



COMMUNITY PRESERVATION ACT

Town of Sudbury

Application for CPA Funding

Please email PDF application to:
PoteatR@sudbury.ma.us

Applications may also be dropped off or mailed to:
Community Preservation Coordinator
278 Old Sudbury Road, Sudbury, MA 01776

Project Title Goodnow Library Archival Storage Date Submitted 9/5/2026

Applicant/Contact Person (please print) Sandra Duran, Combined Facilities Director

Signature *Sandra R Duran*

Staff person/Responsible party Amy Stimac, Library Director

Email stimaca@sudbury.ma.us Telephone 978-440-5515

Estimated Completion Date Fall 2028

Total Cost of Project \$194,200 CPA Funds Requested \$174,200

CPA Eligibility (refer to the chart on page 4)

Please select the category and purpose of your project:

CPA Category:

- ☐ Community Housing
- ☒ Historic Preservation
- ☐ Open Space & Recreation

CPA Purpose:

- ☐ Acquisition
- ☐ Creation
- ☒ Preservation
- ☐ Support
- ☐ Rehabilitation & Restoration

For more information of the factors and considerations used by the Community Preservation Committee used to prioritize projects, please refer to the General Considerations summary (on pages 5-6).

<https://sudbury.ma.us/cpc/>

PROJECT DESCRIPTION: Provide answers to the questions listed below. A complete application must provide all relevant requested information. Include supporting materials and exhibits as needed.

1. Goals: What are the specific objectives of the proposed project? Who will benefit and how?

The Goodnow Library is seeking funding to construct a dedicated, climate controlled archival storage space for Local History collections. The Goodnow Library, itself listed on the National Register of Historic Places, stewards special collections of archival materials and artifacts totaling approximately 400 linear feet of materials. These collections include, but are not limited to, original town documents, John Goodnow's original collection of books, the diaries of Israel Loring, and Indigenous artifacts from Greenland and Hawaii.

Although the library has been home to manuscript and artifact collections since at least the 1890s, several projects undertaken by the Goodnow Library over the last thirty years have focused on the realities of long-term collection management and preservation. These projects include the 1991 creation of the Sudbury Archives, a digital repository holding collection material from five community partners, and the early 2000s restoration of an Inuit Kayak. In 2012, the Goodnow Library, working in partnership with the Goodnow Library Foundation, began to reimagine the relationship between the library and the Local History collection it stewarded. That same year the restoration of Sudbury's Civil War Monument, housed on the library's front lawn, was launched.

In 2015 and 2016, the Goodnow Library received support through the Roving Archivist program to introduce necessary policy and workflows for collections management. In 2023, the library was awarded a \$20,000, two-year, Massachusetts Board of Library Commissioners (MBLC) grant to collect materials related to the Indigenous history of Sudbury in an effort to diversify the voices housed in the Goodnow Library's collections. In 2025, the Goodnow Library hired its first full-time librarian/archivist dedicated to the management of the Local History collection.

Throughout the ongoing work to better house and preserve Goodnow's Local History collections, the CPC has been an active supporter of library projects. In 2016, the CPC

funded an article to update the Goodnow Library's community digital platform, The Sudbury Archives, which consists of over 15,000 documents related to the town's history. And in 2020 the CPC supported the library's rehabilitation of the Historical Room which now serves as a beloved preserved remnant of the library's history while also meeting the town's growing demand for silent work and study spaces in the library.

The proposed construction of a dedicated, climate controlled archival storage space serves as a culmination of the work completed by the library over the last 30 years to provide physical preservation of Local History collection materials. The proposed archival storage room would provide secure, staff accessible, climate-controlled storage for over 165 linear feet of collection items too fragile or too valuable to be housed in the Historical Room. The storage space would meet archival best practices and reconfigure an under-utilized storage space in the basement of the historical wing of the library building. The space would have metal storage shelving and provide storage options for oversized materials and framed art. The proposed storage space would provide for the long-term needs of a collection that continues to grow and develop.

The proposed project will meet the ongoing needs of the Goodnow Library to ensure long term commitment to the physical preservation of the Local History collection it stewards, while also meeting the needs of the town of Sudbury and the library's patrons who began entrusting their records and artifacts to the library nearly 150 years ago.

2. Community Need: Why is this project needed? Does it address needs identified in existing Town or regional plan, by committees/board, or needs raised in community discussions? Will the project serve multiple needs or populations?

The Goodnow Library received CPA funding in 2020 to rehabilitate the library's Historical Room to provide space for silent patron work and access to historical collections. As the library closes out this 2020 CPA funding, the library has achieved its goal of rehabilitating this historic space while also maintaining the historical nature of the room. Along the way, the library gained two full-time staff members with degrees and experience in archival management. As they steered this rehabilitation project to its conclusion, it became evident that a portion of the Local History collection requires dedicated climate-controlled storage that cannot be provided within the Historical Room. While the 2020 CPA application sought to rehabilitate the Historical Room itself,

this 2026 CPA application seeks to meet the archival best practices required for the long-term preservation of the library's most vulnerable archival materials.

In July 2026, the Goodnow Library received a Preservation Assessment (Appendix A) from the Northeastern Document Conservation Center (NEDCC). As a part of the assessment, NEDCC preservation specialist Jesse Keel evaluated the building and environment, reviewed current policies and procedures, and examined spaces used for collection storage. Following a meeting with Goodnow library director, Amy Stimac, and local history librarian, Abigail Smith, Keel's assessment provided observations and recommendations for the library's continued work of storing and preserving the Local History collection.

The NEDCC preservation assessment report prioritized recommendations as short, medium, and long-term recommendations, with short term recommendations defined as projects that can be undertaken with existing resources and/or problems requiring immediate action. This project meets two of the short-term priorities as laid out by NEDCC: to work with Facilities staff to maintain a preservation-quality environment in collection storage areas and to approach the storage of materials in Local History Room strategically.

Over the past year, the Goodnow Library has been engaged in continual environmental data gathering, thanks to an MBLC grant-funded environmental monitoring program. Between March and September 2026, the spaces that currently house the library's Local History collection experienced over 20-degree ranges in temperature and over 36-degree ranges in humidity. These environmental fluctuations do not fall within the ranges recommended as best practices by the Society of American Archivists.



Images of current attic storage spaces which experience major fluctuations in temperature and humidity

Most importantly, however, beyond deviations from recommended temperature and humidity levels, the lack of control over climate in storage spaces, and the corresponding major fluctuations, does pose a significant risk to collection materials. One of the primary goals of this project is to meet the collection's need for a controllable, stable climate that does not respond to outside environmental fluctuations of temperature and humidity.

Beyond the immediate needs of the library's collection materials, however, this preservation project meets wider town needs as well. The library serves as a primary access and storage point of town archives.

In September 2022, the Town of Sudbury and its Historical Commission announced the completion of a community-wide Historic Preservation Plan. This plan listed the preservation of archival documents stored within the Goodnow Library as a key long-term project, writing, "the need for the inventory, assessment, curation, and preservation of these documents should continue to be addressed on an ongoing, long-term basis using CPC funding." While the physical building of the Goodnow Library stands on its own as a historic resource for the town, as listed on the National Register of Historic Properties, the 2022 plan further outlines how the manuscript and artifact collections housed by the library are appropriate resources to be preserved through CPA funding.

Proper storage of the Goodnow Library's collections is critical in the library's long-term goals for providing preservation for and access to archival collections stewarded by the library. The current storage spaces for town and library collection materials place these priceless materials in active danger of being lost, stolen, or experiencing long-term, irreversible environmental damage. Through this project, the Goodnow Library seeks to preserve the Local History Collection, as well as meet broader community needs for the preservation and access to Sudbury's local history.

3. Community Support: Which Town Boards/Committees/Departments or community organizations have you consulted/collaborated.

The Goodnow Library makes this funding request not simply at the behest of library staff, but rather, in collaboration with, and supported by, patrons, other Town Departments, Town Committees and local community organizations.

Each week, Goodnow Library staff field research requests from patrons seeking answers to their local history and genealogy questions from the library's Local History collections. The daily work of library staff in the preservation and access of Local History material has resulted in two family genealogical associations, the Edmund Rice Family Association and the Goodnow Family Association, entrusting the library with their ongoing collections of family history. The active engagement of members of the public with the library's Local History Collection through programs, research, and donations demonstrates ongoing support from the community for the library's work to preserve and make accessible the collections it stewards.

The Facilities Department of the Town of Sudbury is a key partner in the planning and success of this project. The Goodnow Library Foundation is another key partner and supporter, committed to providing \$20,000 of financial funding as outlined in their letter of support. (Appendix B)

The Goodnow Library Trustees as stewards of the library building and collections, are in full support of this project as outlined in their letter of support (Appendix C)

The Sudbury Historical Society, which also stewards some of the most important documents, maps, objects, and photographs related to the history of Sudbury is fully in support of this application as outlined in their letter of support (Appendix D).

4. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a multi-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

The total budget for the project is outlined below. Written estimates are available in Appendices E-G. Contingency costs for design and construction have been included to both allow for potential cost increases due to fluctuating economic circumstances and unexpected conditions that may arise from working on a historic property.

The Goodnow Library is requesting CPA funds in the amount of \$174,200.00. \$20,000 for Furnishings, Fixtures and Equipment will be funded by the Goodnow Library Foundation.

Goodnow Library Archive Room Order of Magnitude Estimate	
Pre-Design	\$2,500.00
Schematic Design	\$9,500.00
Construction Documents	\$14,000.00
Professional Cost Estimate	\$7,000.00
Bidding	\$1,000.00
Furnishing, Fixtures and Equipment (GLF funded)	\$20,000.00
Construction Administration	\$2,500.00
Design Contingency (20%)	\$5,700.00
Direct Construction Cost	\$110,000.00
Construction Contingency (20%)	\$22,000.00
Total Estimated Costs	\$194,200.00

5. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describe other efforts to secure funding for this project.

As previously mentioned, the Goodnow Library Foundation (GLF) has committed \$20,000 in funding for furnishings, fixtures and equipment (Appendix B).

This project is also benefitting from considerable in-kind financial support from partner organizations. The consultation and resulting Preservation Assessment received from the NEDCC is valued between \$7500 and \$9800 and was grant funded by the Be Ready Project of the MBLC. The library also received an in-kind donation from MBLC in the amount of approximately \$1,200 in the form of Conserv environmental monitoring. This environmental monitoring program included four data loggers that continuously monitored the climate of Goodnow Library's collection storage areas.

6. Timeline: What is the schedule for project implementation? Include a timeline for critical elements: procurement, groundbreaking, expenditures, and estimated project completion.

The timeline for this project is outlined below with an acknowledgement that the Goodnow Library is an historic building and unexpected conditions may be discovered resulting in delays.

