA, 2006

“Introduction to Descriptive Bibliography”
Rare Book School, Charlottesville, VA, 2006

Book Repair and Conservation workshop
North Bennet Street School, Boston, MA, 2006

Basic Paper Repair workshop
Northeast Document Conservation Center, Andover, MA, 2005

“School for Scanning: Building Good Digital Collections”
Northeast Document Conservation Center, Boston, MA, 2005