Summer 2027: Design document development by Gienapp Architects

Early Fall 2027: Finalization of design documents

Late Fall 2027: Bidding and negotiation

Early Winter 2028: Construction begins

Spring 2028: Construction continues

Summer 2028: Final punch list and furniture/equipment installation

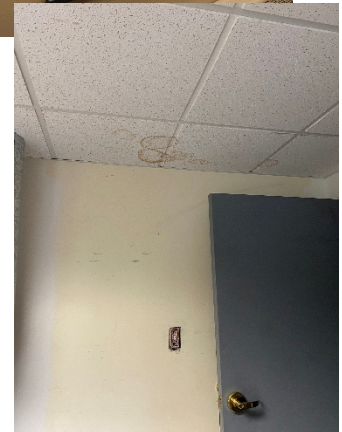
Fall 2028: Estimated project completion

7. Urgency: Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed?

After nearly six months of environmental monitoring through Conserv, a specialized environmental monitoring and integrated pest management platform, the Goodnow Library's Historical Room was rated by the platform with a Time-Weighted Preservation Index¹, TWPI, of 34. The Conserv platform rates any environment measuring between 1-45 as a poor environment. Although longer-term environmental monitoring will produce a more nuanced description of the current environmental impacts on the Goodnow Library's collections storage facilities, the evidence is clear. The current climate of the Goodnow Library's storage facilities fails to support the preservation needs of the town's collection materials.



Special collections preservation needs may be measured in years or lifetimes, but the actual damage to collection materials can be immediate and irreversible. Manuscript and print materials develop mold in spaces where temperature and humidity levels range too high in the summer. Acetate film of historic microfilm collections begin to decompose with "vinegar syndrome". Leather artifacts become too brittle for staff to access or move when humidity levels plummet in the winter.



Already, some of the Goodnow Library's collection materials show evidence of the environmental impact of their storage conditions. In the winter of 2025, the Goodnow Library received a consultation from the Boston-based conservation firm Promise + Ledoux Art Conservation

Images show pest activity and water damage in current attic storage space

¹ The Time-Weighted Preservation Index, or TWPI, developed by the Image Permanence Institute, is a number that indicates how many years your collection is meant to last given the current environmental conditions it is in. This calculation is based on extensive testing of the hydrolysis reactions of cellulose acetate, which is a notoriously delicate material. As the TWPI unit is years, generally speaking, the higher your TWPI, the longer your collections are likely to last.

LLC on the George H. Barton collection materials. These materials, related to the Inuit Kayak donated by Barton in the 1890s, comprise a critical component of the library's early history as the town's local history museum. In their report, the conservators noted active damage to collection materials reporting,



“The spray skirt is unstable due to numerous tears and worn areas along the fold.” and “The tangled hide cords (1) are stiff and distorted into an unreadable shape, and are challenging to handle without the cords moving and abrading each other”. These damages were caused by the continued storage of Barton collection items in spaces with inconsistent humidity and thus unable to maintain a good condition of the item's leather material. As outlined in Appendix F, The Barton Collection will require nearly \$15,000 worth of conservation work in the future to repair the environmental damages done to the leather, bone, and metal artifacts.

The construction of a climate-controlled storage in the Goodnow Library serves a twofold purpose. For materials already damaged or decaying, the establishment of a cold, regulated climate slows down the decomposition process. For other materials, this type of environment serves to prevent damage from occurring in the first place.

The acceptance of archival materials into institutional holdings constitutes an agreement between the Goodnow Library, the Town of Sudbury, and the donors. Archival neglect, the failure of an institution to properly store, preserve, and make accessible the collections it stewards through inaction, is a failure of the library and the Town of Sudbury to uphold these agreements.

8. Implementation: Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

This project will be led by the Town of Sudbury Facilities Department with active engagement and participation by Amy Stimac, Goodnow Library Director and Abigail Smith, Local History Librarian/Archivist. This application was co-developed and co-written by all three parties and the project will continue as an ongoing partnership.

9. Maintenance: If maintenance is required, who will be responsible and how will it be funded?

The Facilities Department and its budget will be responsible for ongoing maintenance of this archival space.

Further Documentation:

Please see attached Appendices A-G.



Report of a Preservation Needs Assessment

Goodnow Library Local History Room
Sudbury, MA
June 29th, 2026

Revised on September 4th, 2026
Submitted on July 22nd, 2026 by:

Jesse Keel
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Executive Summary

On June 6th, 2026, the Local History Collection at Goodnow Library was assessed for preservation planning purposes by Jesse Keel, Preservation Specialist for the Northeast Document Conservation Center (NEDCC) in Andover, MA. This consultation was funded by the Massachusetts Board of Library Commissioners' Be Ready! Program. The assessor evaluated the building and environmental conditions as they relate to the preservation needs of the materials; reviewed current policies and procedures; and examined spaces used for collection storage, exhibition, and access. Observations and recommendations in this report are based on a pre-site visit questionnaire, a site visit, and discussions with Abigail Smith, Local History Librarian, and Amy Stimac, Library Director.

The Goodnow Library opened in 1863 as a gift to the town of Sudbury by John Goodnow. Additions were made to the building in 1885, 1894, 1971, and 1999. The Local History Collection was started in the early years of the Library in the 1870s. The Local History Room at the Library was recently renovated to better accommodate patrons and collections. The Local History Collection is accessible to the public during regular library hours. The Collection focuses on genealogical materials, Sudbury architecture, town records, and U.S. Civil War materials and include notable collections like the Barton Collection.

Primary reference and archival functions for the Goodnow Library's Local History Collection are performed by Abigail Smith.

A number of preservation activities are currently underway for the Local History Collection and should be continued. These include:

- Developing and documenting policies and procedures for the Collection;
- Actively monitoring the storage environment; and
- Planning for safe and secure storage for the Collection.

Goodnow Library is encouraged to continue these practices, which are detailed in the report. Recommendations for short-, mid-, and long-term activities are listed in the appendices. In order to best care for the collections, actions in the foreseeable future should focus on activities that provide the broadest benefit to all collections, rather than actions that only affect a small number of items.

The library staff is aware of the preservation challenges presented by the collections and has shown a commitment to improving the storage and handling of the collections. The decision to pursue a general preservation assessment attests to an interest in improving care and handling practices to ensure that collection materials are available into the future.

As Ms. Smith continues efforts to preserve and maintain these unique collections, she faces several challenges, including:

- Lack of physical control of and secure storage for collections;

- Incomplete understanding of environmental conditions in storage spaces; and
- Insufficient disaster preparedness.

With these challenges in mind, efforts over the next several years should focus on:

- Physically stabilizing collections through improved storage and handling;
- Continued monitoring of the storage environment and close analysis of the monitoring data; and
- Developing collection disaster plans and procedures.

Certainly few, if any, institutions have sufficient resources to address *all* of the preservation needs of *all* of their collections. Limited resources require choices to be made among activities, the cumulative result of which will have greater impact if guided by a long-range preservation plan. Preparation of such a plan should be the next step for the Goodnow Library. The plan should be reviewed annually, and modified as preservation needs are addressed and new ones identified.

Ms. Smith shows a clear enthusiasm for moving forward with preservation planning. Still, putting this enthusiasm into practice collection-wide while balancing other duties can be difficult. A completed preservation plan will help to guide staff time and the institutional resources to activities that will have the greatest overall impact on preservation for the entire collection.

I am glad to have had the opportunity to work with Ms. Smith on this project. It was a pleasure to spend time with her at Goodnow Library and to learn about the various collections. If this report has raised any questions, or if I can provide any additional information, please do not hesitate to contact me.

Respectfully submitted,



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July 22, 2026

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I. Introduction

Goodnow Library Local History Collection

The Goodnow Library opened in 1863 as a gift to the town of Sudbury by John Goodnow. Additions were made to the building in 1885, 1894, 1971, and 1999. The Local History Collection was started in the early years of the Library in the 1870s. The Local History Room at the Library was recently renovated to better accommodate patrons and collections. The Local History Collection is accessible to the public during regular library hours. The Collection focuses on genealogical materials, Sudbury architecture, town records, and U.S. Civil War materials and include notable collections like the Barton Collection.

Primary reference and archival functions for the Goodnow Library's Local History Collection are performed by Abigail Smith.

Materials in the Local History Collection include 115 linear feet of bound volumes, 5.5 linear feet of rare books, 18 linear feet of serial runs, 40 linear feet of newspaper runs, 70 linear feet of documents and manuscripts, 40 linear feet of maps and plans, 5 linear feet of photographs, assorted audiovisual objects, and 100 framed items.

Priority and high-use collections currently include:

- Barton Collection
- Goodnow Library Institutional Collection
- Sudbury Town Records

The intent of the Goodnow Library's Local History Collection is to preserve, collect, describe, exhibit, and make publicly accessible materials that document the history of Sudbury and its inhabitants. As the collection is preserved and access improves, it will be better utilized by the community.

Five years from the time of this assessment, Ms. Smith would like to have both a vibrant local history room for the public to enjoy as well as secure storage to safely steward collections. Having collections on display in the local history reading room will require a careful balance between security and access, but striking this balance will create a space for Sudbury residents to engage with the history of the town and enjoy a beautiful reading room space. Ms. Smith would like to complement this space with a renovated storage area that allows for secure and controlled storage for more delicate and valuable collections materials. This space would also offer improved workspace to engage with caring for the Collection. Critical to this work for Ms. Smith is continued robust partnerships with other cultural heritage entities in Sudbury.

The Preservation Needs Assessment

Process

On June 6th, 2026, the local history collection at Goodnow Library was assessed for preservation planning purposes by Jesse Keel, Preservation Specialist for the Northeast Document Conservation Center (NEDCC) in Andover, MA. This consultation was funded by the Massachusetts Board of Library Commissioners' Be Ready Program. The assessor evaluated the building and environmental conditions as they relate to the preservation needs of the materials; reviewed current policies and procedures; and examined spaces used for collection storage, exhibition, and access. Observations and recommendations in this report are based on a pre-site visit questionnaire, a site visit, and discussions with Abigail Smith, Local History Librarian, and Amy Stimac, Library Director.

Two concepts are necessary for evaluating the adequacy of preservation in any library or archives:

Responsible custody describes “a level of environmental control, housing, care and maintenance that will retard further chemical deterioration and protect materials from physical damage.”¹ These preventive measures include climate management, protective enclosures, fire detection and suppression, effective security, disaster planning, and training staff and users to handle and care for the collection appropriately.

Optimal Storage is defined as meeting or exceeding the guidelines proposed by professional organizations and national standards-setting organizations. Such guidelines and standards are authored by committees made up of professionals in the field, and they are informed by recent scientific research into the deterioration of collections. The challenge for standards-setting organizations (and for collections-holding institutions) is to translate scientific findings into practical and affordable recommendations for storage. In many cases, optimal storage may not be achievable, but institutions should be aware of the ideal as they work towards providing the best conditions possible.

As part of responsible custody, improving storage conditions for collections of long-term value to the institution provides the best overall protection for all collections; however, reaching optimal conditions requires long-term planning and resource investment. **Achieving the best possible environment that is sustainable² for your institution should be an ongoing effort and a long-term goal.**

Report

This report is intended for continuing reference for this institution and its staff. Observations are preceded by best-practice information for each of the topics addressed. Many of the practices described may already be familiar, but they are included here to provide context for the recommendations that follow. Recommendations are bulleted and in bold type. For additional best-practice information, reference will be made to leaflets available in the *Preservation Leaflets* section of NEDCC's website (www.nedcc.org/leaflets), as well as to resources that best describe various aspects of each section. Referenced leaflets and resources for more information can be found in the endnotes and appendices.

Throughout the report, the word ‘staff’ is used to indicate anyone responsible for collections care, whether they be professional staff, interns, volunteers, or some combination thereof. Staff is likely to change over time, but this report can be used for several years as a roadmap to priorities, and a foundation on which to build a preservation program and specific goals. Over time, as collections evolve and buildings age, and preservation projects are accomplished, another assessment may be required to identify new priorities.

Archival and preservation supplies are recommended throughout the report. Most of these supplies are available from multiple vendors, and staff should select the one that best meets their needs in terms of cost, shipment method, etc. Examples of particular items are intended as illustrations, not recommendations of one supplier over another. A list of the resources, reference material, and supplies included throughout this report is collated and made available in the Appendices at the end of this document, along with an implementation worksheet and prioritized list of recommendations.

II. Special Collections Management

The most basic requirement for successful preservation planning is local commitment. An effective preservation program requires effort and involves some expense—for space, environmental control, storage supplies and equipment, and/or other strategies. Everyone in the organization must be willing to find the time and at least some money to undertake preservation activities.

A. Preservation Planning

Effective preservation planning³ requires that an institution prioritize its various collections for preservation. This process—called “selection for preservation”—takes into account the resources available for preservation activities, as well as the condition, current or anticipated use, and relative value of materials to be preserved. Every institution with records of enduring value should have a preservation plan that weighs the needs of the collections against resources and provides a list of priority preservation actions.

This preservation assessment report may be viewed as the first step in creating a preservation plan, but it is not itself a plan. This report identifies preservation needs and provides an appendix that offers some guidance in prioritizing these needs; however, it cannot take into consideration many other factors that must be considered when balancing the needs of collections against institutional resources.

There is general consensus regarding the factors to be considered when prioritizing potential preservation actions:

- **Use** - materials that are used frequently, whether by staff or researchers, may be at higher risk than other collections.
- **Storage** - collections that are stored under adverse conditions, whether in an unstable environment or in damaging enclosures, may require prompt preservation action.
- **Condition** - items or collections in fragile condition may be at risk of loss unless they receive attention quickly.
- **Value** - either absolute value (rarity, monetary worth, intrinsic or associational value, etc.) and/or relative value of collections to an institution may influence preservation priorities. Whether collections have long- or short-term value to an institution will influence decision-making.
- **Format⁴** - whether or not materials need to be preserved in their original format will also influence priorities.

In general, preservation activities may be compared using the following criteria:

- **Impact** - those actions that will result in dramatic improvement or that will affect the greatest number of items will often be the highest priority (for example, improving climate control, rehousing a collection, or reformatting fragile materials).
- **Feasibility** - this factor is essential; it includes staffing levels and expertise, financial considerations (outside funding, capital outlay, operating costs, expenses for materials and services), policy and procedural changes required, and political considerations. Even if the

impact of a preservation action is high, it may be given a low priority if implementation is not feasible.

- **Urgency** - there will always be some activities that require immediate action; collections may be damaged or lost, or an opportunity to act on a particular project may be lost, if action is not taken.

Some factors change as institutional circumstances change; these include available funding for preservation, staff time and expertise, and user demand for collections. Others require an in-depth understanding of the institution and its collections that only the staff possess, such as organizational priorities and the relative value of collections.

Observations & Recommendations

Goodnow Library is actively engaged in preservation planning for its local history collection. The Collection was assessed for preservation planning purposes in 2015 by Rachel Onuf, the roving archivist at the time. In the ten years since that report, Goodnow Library has targeted several of Ms. Onuf's recommendations. For example, dedicating a full-time staff member to care for the collection has allowed for enormous improvements in overall intellectual control of the collection. Therefore, while they do not have a formal preservation plan documented, there is clear effort to improve the preservation of the collection. Current efforts include:

- Active conservation assessment of priority collection materials;
- Proactive environmental monitoring of storage spaces; and
- Well-documented policies and workflows.

Pursuing a preservation assessment to help guide their next steps and prioritization, further demonstrates their commitment.

Recommendations

- **Use the recommendations in this report to prepare a long-range preservation plan for Goodnow Library's Local History Collection.** The preservation plan should be a written document that is used for both short- and long-term planning and includes budget estimates, human resource needs, and timelines for each project. Preparation of a plan should begin as soon as possible, but such an effort will take time.
 - ***NEDCC is available to help as Ms. Smith finalizes a preservation plan. We will review drafts of your plan and answer questions you may have.***
 - A good resource to reference is the British Library's [*Building a Preservation Policy*](#).
 - A good plan also includes a schedule for updating the preservation plan. It should be considered a living document and be revisited annually.

B. Mission Statement & Collection Policies

A thorough awareness and articulation of institutional goals and objectives for a collection as a whole—what the organization wishes to document, who it wishes to serve, and what types of material it will collect to accomplish those goals—provides the underpinning for all preservation actions. This broad understanding provides context to support preservation decision-making, and it should be articulated in the institution's mission statement and the set of policies for collection management.

Collection management practices have a direct impact on preservation, and committing them to writing serves to document institutional knowledge and helps ensure consistent practice over time. By stating a collecting focus and providing guidelines for acquisition and deaccession, a collection management policy guides the growth of a collection and ensures that an institution spends its resources on acquiring—and preserving—only materials that serve its mission.

While a mission statement and a collection development policy are integral to defining an organization's goals and setting out collecting parameters, once these are in place there are a range of policies that can be prepared to further document practices, guide activities, and establish expectations for staff, researchers, and patrons. These include Handling Guidelines, Guidelines for Accession and Deaccession, Access and Use Policy, Security Guidelines, and Loan/Exhibit Policy.

Observations & Recommendations

The Local History Collection does have its own mission statement:

The purpose of the Goodnow Library's Local History Collection is to preserve materials that document the history of Sudbury and to make these materials available to researchers and the general public.

This consultant reviewed the following policies:

- **Collection Policy**
 - This policy has not been officially updated since 2017. Ms. Smith reports that the policy remains a useful tool in developing and managing the collection. As written, it provides a clear scope of collections and collecting focus as well as procedures for accessioning and deaccessioning materials.
- **Digital Collections Policy**
 - This is a new policy adopted in 2025 and written by Ms. Smith. It is a fantastic example of a policy to guide digital collecting at a public library with a local history collection. It provides clear language around selection for digitization as well as long term planning around access and digital preservation. This policy is key to Goodnow Library's sustainable digital collections work moving forward.

In addition to reviewing the policies and mission statement of Goodnow Library's Local History Collection, it should be noted that Ms. Smith has also worked to improve other documentation for the Collection including workflows for accessioning materials. Continuing to maintain these policies and workflow documentation is excellent preservation work that will offer long term sustainability of the program at Goodnow.

Recommendations

- **Review and update the collection development policy.** Regular policy review and updates are an important regular practice and because this policy is nearly ten years old, doing a thorough review and updating any language is recommended.
- **Continue to develop or document additional collection management policies based on the needs of the Collection.** Additional documented policies such as Handling Guidelines, Access and Use Policy, Security Guidelines, and Loan/Exhibit Policy

are areas where Goodnow Library might formalize practices and procedures for the benefit of current and future staff, researchers, and the general public.

- See [Appendix C, Policies](#) for example policies.

C. Staffing and Budget

Adequate staffing is crucial to preserving collections. Some preservation projects, such as shelf cleaning and disaster planning, do not require an investment in equipment or supplies, but do require a commitment of time. To plan and coordinate these activities and other, more collection-specific projects, someone on staff should be assigned responsibility for managing preservation—including maintaining up-to-date knowledge of preservation best practices, maintaining an understanding of the current preservation needs of the collections, and making preservation decisions based on this information. Ongoing professional development alongside participation in local, regional, and national conversations about collections care should be a goal for any staff engaged in managing preservation.

Preservation management requires a dependable budget with active administrative coordination and at least a small amount of money for supplies, training, and equipment. To ensure a lasting commitment to preservation and allow better tracking of expenses, a budget line for preservation should be part of a collecting institution's annual budget. A budget line item ensures that many day-to-day projects and activities are recognized as part of the larger organizational operations.

If an important project is identified but funding is not available internally, consider the many grants and other funding opportunities available locally and nationally to support preservation activities. Understanding and clearly identifying the goals and outcomes of the project will help in matching with potential funders.

Observations & Recommendations

Historically, the Local History Collection budget has been funded on an as needed basis from a variety of budget lines. There are two small trusts associated with collection management and preservation, but beyond that, large scale projects are funded through town CPA grants or the Goodnow Library Foundation. Moving forward, Goodnow plans to allocate a dedicated budget line to collections. Ensuring dedicated funding for supplies in addition to supporting a full-time staff member responsible for the collection demonstrates an important commitment to the stewardship of the Collection.

Prior to hiring a full-time local history librarian, Goodnow has engaged support from the SHRAB Roving Archivist program to provide preservation consultation and some processing work from 2015 to 2017. In the past there have also been one or two volunteers who have helped with the Collection. Ms. Smith plans to use a Simmons graduate intern to support future projects.

Recommendations:

- **Continue to maintain a dedicated budget line for ongoing preservation activities and supplies.** This fund does not have to be large, but purchasing supplies and storage furniture for collections, planning for conservation treatments, and caring for collections over time does require an annual budget. An ongoing budget, no matter how small, also

demonstrates to granting organizations the Library's ongoing commitment to preservation.

D. Intellectual Control

Intellectual control helps staff and researchers to identify and locate potentially relevant materials. It is inextricably linked to physical control – the recordkeeping, retrieval, and shelving practices that ensure that materials are where they are supposed to be. Intellectual control may be achieved through the creation of catalogs, inventories, finding aids, and other descriptive guides. These descriptive tools not only facilitate access, they also support preservation in several ways:

- They decrease the risk of theft by providing documentation of ownership.
- They prevent damage and disorder caused by rummaging through boxes and documents in archival or historic collections.
- They help to maintain intellectual links between materials that may be physically separated for preservation purposes (e.g., papers separated from cased photographs).
- In the context of disaster recovery, they are invaluable in helping staff to determine which materials, if any, have been damaged or destroyed.

Cataloging practices for published books differ substantially from cataloging practices for archival materials (e.g., documents, photographs, scrapbooks, etc.). Where published books are cataloged individually, archival materials are usually cataloged (“arranged and described”) in groups. Finding aids are the primary means of describing archival collections, but there are many ways of arranging these materials, and the method best suited to one group of records may not work for another. The ultimate approach to organization should promote access, both by expediting availability of the collections for research and by providing a reasonable means of identifying relevant sets of records.⁵

Regardless of how intellectual control is achieved, at a minimum the organization should know the legal ownership of collections, the formats and quantities represented, and the physical locations of materials.

Observations & Recommendations

One of the recommendations in the 2015 SHRAB report was to conduct an inventory of the collection. Ms. Smith now has a strong inventory of the collection overall. There is a minimal backlog of unprocessed collections. Ms. Smith has also continued to implement and use PastPerfect to catalog the Collection and has been creating finding aids. Good intellectual control is also supported by a useful deed of gift form.

The creation of an archive committee envisioned by Ms. Smith will further support sustainable collection development that will help maintain intellectual control over time. While the physical collections are well in hand, there is room to improve overall control of digital collections (see more in [Section V.B.](#)).

Recommendations

- **Continue to develop, document, and follow processing procedures for the Collection** that will maintain intellectual links between materials that are separated.
- **Inventory or survey digital collection material and digital supporting documentation (e.g. finding aids).** Begin with a basic index of what resources exist, who digitized them, where the files are located, and how they are accessed.

III. Building and Environment

A well-maintained building provides the first line of defense for collections. Staff caring for historic collections within a larger organization (for example, staff of an archives housed within a library) will have to work closely with facilities and administration to ensure that the entire building envelope is monitored and maintained. This will protect circulating and non-circulating materials, as well as any other materials and services within the building. Temperature, humidity, and air quality are best controlled when monitored building-wide to determine how shifts in one area are affecting other areas. Because any disaster is likely to affect the building as a whole, having a comprehensive disaster plan that also addresses collections, along with staff cross-trained in disaster preparedness, will help ensure that all collections are cared for should the building flood, catch fire, or face other emergencies. Finally, maintaining a secure building requires the concerted efforts of all occupants.

A. The Building

The building is a collection's primary defense against the elements, making regular upkeep a foundational element of preservation. Unless the structure is sound, it cannot prevent the entrance of pests and intruders, support climate control, or protect records from fire, water, and other disasters. To ensure that their building fulfills these functions, institutions should provide regular preventive maintenance on a fixed calendar basis, with inspection of roof, gutters, skylights, flashings, and drains, and maintenance of any climate control, fire protection, and security systems. Keeping a log of building problems will preserve institutional knowledge about the building despite staff changes over time.

Observations & Recommendations

Goodnow Library has had multiple additions and renovations since it was first built in 1862. The original historic structure, the Octagon, remains as well as the Local History Room that was added on in 1890. There are additional 1970 and 1998 additions and reconstructions that together form the building today. The upstairs storage area was formerly the Library Director's office and was part of the 1970s addition. The Local History Room has had recent small updates as part of reopening it as a public space. The patchwork nature of the building has led to environmental challenges in the historic areas of the building.

The building is owned and managed by the town of Sudbury's facilities department. The Town uses a software system to log facilities requests, but Goodnow staff do not keep their own log of requests and maintenance.

Recommendations

- **Maintain a log of building-related problems and repairs that have impacted Goodnow Library's Local History Collection.** Over the long term, documenting the extent of any recurring problems that threaten the Collection may help when advocating for improvements and repairs, and will provide future staff with contextual information about historic issues.

- **To the extent possible, advocate for regular preventative building maintenance to address problems that impact Goodnow Library's Local History Collection.** Routine preventive maintenance is an indispensable component of preserving collections. Preventive maintenance will also maximize the useful life of the building and help to reduce the need for potentially costly repairs.

B. Temperature and Relative Humidity (RH)

To a significant extent, temperature and relative humidity (RH) levels in the storage environment determine the longevity of books, paper, film, and optical and magnetic media. Heat and moisture act as catalysts for chemical, mechanical, and biological decay, making the rate at which materials age directly proportional to the conditions in which they are stored. Appropriate storage conditions vary depending on the type of material. For books and paper, cooler is better: the lower the temperature, the more slowly items will decay. Storage requirements for photographs (including still and moving-image film) and audiovisual media are quite different from those for books and paper, and again, they depend on the type of material (i.e., nitrate, acetate, polyester, magnetic tape, etc.).⁶ Keeping temperatures as low as possible, and keeping spikes or dips in temperature and RH to a minimum, should be primary goals. Far more than short-term peaks in temperature or RH, seasonal fluctuations resulting in extreme conditions—where materials are subjected to high temperature or RH for longer than a month—hasten decay.

Control of RH should be a priority. Besides accelerating chemical deterioration of all materials typically found in archival collections, extreme seasonal RH fluctuations cause mechanical stress in paper as it absorbs and releases moisture in response to changing moisture levels in the surrounding environment. High RH causes image decay of film and photographs, discoloration of color film and photographs, and binder degradation in magnetic media. Moreover, humid environments put collections at risk of damage from mold (which can bloom where RH exceeds 60%), and they can be inviting to pests (e.g., silverfish) that feed on cellulose—the primary ingredient in paper. It is critical to note that while high RH accelerates damage, low RH levels (below 25%) can cause paper to become dry, brittle, and weak. The lower the RH (within the range of 30%-50%), the more slowly materials will age.

In recent years, conservation research has focused increasingly on the creation and maintenance of sustainable preservation environments. Where past recommendations called for strict regulation of temperature and RH ($\pm 2^\circ\text{F}/3\%\text{RH}$), current thinking is less prescriptive and takes into account material characteristics, environmental risks, the capacity of existing environmental controls, current institutional capabilities, and available resources. As a very general guideline, temperature settings for public and staff spaces, including those that also double as collection storage or display, should aim for a setting that is as low as possible while still being comfortable for people. Typically, this means a temperature between 64°F and 72°F and not exceeding 75°F . Relative humidity should be between 30-60%; however, you must consider the age and construction of the building as well as the effectiveness of the climate control system. In areas dedicated to storage and not intended as workspace, the temperature can and should be kept lower to conform to best practices for material type. “An optimal preservation environment,” states the Image Permanence Institute, “is one that achieves the best possible preservation of collections at the least possible consumption of energy, and is sustainable over time.”⁷

Observations & Recommendations

Starting in August 2025 the Local History Room was monitored one to two times weekly for temperature and relative humidity by taking a manual reading. Through that period the average temperature was 70 degrees Fahrenheit with a range of 56-90 degrees Fahrenheit. The average relative humidity was 40% and with a range of 26-57%.

In March 2026, Goodnow Library was able to begin continuous monitoring through MBLC's Conserv program. While they have only collected a few months of data at this point, this more robust data set should start to inform a better sense of conditions not just in the Local History Room, but across collections storage spaces. Currently, there are four Conserv monitors in the historic wing of the building.

Based on the data captured so far, while the spaces are on average within the recommended range, there seems to be large swings in temperature and relative humidity. The Library's HVAC is set to maintain 72 degrees Fahrenheit year-round, but the library staff cannot control the set points. Reported low temperatures from last year correspond with temporary HVAC outages. The HVAC for the overall library building is outdated and needs to be replaced.

Recommendations

- **Continue to monitor temperature and relative humidity in collections storage spaces.** Investing in a robust monitoring system like Conserv will offer critical data to inform long-term preservation planning for the Library's collections. Review data monthly.
 - As collections are moved back into Local History Room, continue to track the microclimate of the enclosed cases.
- **Work with Facilities staff to maintain a preservation-quality environment in collection storage areas.** While working with HVAC consultants on the replacement of the Library's system, highlight the specific control needs for the Local History Room and storage areas. **Having an up-to-date system that works consistently is key, but having localized control over storage areas is also helpful at keeping those spaces a lower temperature than public spaces.**
 - [Getty Conservation Institute's Managing Collection Environments](#) has a lot of technical information that is not relevant, but the language in Technical Note 12 might be useful.
 - Image Permanence Institute. (2014). Environmental Management Quick Reference and Mechanical System Quick Reference. https://s3.cad.rit.edu/ipi-assets/publications/hvac_reference.pdf
 - More information can be found in NEDCC's Preservation Leaflet [02-01 Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation](#)

C. Protection from Light

All light accelerates deterioration by providing energy to fuel damaging chemical reactions. While the ultraviolet (UV) component of light (present in sunlight and artificial fluorescent, mercury

vapor, or metal-halide lamps) is the most damaging, it is important to understand that visible light can also cause a great deal of damage. Light causes paper to fade, yellow, or darken, and media to fade or change color. **Damage is cumulative and irreversible.** Its extent is determined by the intensity of the light and the length of exposure.

Observations & Recommendations

While most of the Collection is boxed and not on display, a large portion of the library's framed pieces are on display throughout the library experiencing constant light exposure. The current storage areas in the historic wing have large, uncovered windows. The rooms storing most of the collections both used LED lighting.

Recommendations

- **Continue current light mitigation efforts including using LED bulbs and storing light sensitive materials in enclosures.**
- **Cover windows in Attic storage space with shades to block light.**
- **Rotate materials on display throughout the library as needed.** See more in [Section V.C.](#)
- For more information on preventing damage from light, see NEDCC's Preservation Leaflet [02-04 Protection from Light Damage](#)

D. Protection from Water

The best insurance against water damage is regular inspection and maintenance of the roof covering and flashings. Gutters and drains should be cleaned at least twice per year (ideally at the end of each spring and fall). Storing collections underneath water or steam pipes, lavatories, mechanical air-conditioning equipment, or other sources of water should be avoided, as should storing collections directly on the floor. Shelves or pallets should hold materials at least 3" above floor level. Water alarms should be installed in areas at high risk of seepage or flooding. It is also a good idea for staff to familiarize themselves with the location and operation of water mains and shut-off valves in the event that it is necessary to shut off the water supply during an emergency. This information should be included in the institution's disaster plan.

Observations & Recommendations

There have been no notable past incidents recorded involving water damage to the Collection..

Recommendations

- **Continue keeping all collection material at least 3" off the ground to protect against damage from water.** While 4-6" is ideal, the standard height of shelving unit bases is 3", which is perfectly acceptable.
- **Move items resting on top-most shelves down to a more protected location or install shelf canopies to protect from overhead leaks.** Unprotected items stored on the top of shelving units without adequate canopies are exposed to the risk of water damage from overhead.

- For more information on protection from water, see Preservation Leaflet [03-01 Protection from Loss: Water and Fire Damage, Biological Agents, Theft, and Vandalism](#)

E. Protection from Fire

All preservation efforts become moot if collections are destroyed by fire. For this reason, it is recommended that buildings housing collection materials be equipped with a building-wide fire detection and suppression system. Fire detection devices—ideally including both smoke and heat detectors—should be wired directly to the local Fire Department or another agency where they can be monitored 24 hours a day, 7 days a week. All fire protection systems should be tested and inspected regularly.

Observations & Recommendations

Goodnow Library has a smoke and heat detecting system. The alarm is connected to the Sudbury Fire department. The fire suppression system is a wet pipe sprinkler system throughout the building. Staff had fire extinguisher training in the last year, but there has been no recent walkthrough with the fire department.

Recommendations

- **Schedule a walk-through of your building with the Fire Chief** (and an electrician, if needed) to identify risks and request advice.
- **Continue to maintain smoke alarms and have fire extinguishers inspected annually.**

F. Emergency Preparedness

Emergency preparedness — efforts to prevent damage from fire, water, and other hazards — is an essential component of preservation. Every institution with collections of enduring value should evaluate its risk of events that could damage holdings. Plausible risks should be addressed, and the institution should prepare a formal, written plan for responding to collection-related disasters.

Observations & Recommendations

Goodnow Library does not have a disaster plan but both Ms. Smith and Ms. Stimac see this as a priority moving forward. One tool that was identified during conversation to help them move forward was dPlan|ArtsReady. This online tool can help Ms. Smith with initial mitigation and planning efforts to create a plan specifically for dealing with emergencies related to the Local History Collection. That plan would ideally then become part of the Library's larger emergency preparedness plan.

Recommendations

- **Prepare a disaster plan for Goodnow Library's Local History Collection.** Collection emergencies can be addressed quickly, and damage avoided or minimized, if staff are prepared to respond.
 - At minimum, create a Pocket Response Resource. This is a basic disaster planning tool that distills the most immediate actions for disaster response onto a single

sheet of paper for quick reference. Go to www.dplan.org, click “Create Account,” and select Pocket Response Resource (only an email address is required).

- MBLC’s Be Ready program is also offering a limited number of **free one-year subscriptions to dPlan|ArtsReady**. To find out more and register interest visit: <https://mblc.libwizard.com/f/be-ready-interest-form>
- COSTEP MA’s website has additional resources: <https://mblc.state.ma.us/costepma/index.php/cultural-institutions/response/>
- **Create a cache of disaster supplies that will be easily accessible in an emergency.** Some of the most common incidents that impact collections are burst pipes and roof leaks, so staff should be equipped to recover small quantities of water-damaged materials. For additional guidance, see references in [Appendix C](#), Disaster Planning.
- **Train staff in emergency response.** MBLC’s Be Ready Program will be offering free wet salvage training for MA libraries including free supply kits. The first workshop will be held on September 9, 2026 at Swansea Free Public Library. Register here: <https://www.nedcc.org/event-template/?eventtemplate=97-emergency-preparedness-response-salvage-workshop-mblc-be-ready>
- **Ask for expert advice in an emergency situation.** NEDCC has a 24/7 Collections Emergency hotline at 1-855-245-8303. The National Heritage Responders likewise offer phone advice and sometimes on-site assistance: 1-202-661-8068.

G. Housekeeping & Pest Management

Dust, dirt, and paper detritus can attract pests, and may also serve as a substrate for mold growth, especially in warm or damp environments. Clutter and food remains attract pests, and food odor is one of the cues to pests that a space may be hospitable. Systematic housekeeping, including periodic vacuuming of floors and dusting of shelves, boxes, and books, serves two important functions: it actively discourages pest infiltration and mold growth,⁸ and it indicates to staff and patrons that the collections are valued. Eating and drinking should be restricted as much as possible and should be prohibited in all spaces where archival materials are stored, processed, or used.

Integrated Pest Management (IPM) is the standard practice for organizations holding cultural records. IPM focuses on addressing and correcting causes of pest infestation rather than symptoms. In cases where problems do not respond to preventive techniques, direct treatment for infestation may be necessary; however, due to the toxic nature of pesticides, chemical extermination for pest problems should be used only as a last resort.⁹

Observations & Recommendations

The Local History Room at Goodnow Library has clear signage that food and drink are not permitted in the space. Typically, this space is cleaned regularly by library custodial staff. The storage areas also do not allow food or beverages but are only cleaned by custodial staff upon request. At the time of the site visit, the upstairs storage space had some insect debris and general build-up.

Recommendations

- **Establish a routine schedule for housekeeping in collection storage spaces to deter pest activity and to prevent the buildup of dust and debris.** Ideally this should be done weekly in conjunction with opening hours. Include basic tasks such as vacuuming the carpeting and dusting shelves, blinds, and other surfaces. “Deep cleaning” tasks such as dusting light fixtures and cleaning windows can be completed piecemeal or on an annual cleaning day. See NEDCC’s Preservation Leaflet [04-03 Cleaning Books and Shelves](#) for further guidance.
- **Review all incoming collections for mold, dirt, bugs, and pests.** Spotting and identifying potential risks before they become part of the collections is an excellent line of defense for pest management.
- **Continue with regular trash removal schedule.** Remove food trash at the end of each day or store it securely in a sealed garbage can until it can be removed from the building.
- **Implement a pest monitoring system for Goodnow Library’s Local History Collection.** Accurate and consistent recordkeeping of findings provides a more reliable means of detecting pest problems (and determining their extent) as they arise. For information on pest monitoring techniques and trap selection and placement, see <https://museumpests.net>.

H. Security

Security of both the building and collections should be maintained from several angles. Building security as a whole should be considered, along with storage area protections and reading room practices. The building must be well-secured when it is closed to the public. Perimeter intrusion alarms and internal motion detectors wired directly to the local police department or to another monitoring agency are recommended. For the purpose of controlling access during working hours, as well as controlling loss of materials, it is best to limit open entrances, ideally to one used by researchers and staff alike. All other doors should be alarmed to detect unauthorized use.

Access to collections must also be controlled during working hours. To minimize unnecessary access to the building after-hours, master key systems are not recommended for collecting institutions. Building keys and keys to collections storage areas should be strictly limited. A list of key holders should be kept current, and staff members should be required to return keys when they terminate employment.

Researchers using collections should be continuously supervised to prevent theft and vandalism, and to spot accidental mishandling of materials during use.

Observations & Recommendations

Currently, the Collection is being temporarily stored spread between multiple areas in the historic wing including the historic Octagon, and extra conference room space. Historic materials have yet to be moved back into the Local History room, but completing work in that space and storing collections there again is a priority. The Local History Room is open to the public and has open shelves as well as some glass-cased shelving that can be secured. This is not a monitored space. The upper storage areas in the historic wing are not open to the public and only accessible

through staff spaces. When collections materials are used by patrons, a staff member supervises access. There are no current documented policies or procedures around access and security.

Recommendations

- **Create written access and use policies for the collection.** Follow the recommended security procedures outlined in NEDCC's Preservation Leaflet [03-11 Collections Security: Planning and Prevention for Cultural Heritage Institutions](#) and the ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections: https://www.ala.org/acrl/standards/security_theft.
- **Approach the storage of materials in Local History Room strategically.** Because this space is open to the public, ensure that materials that can be easily accessed by patrons are items that can be handled un-supervised safely (ideally non-unique, high-value bound volumes). Other historic materials stored in this space on display should be secured in the glass front cabinets.
 - **Add locks to flat files or don't store fragile/important collections inside.**
 - Example [lock here](#).
- **Continue to monitor researchers using the Collection at all times** and inspect collection items immediately before and after access is provided to researchers.

IV. Special Collections Storage and Use

A. Storage Space and Furniture

Adequate space is essential for proper collections maintenance and preservation. Overcrowding materials on shelves and stacking materials on the floor exposes them to distortion, damage during removal and reshelving, and damage from water. For any archives or library, collections represent an investment to be maintained in the same way that buildings and equipment are maintained. The most basic element of such maintenance is the provision of safe, appropriate storage space.

It is important to choose storage furniture that is appropriate in size for the collections to be stored and provides good support for the materials. For example, oversize shelving may be required for some materials so that they do not project into the aisles where they can be bumped and damaged. Specialized furniture may be required to store maps, architectural drawings, and other oversize materials.

Lastly, sufficient workspace promotes safe handling. Both the processing space and the patron-use spaces should provide enough table space for safe handling of the range of collections held within the institution. Ideally, the processing space is within or in close proximity to the collections storage area, while the patron-use space is outside of the collections storage room. Pathways should be free of obstruction and wide enough for carts to move freely between storage, processing, and patron-use areas.

Observations & Recommendations

Because of updates to the Local History Room, Goodnow's Local History Collection is being temporarily stored spread between multiple areas in the historic wing including the historic Octagon, and extra conference room space. Collection storage in the Local History Room consists of built-in oak bookshelves. Some shelves are encased in glass cabinets, but the majority of shelves are open. There is also built-in space for two large flat files to be stored in this room.

The storage area on the upper floor was formerly the director's office. This small room has old carpeting and exposed HVAC piping. It currently has two tables and limited shelving for collections. The upper floor of the Octagon has built in bookshelves not designed to support archival boxes. None of the current collections storage spaces currently provide adequate shelving to meet the collection's needs.

Ms. Smith has done a good job of advocating for barrier protection between collections and the oak shelving in the Local History Room. When relocating collections back into the Local History Room, security and safety of collections is the primary concern. See [Section III.H.](#) for more information.

Recommendations

- **Purchase additional flat files** for maps and oversized drawings as needed. Ensure that collections materials being stored in the flat files are oversized items that cannot be easily stored or accessed in other enclosures (like boxes).

- Highly valuable, rare, fragile oversized items should not be stored in the publicly accessible flat file drawers unless locks are added. See [Section III.H.](#) for more details about securing the flat files.
- **Purchase shelving suitable for the storage of archival boxes.** Boxes containing collections and records should be stored on appropriately sized shelving that allows for easy access and support. These enclosures are not designed to sit on standard bookshelves.
- **Remove all unneeded materials from workspaces and non-collection items (e.g. office supplies) from storage areas.**
- **Explore potential additional spaces to develop into secure collections storage within the Library.** Current storage spaces do not currently allow for the safe and secure storage of the library's most delicate and unique collections. A creative analysis of current space planning within the overall building, might help identify a space that can offer secure storage and workspace.

B. Enclosures and Storage Practices

Protective enclosures serve several purposes. They facilitate intellectual control of collections by providing a means of keeping like materials together, slowing chemical deterioration caused by light exposure, limiting water damage in the event of a disaster, and protecting against dust and pests.

Two principles should be kept in mind when selecting protective enclosures. First, they should be chemically stable. Paper enclosures should be acid-free and lignin-free, and in most cases, buffered with an alkaline reserve. The purpose of the buffer is to neutralize acids as they form in storage materials through contact with acidic items and atmospheric pollution. Plastic enclosures should be composed of polyethylene, polypropylene, or archival-grade polyester (often sold under the trade name "Melinex"). Enclosures should not contribute to the deterioration of the materials they house. For this reason, buffered enclosures are generally *not* recommended for blueprints, cyanotypes, diazotypes, color photographs, or works of art on paper with alkaline-sensitive pigments. These items can be damaged through reaction with the alkaline buffering agent.¹⁰

The second principle to keep in mind is that enclosures should keep their contents reasonably stationary and provide them with good structural support. Boxes that are significantly larger than their contents will allow items to shift, making damage more likely to occur as the box is moved on and off the shelf. Boxes that are too small will compress items, causing creases and tears. In flat file drawers, folders should match the size of the drawer (with about 1/2" to spare on each edge), rather than the size of the item, to prevent contents from sliding out of folders as drawers are opened and closed. Overfilled folders and boxes suffer damage as materials are handled and as researchers search through papers to find what they need. Under-filled boxes lead to the folders slumping, which warps the materials held in the folder. If a box is not full a spacer can be added to keep materials upright. In general, no more than 10 pages should be placed into a folder, and fewer per folder is best for particularly fragile or damaged items.

1. Bound Materials

Observations & Recommendations

The site visit did not include an assessment of the condition of the collection; however, during this consultant's brief visit, it appeared that the bound volumes and rare books in the collection are generally shelved according to best practices.

However, as materials are moved back into the Local History Room here are some important reminders:

Recommendations

- **Ensure that any rare books in the Collection have cataloging information on acid-free, lignin-free, buffered paper flags** inserted between the volume's first page and front flyleaf instead of using traditional pressure sensitive labels, stickers, or tape on the spine.
- **Shelve non-oversized books upright whenever possible, or with the spine down to protect the hinges, and supported by bookends as needed.** Books will sustain damage when shelved on their fore edges, even if only for a short period of time.
- **Store all oversized volumes flat on shelves that fully support them, up to three volumes high and with similarly sized volumes together.** Ensuring that volumes are fully resting on shelves prevents distortion. Reducing the number of volumes in a single stack decreases the stress on the volumes at the bottom of the stack, as well as increases accessibility.
- Follow the guidelines below for storage of bound special collections and archives materials.
 - See NEDCC's Preservation Leaflet series on [Storage and Handling](#) for additional guidance.

Books

The width, height, and binding of a book affect its preservation outlook. As much as possible, volumes should be shelved by size. Small volumes will not support larger ones, and can be crushed by the weight of surrounding books.

Volumes under 12" are generally considered non-oversized and need to be shelved upright and supported by bookends to prevent leaning. Leaning can cause distortion over time from the stress placed on bindings. Broad-edged ("non-knifing") bookends are safer than the flat ("knifing") variety, whose sharp edges may damage books. Staff can modify knifing bookends by slipping a piece of acid-free foam-core covered with bookcloth over the sharp metal edge. A brick covered with bookcloth fastened with PVA adhesive also makes a good book support.

Volumes over 12" tall are generally considered oversized. These are best shelved flat for overall support; placing them in stacks no more than two or three volumes high will facilitate safe handling. Alternatively, where flat shelving is not possible, oversized books can be shelved on

their spines—but never on their front edges (or “fore edges”), since the weight of a book’s pages will pull the text block away from its cover.

Shelving practices play a major role in keeping books in good condition. All books need to be supported completely by their shelves. Those that protrude past the edge can become misshapen over time, and they can easily be bumped, which can cause damage. Regular shelf maintenance will give staff the opportunity to spot and correct improper shelving.

For damaged items, enclosure in custom-fitted boxes or four-flap enclosures is often the best option. Protective enclosures provide structural support, protect volumes as they are moved on and off the shelf, and protect against light, dust, and water.

Booklets & Pamphlets

In general, it is most practical to store pamphlets and booklets in folders and boxes, or in hanging file folders in file cabinets. For additional guidance on choosing enclosures, see [Section IV.B Enclosures and Storage Practices](#). Booklets more than about ¼” thick should be stored spine down in individual folders. Pamphlets of very different size should not be stored in the same folder. For additional guidance on foldering and boxing practices, see [Section IV.B.2 Unbound Materials](#). Pamphlets and small booklets can also be stored in specially-made enclosures, and those of similar size can be stored in drop-spine or phase boxes.

Any pamphlets shelved between books should be individually enclosed. Groups of pamphlets shelved between books can be boxed together as long as they are similar in size and in good condition. Pamphlet binders where pamphlets are sewn in are a good storage option. Stitching should be done through the fold or in the item’s original fastener holes where possible. Adhesive pamphlet binders should never be used for pamphlets with special value. Pamphlet covers can break along the stiff edge of the adhesive-lined cloth, and the adhesive’s chemical properties can irreversibly damage the items attached to them.

Scrapbooks, Photo Albums & Binders

Scrapbooks and photo albums pose challenging preservation problems. Their components often encompass multiple formats with different weights and thicknesses. In scrapbooks, it is common to find newspaper clippings pasted alongside items such as photographs, programs, and postcards. The collective bulk of pages can strain and weaken bindings. Most scrapbooks and many photo albums have support pages made from poor-quality paper prone to embrittlement, with acids that migrate to the attached items. Adhesives may degrade, causing items to become detached from pages and lost.

The value of scrapbooks varies widely from item to item and from institution to institution. Those composed of newspaper clippings may be valuable only for their information. Others may have significant associational, artifactual, or aesthetic value. Valuable scrapbooks may have a high priority for evaluation by a conservator and for digitization. **Scrapbooks that have enduring value in their original form, along with valued photo albums, should be individually boxed in custom-fitted boxes.**

Binders are common in recently acquired collections, and pose many of the same preservation concerns found in scrapbooks and photo albums. The binder itself is often made from unstable materials. Contents may include multiple formats with differing needs. The weight and quantity of pages is often greater than can be safely accommodated by the binder and the binder rings, leading to strain on the pages and to unsafe handling. As pages become damaged around the hole punches, there is a risk of loss of loose sheets. Where the binder itself does not have artifactual value, pages should be removed and stored according to guidelines given in [Section IV.B.2 Unbound Materials](#).

2. Unbound Materials

Observations & Recommendations

- The site visit did not include an assessment of the condition of the collection; however, during this consultant's brief visit, it appeared that documents and manuscripts in the processed collections are stored according to best practices.
- Document boxes were well labeled and had appropriate folders or other enclosures inside. However, in some instances, there were additional labels inside boxes using sticky notes.
- The Collection has a large number of framed items with no appropriate storage furniture so they are just leaning against shelves or always on display.

Recommendations

- **Transfer accession numbers and other labeling information from sticky notes directly onto folders/enclosures.** Sticky notes can easily fall off and critical intellectual information can be lost.
- **Build or purchase storage furniture for framed items. Store framed items loosely wrapped on adequately sized shelves.** Storage solutions can be purchased or DIYed. Examples:
 - [Top Tips for Effective Artwork Storage](#): Look at the "Toast Rack" method
 - [Effectively Store Artwork Collections with Art Storage Racks](#)
 - [Art Storage System](#)
 - The visual examples from the [Frye Art Museum](#) might also be helpful.
- **As time and resources permit, replace non-archival enclosures (boxes, folders, etc.) with their archival equivalents.** It is unlikely that all items will be rehoused immediately, but this should continue as a long-term goal. Place documents and manuscripts inside folders, then place in archival boxes; documents left loose in a box or piled in stacks are subject to increased mechanical damage over time.
 - Torn or broken documents can be placed in polyester sleeves to keep pieces together and allow for safer handling. Sleeves that are sealed on only two sides are generally preferred for ease of placing or removing the document. See recommendations for purchase in [Appendix C](#).
 - Take care to avoid overfilling boxes and folders (making items difficult to remove). Folder materials as needed to increase their stability within enclosures, and make sure that archival items do not extend beyond the tops or sides of folders, where they could be crumpled, torn, or damaged.

- Follow the guidelines below for storage of unbound special collections and archives materials.
 - See NEDCC's Preservation Leaflet series on [Storage and Handling](#) for additional guidance, especially Preservation Leaflet [04-09 Storage Solutions for Oversized Paper Artifacts](#).

Documents & Manuscripts

Folding and boxing are common practices for the preservation of collections. This relatively simple activity does require some consideration, though. Documents stored in overfilled folders or boxes suffer damage as materials are handled and as researchers search through papers to find what they need. Under-filled boxes lead to the folders slumping, which warps the materials held in the folder. If a box is not full a spacer can be added to keep materials upright. In general, fewer items per folder are best, especially for particularly fragile or damaged items. If a folder must hold a large group of papers (for example, a script), it should be creased along the score lines at the bottom to accommodate the greater bulk of materials. This will prevent pinching at the bottom and also prevent papers from being pushed upwards over the top of the folder where they will be at increased risk of damage from handling and pollutants.

Polyester sleeves are helpful in protecting paper and photographic materials from direct handling and abrasion while allowing easy viewing. Used in large numbers, though, they add bulk to collections, increasing the amount of shelf space needed to store materials. For this reason, and because these enclosures are fairly costly, it is wise to use them selectively—specifically, for items that are fragile (e.g., torn or brittle papers) or vulnerable to abrasion (e.g., photographic prints and negatives). Plastic sleeves can carry an electrostatic charge and should be avoided for items with friable media (media that lift easily from their support) such as pastels, charcoal, flaking inks, or chalk.

Oversized & Framed Materials

Prints, maps, broadsides and other oversized objects present both storage and handling difficulties due to their size, and they may pose concerns related to the processes used in their creation. In particular, maps and plans have been produced on both paper and plastic supports and using different production methods. These processes and materials introduce different preservation concerns. For example, blueprints are alkaline-sensitive and, unlike other paper objects, are best stored in unbuffered enclosures.

Oversized objects of a similar type and size are best stored together in flat file cabinets or oversized boxes made of preservation-quality materials. Small groups of materials should be placed in archival folders cut to fit the size of the drawer or box. Interleaving within the folder using neutral paper is desirable, especially if oversized materials representing multiple types and processes are stored together.

Depending upon available storage space, the physical condition of a rolled object, and institutional resources, rolled storage using preservation-quality tubes and enclosures may be the best option for some or all of an institution's oversized collections. Although rolled storage is not ideal, it requires less space than flat files, and allows for safe storage of rolled objects that are too brittle to safely flatten.

Framed objects are at risk from poor-quality framing materials and from light exposure. Any prints, drawings, or other objects that have been matted or backed with acidic materials or wood should be removed from those mounts. These objects are best stored unframed—matted or unmatted—in folders inside boxes or drawers, as described above. If items must be kept framed, care should be taken to use preservation-quality materials and UV-protectant glazing. Framed objects must be stored in a manner that ensures their physical safety. Storage solutions include construction of a unit with vertical dividers where framed objects can be stored upright and separate from each other. Alternatively, framed objects may be hung on a museum storage rack.

Newspapers, Clippings & Printed Ephemera

Newsprint and ephemera are generally more fragile than other paper objects, as they are often made of poor quality materials and are not always cared for to the same standards as personal or institutional records. Making sure these resources are evaluated closely for condition issues, housing them in supportive enclosures, and prioritizing them for cool, dry storage is the best way to extend their useful life.

Digitization is a popular strategy for preserving access to the information in loose newsprint or small items, even as the physical object continues to deteriorate. In-house photocopying onto permanent, durable paper is also an excellent way to preserve acidic paper materials, especially for those items where the value lies in the content. Preservation photocopying in the strictest sense adheres to standards for paper, type of copy machinery used, and methods of copy production.¹¹

3. Photographic & Audiovisual Materials

Observations & Recommendations

- The site visit did not include an assessment of the condition of the collection; however, during this consultant's brief visit, it appeared that photographs and AV media in the processed collections are stored according to best practices.
- In addition to some VHS tapes, film reels and photographs, which are well stored and labelled, Goodnow has 10 linear feet of microfilm.

Recommendations

- **Inventory microfilm collection to check condition, overall intellectual control, and prioritize for digitization as needed.**
- **If any films smell of vinegar, monitor them with A-D strips and prioritize those in the worst condition for reformatting** in alignment with mission and collection development policies. Acetate film should be reformatted onto a polyester base and/or digitized.
 - A-D strips can be used with acetate film to detect, measure, and record the severity of vinegar syndrome. See information and instructions for use here: https://filmcare.org/ad_strips and purchase A-D strips here: <https://store.imagepermanenceinstitute.org/ad-strips>.

- **See *The Film Preservation Guide* for expert guidance.**
<https://www.filmpreservation.org/preservation-basics/the-film-preservation-guide-download>
- Follow the guidelines below for storage of photographic and audiovisual materials within the special collections and archives.
 - See NEDCC's Preservation Leaflet series on [Photographs](#) and on [Storage and Handling](#) for additional guidance.

Photographic and audiovisual collections are often found stored alongside paper-based records. While many photographic prints—and even some audio recordings—have paper substrates with frailties similar to materials discussed in previous sections of this report, the diversity of materials, processes, and techniques used over time to produce prints, negatives, motion picture film, and audio and video objects pose unique preservation concerns. Identifying the broad formats within your photographic, motion picture, and audiovisual collections is an important first step in responsible stewardship of these materials. Once formats and their general preservation needs are broadly understood, priorities can be established for further investigation of specific preservation needs within each format.

Photographic and audiovisual collections pose complex challenges. Improving storage and handling is the first step in providing the broadest benefit for all collections and should be followed by focusing on high-priority items. Any item showing signs of degradation should be assessed for retention and, if kept, prioritized for digitization.

Additional resources on storage, handling, and identification of photographic and audiovisual material can be found in the endnotes and in the storage and identification guides at the end of this document.

Motion Picture Film

Motion picture film comes in an array of formats and sizes (“gauges”) and may be found on nitrate, acetate, and polyester supports. Edge codes, where available, and descriptive information detailing dates of creation can assist in determining the type of support. The gauge—8mm, 16mm, 35mm, etc.—can also be helpful: 35mm film may be on nitrate, acetate, or polyester, while 8mm and 16mm will be acetate or polyester only.

Identifying the base and gauge of a film are important aspects of physical control for moving image collections and will guide the identification of priorities for reformatting. Determining the generation of a film is another consideration; a camera original may inherently be more valuable than a copy or print. Motion picture film collections should not be played on projectors or other equipment unless inspected by an audiovisual professional. Preservation strategies for motion picture film include film-to-film transfer, digitization, and stabilization of the original media. Stabilization is achieved through maintenance of a cool, dry, clean storage environment, accompanied by protective enclosure of individual items.

Photographic Materials

Photographic materials come in a range of formats and sizes, and a multitude of processes have been used to create these objects. In general, institutions find that prints mounted on board,

silver gelatin prints, slides, and negatives are the predominant types in their collections, followed by holdings of tintypes, daguerreotypes, glass negatives, and lantern slides.

Enclosures for photographic formats should subscribe to ISO 18916:2007, the Photograph Activity Test (PAT), an international standard which determines whether a product is stable and appropriate for use with photographs. Ideally, each item would be enclosed individually and housed with items of a like size and type. Any item on a glass substrate should be clearly labeled to ensure careful handling during retrieval, use, and reshelving.

Audio and Video

Format obsolescence is a significant obstacle for access to audiovisual materials. The declining availability of playback equipment, coupled with wide variations in the chemical and physical stability of recording media, make the migration of recordings to modern, widely-supported formats integral to their preservation. Even if playback equipment is available for older formats in theory, those formats become *locally* obsolete if the equipment is not available in-house. Dust and other particulates pose a major risk to the longevity of recordings because they cause abrasion, resulting in information loss.

Preservation strategies for audiovisual media must include prioritization for digitization as well as stabilization of the original media, particularly until reformatting can take place. Stabilization is achieved through maintenance of a cool, dry, clean storage environment, accompanied by protective enclosure of individual items. Any item showing signs of degradation should be assessed for retention and, if kept, prioritized for digitization. Correct storage is also important: all cassette tapes, open-reel tapes, and discs should be stored vertically and well-supported to prevent leaning.

Microforms¹²

Microforms such as microfilm and microfiche have been widely used to reproduce newspapers, legal documents, and other records. As digitization becomes the standard for duplication, microfilming has declined in popularity; however, many institutions are still stewarding legacy microfilm and other microforms, and they continue to be used for research. These objects have the advantage of presenting content in a way that is legible to the human eye with no special equipment, and properly manufactured, processed, and stored preservation microfilm has an estimated lifespan of 500 years.

Microforms are commonly found on nitrate, acetate, and polyester film-bases and may be produced using silver gelatin, diazo, and vesicular film. Knowing the film base and the type of film used in production of the microform will inform storage and handling decisions. For example, diazo films are more susceptible to light damage, while vesicular film is sensitive to pressure and heat. Even without detailed knowledge of the film base or film type, all microforms will benefit from storage in individual, PAT-certified enclosures held in a cool or cold environment and from careful handling during use.

4. Art, Textiles, & 3-D Artifacts

Storage of art, textiles, and three-dimensional artifacts is beyond the scope of NEDCC's expertise; however, the commentary in [Section II](#) Special Collections Management and in [Section III](#) Building and Environment apply equally as well to these types of collections as to paper-based materials.

For art on paper, see [Section IV.B.2 Unbound Materials](#).

Observations & Recommendations

Goodnow Library does have a large collection of art and other unique artifacts in their Local History Collection. There is a lack of suitable storage space for both boxed artifacts and framed storage.

Recommendations

- **Continue to seek expert advice on the preservation, storage, and display of art, textiles, and 3-D artifacts.**
 - The Midwest Art Conservation Center answers inquiries about object collections via phone and webform: <https://preserveart.org/contact/>
 - The American Institute for Conservation (AIC) website has a Find a Professional tool that can be searched by format expertise: <https://www.culturalheritage.org/membership/find-a-conservator>. See also NEDCC's Preservation Leaflet [07-07 Choosing and Working with a Conservator](#).
- **Continue to maintain a summary of all Native American cultural objects in the Goodnow Library Local History Collection.** Institutions that receive Federal funds, directly or indirectly, and have control of Native American human remains or cultural items must comply with NAGPRA (the Native American Graves Protection and Repatriation Act). More information about compliance with NAGPRA can be found here: <https://www.nps.gov/subjects/nagpra/compliance.htm>

V. Conservation, Reformatting, & Exhibition

The ultimate goal of collections stewardship is to ensure that the materials in our care remain accessible to our community—whether that community is the general public, a municipality, faculty and students, researchers, or any other group defined as our institution’s core audience. Conservation, reformatting, and exhibition all serve this goal; however, no institution can afford to conserve, preserve, or digitize everything it owns. Selection for these activities identifies the parts of the collections that are most needed and best suited to be treated, and that will create assets an institution can manage well through time. Good selection decisions come through carefully assessing the physical condition and content of the original materials, the intellectual property rights connected with them, and the current and expected usage. Selection works best within a framework of priorities for preservation and digitization that carefully considers scale and sustainability.¹³

Most institutions will, at some point, engage in one or more of these activities. Few institutions will have the capacity to perform all of these activities in-house and will need to work with appropriate service providers. Any provider chosen should be evaluated for their expertise in handling items with historic value. Because these activities often require significant resource investment, and may only benefit small parts of the collection, they are most effectively approached within the context of a long-range preservation plan.

A. In-House Repair & Professional Conservation Treatment

Conservation involves the examination of individual objects, formulation of a treatment plan (or plans) specific to that object, and documentation of any treatment or repair performed in order to stabilize the object so that it can continue to serve its purpose as defined by the institution. Conservation treatment may be required for damaged, delicate, or otherwise problematic objects before they can be handled for reformatting or exhibition.

When considering any treatment on collections of lasting value, it is best to consult a conservator before proceeding.¹⁴ A conservator has received specialized education and training allowing them to assess and choose treatments that are safe and appropriate for a particular object and that take into account institutional needs and goals for that object.

In-House Repair

In-house repair is only suggested for general circulating collections. Despite best intentions, seemingly simple treatments—such as basic repair, surface cleaning, and humidification and flattening of paper—can cause unintended, irreversible damage if not performed properly. Mending supplies marketed as “archival” (e.g., document preservation tape) may be stable today; however, their aging properties are often unclear. Moreover, product formulations can change without notice: this year’s nonstaining tape or adhesive may have a different chemical structure next year. Fragile papers and certain writing media (e.g., iron gall ink) may react adversely to the moisture needed for mending or humidification.

Selection for Professional Conservation Treatment

The decision of whether or not to have an item treated by a professional conservator should be determined by the item's value to the collection and the availability of funds for conservation. Setting priorities for selection should be the first step. Criteria to consider include condition; monetary, historical, or artifactual value; importance for research, and expected use. On examining an item, a conservator may propose a range of treatment options. Choosing a treatment will depend not only on cost, but also on the item's value in its original form, the importance of the information it contains, its condition, and the need to provide access to the original item itself, rather than to its contents alone.

Once conservation treatment is performed, staff should retain full treatment reports indefinitely. This will allow them to refer back and find out exactly how item(s) were treated in the past, should questions or problems arise in the future.

Observations & Recommendations

Goodnow Library is actively stewarding key items in their collection with condition issues by working with expert conservators. In the past they have worked with Mystic Seaport Museum on the conservation of their Inuit Kayak (Barton Collection). More recently, they hired two conservators to assess additional Inuit artifacts in the Barton Collection. This represents best practice and should continue.

Recommendations

- **Do not attempt in-house repair of special collection materials**, unless under the guidance of a conservator. Gentle surface cleaning may be carried out in-house (See NEDCC's Preservation Leaflet [07-02 Surface Cleaning of Paper](#) for guidance); however, all other activities should be pursued with the supervision of a conservator.
- **Continue to flag high-priority fragile or damaged items for evaluation by a conservator.** Priorities for conservation depend on a variety of factors, including condition, content, and research value. High priority items that are in poor shape and are difficult to access and handle due to their condition may be set aside for a conservation assessment from a qualified conservator. Maintaining a list of priority items will help to ensure that resources for conservation are spent effectively, being used for the most important materials first.
 - For more information on pursuing conservation work see NEDCC Preservation Leaflets:
 - [07-05 Conservation Treatment for Works of Art and Unbound Artifacts on Paper](#),
 - [07-06 Conservation Treatment for Bound Materials of Value](#),
 - [07-07 Choosing and Working with a Conservator](#)

B. Digitization and Reformatting

Digitization, or digital reformatting, is the process of making a digital copy, sometimes called a digital surrogate, of a physical collections item. Reformatting may include digitization for online exhibition, digitization for the production of physical facsimiles for exhibition, or preservation photocopying for use. While digitization is often an effort to increase access, it intersects with the

care of physical collections in important ways. Additionally, rather than reducing the stress on physical collections, digitization can increase demand for use of all the collections as a wider audience becomes aware of them.

Selection for digitization should be grounded in the collecting policies of the organization. Beyond the policy underpinnings, there may be physical preservation concerns that drive the decision of what to digitize and when. As discussed in [Section IV.B.3](#), audiovisual materials have very serious format vulnerabilities that help establish their priority for digitization. Photographs, manuscript materials, and bound volumes also need to be physically evaluated for digital reformatting. Digitizing large items, such as maps or folio volumes, requires increased the time and expense. Condition issues, such as those with deteriorating scrapbooks, will increase the complexity of digitization and may require conservation work before reformatting, in turn increasing the time and expense required.

A major concern for collections items during digitization is proper care and handling. Many collections items only rarely come out of their protective enclosures for use, and digitization requires heavy handling and physical manipulation. Items often need to be specially prepared for capture, including removal from frames or unfolding, and may need to be cleaned or repaired. If digital reformatting is taking place in house, the same guidance provided in [Section IV. Special Collections Storage and Handling](#) should be followed. Achieving a preservation quality environment is not usually necessary, unless collections will be stored in digitization workspaces for significant periods of time.

Despite its popularity, digitization introduces complex challenges to the ongoing preservation management program in an organization. Digital objects (the products of a digitization project) are an investment of time and resources and, as such, should be preserved. Digital preservation requires a long-term institutional commitment to staff, technology infrastructure, training, and other ongoing preservation costs. Periodic assessment of the digital preservation program will ensure that policies and resources are continuing to meet local standards for commitment to preservation.

Observations & Recommendations

Digital collections at Goodnow Library include digitized materials and born-digital oral histories. Collections are stored on staff computers, the town server system, and on cloud-based servers through PastPerfect Web. Digital collections are well managed with a robust digital collection policy that discusses parameters for digitization and key digital preservation actions.

Goodnow Library's current challenge in terms of managing the larger picture of digital collections is that there are many places for patrons to access and interact with digital collections: the library website, Minuteman Catalog, PastPerfect, and InternetArchive, Advantage Archive, and Sudbury Archive (Presto). This does not represent a sustainable digital footprint for the Library.

Recommendations

- **Perform a survey of current digital preservation activities.** Use [the NDSA levels](#) of Digital Preservation to audit and plan next steps including performing fixity checks.
 - Tool for fixity checks: <https://fixitypro.com/>

- **Create a working group to evaluate use and needs for all digital collection access points, particularly Sudbury Archive.**
- **Work towards digital collection storage that follows the 3-2-1 Rule** which consists of saving three copies of digital files, on at least two types of storage media, in at least one different disaster risk zone.
 - Read more about digital preservation and file storage here: https://sustainableheritagenetwork.org/system/files/atoms/file/The_Three_Essentials_of_Digital_Preservation_Part1_File_Storage.pdf

C. Exhibition

The need to exhibit collection materials complicates the goal of preservation. When preparing to exhibit collections, many of the same concerns faced in general collections care need to be considered, but the materials displayed have, almost by definition, special value. When considering exhibition, first determine whether an existing exhibit policy is in place. The policy should address institutional needs as well as processes for loaning or borrowing materials for exhibit.

Before exhibiting any collection object, determine:

- how long the object will be on display;
- that the object is stable enough to withstand exhibit without additional stabilization, and able to withstand the added light exposure;
- whether there are records of the object's exhibit history and past light exposure;
- whether the object will be secure, both in the building and within its exhibit case/frame;
- the climate control capabilities both in the exhibit space and in the case/frame, and
- that appropriate supports and mounts are available, or can be produced, to safely display the object.¹⁵

Answering these questions will provide avenues for mitigation of risks, but the vital point is that original materials of enduring value should never be exhibited permanently. If originals must be exhibited, damage from light can be reduced by keeping light levels as low as possible, and by limiting the duration of the exhibit. Many institutions avoid exhibiting original materials by using facsimiles when feasible.

Observations & Recommendations

Two wood and glass display cases in the Library are used for rotating displays of collections materials. There is an additional large glass case displaying and storing the Town's historic scale. There are additional drawers in the cabinet and the contents are unclear. The Local History Librarian, Ms. Smith, is responsible for preparing materials for exhibition. There is currently no policy related to exhibiting materials. Goodnow Library does not lend out materials but currently has paintings on display that are on loan or permanent loan from other town organizations.

Recommendations

- For more information on safe exhibit practices, see Preservation Leaflet [02-05 Protecting Paper and Book Collections During Exhibition](#).

- **Do not permanently display original paper-based or photographic items.** Use high-quality facsimiles in place of original objects.
- **Establish a formal loan agreement or memorandum of understanding with local town organizations that have long-term loans** to Goodnow Library's Local History Collection. This documentation should make clear where stewardship responsibilities rest, required notifications, and other important information to allow the Library to safely preserve materials in its care.
- **Support materials on display**, using book cradles, book straps, and mounts as appropriate. These measures are considered best practice to prevent damage.

VI. Conclusion

Ms. Smith has exhibited an awareness of preservation practices and needs, and have shown a commitment to improving the storage and handling of the Goodnow Library's Local History Collection. The decision to pursue a preservation assessment attests to an interest in improving care and handling practices to ensure that collection materials are available into the future.

As Ms. Smith continues efforts to preserve and maintain these unique collections, she faces several challenges, including:

- Lack of physical control of and secure storage for collections;
- Incomplete understanding of environmental conditions in storage spaces; and
- Insufficient disaster preparedness.

With these challenges in mind, efforts over the next several years should focus on:

- Physically stabilizing collections through improved storage and handling;
- Continued monitoring of the storage environment and close analysis of the monitoring data; and
- Developing collection disaster plans and procedures.

In particular, the Goodnow Library should continue to advocate for town funding to develop a more secure storage space for the Local History Collection. Ms. Smith and Ms. Stimac have already demonstrated sustained commitment to the stewardship of the Collection and thoughtful decision around balancing access with preservation. Hopefully, the town of Sudbury will continue to support the financial resources needed to create a stable and secure environment for these critical historical resources.

A preservation program will be most effective if it is guided by a written preservation plan. Preparation of a plan should begin as soon as possible. As noted earlier, few institutions have sufficient resources to address *all* of the preservation needs of *all* of their collections. Limited resources require choices to be made among activities, the cumulative result of which will have greater impact if guided by a long-range preservation plan. Preparation of such a plan should be the next step for Goodnow Library. The plan should be reviewed annually, and modified as preservation needs are addressed and new ones are identified.

I hope that the overview provided here, combined with the priorities outlined in the Appendices, will serve as a helpful starting point for preservation planning. I am glad to have had the opportunity to work with Ms. Smith on this project. If this report has raised any questions, or if I can provide any additional information, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads "Jesse Keel". The signature is fluid and cursive, with the first and last names clearly legible.

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Appendices

A. Prioritized Recommendations

Goodnow Library Local History Collection

This appendix and the accompanying report are intended for continuing reference for this institution and its staff. Best-practice information for each of the topics is included in the respective report sections, and additional resources are listed in the Endnotes and Appendices.

All of the recommendations in this report are compiled below and organized as short-, medium-, and long-term goals. Recommendations within the short-, medium-, and long-term categories are listed as they appear in the report. This organization of the recommendations is based on the consultant's observations and expertise; responsibility for ranking these priorities further rests with the institution.

1. Short-Term Priorities

Projects that can be undertaken with existing resources and/or problems requiring immediate action:

II. Special Collections Management

- **Use the recommendations in this report to prepare a long-range preservation plan for Goodnow Library's Local History Collection.** The preservation plan should be a written document that is used for both short- and long-term planning and includes budget estimates, human resource needs, and timelines for each project. Preparation of a plan should begin as soon as possible, but such an effort will take time.
 - *NEDCC is available to help as Ms. Smith finalizes a preservation plan. We will review drafts of your plan and answer questions you may have.*
 - A good resource to reference is the British Library's [Building a Preservation Policy](#).
 - A good plan also includes a schedule for updating the preservation plan. It should be considered a living document and be revisited annually.
- **Review and update the collection development policy.** Regular policy review and updates are an important regular practice and because this policy is nearly ten years old, doing a thorough review and updating any language is recommended.

III. Building and Environment

- **Maintain a log of building-related problems and repairs that have impacted Goodnow Library's Local History Collection.** Over the long term, documenting the extent of any recurring problems that threaten the Collection may help when advocating for improvements and repairs, and will provide future staff with contextual information about historic issues.
- **Continue to monitor temperature and relative humidity in collections storage spaces.** Investing in a robust monitoring system like Conserv will offer critical data to

inform long-term preservation planning for the Library's collections. Review data monthly.

- As collections are moved back into Local History Room, continue to track the microclimate of the enclosed cases.
- **Work with Facilities staff to maintain a preservation-quality environment in collection storage areas.** While working with HVAC consultants on the replacement of the Library's system, highlight the specific control needs for collections storage areas. **Having an up-to-date system that works consistently is key, but having localized control over storage areas is also helpful at keeping those spaces a lower temperature than public spaces.**
 - [Getty Conservation Institute's Managing Collection Environments](#) has a lot of technical information that is not relevant, but the language in Technical Note 12 might be useful.
 - Image Permanence Institute. (2014). Environmental Management Quick Reference and Mechanical System Quick Reference. https://s3.cad.rit.edu/ipi-assets/publications/hvac_reference.pdf
 - More information can be found in NEDCC's Preservation Leaflet [02-01 Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation](#)
- **Continue current light mitigation efforts including using LED bulbs and storing light sensitive materials in enclosures.**
- **Cover windows in Attic storage space with shades to block light.**
- **Approach the storage of materials in Local History Room strategically.** Because this space is open to the public, ensure that materials that can be easily accessed by patrons are items that can be handled un-supervised safely (ideally non-unique, high-value bound volumes). Other historic materials stored in this space on display should be secured in the glass front cabinets.
 - **Add locks to flat files or don't store fragile/important collections inside.**
 - Example [lock here](#).
- **Continue to monitor researchers using the Collection at all times** and inspect collection items immediately before and after access is provided to researchers.

IV. Special Collections Storage & Use

- **Ensure that any rare books in the Collection have cataloging information on acid-free, lignin-free, buffered paper flags** inserted between the volume's first page and front flyleaf instead of using traditional pressure sensitive labels, stickers, or tape on the spine.
- **Shelve non-oversized books upright whenever possible, or with the spine down to protect the hinges, and supported by bookends as needed.** Books will sustain damage when shelved on their fore edges, even if only for a short period of time.
- **Store all oversized volumes flat on shelves that fully support them, up to three volumes high and with similarly sized volumes together.** Ensuring that volumes are

fully resting on shelves prevents distortion. Reducing the number of volumes in a single stack decreases the stress on the volumes at the bottom of the stack, as well as increases accessibility.

- **Transfer accession numbers and other labeling information from sticky notes directly onto folders/enclosures.** Sticky notes can easily fall off and critical intellectual information can be lost.

V. Conservation, Reformatting, & Exhibition

- **Create a working group to evaluate use and needs for all digital collection access points, particularly Sudbury Archive.**

2. Medium-Term Priorities

Projects that will require planning and organization or additional resources and staff time:

II. Special Collections Management

- **Continue to develop or document additional collection management policies based on the needs of the Collection.** Additional documented policies such as Handling Guidelines, Access and Use Policy, Security Guidelines, and Loan/Exhibit Policy are areas where Goodnow Library might formalize practices and procedures for the benefit of current and future staff, researchers, and the general public.
 - See [Appendix C, Policies](#) for example policies.
- **Continue to develop, document, and follow processing procedures for the Collection** that will maintain intellectual links between materials that are separated.
- **Inventory or survey digital collection material and digital supporting documentation (e.g. finding aids).** Begin with a basic index of what resources exist, who digitized them, where the files are located, and how they are accessed.

III. Building and Environment

- **To the extent possible, advocate for regular preventative building maintenance to address problems that impact Goodnow Library's Local History Collection.** Routine preventive maintenance is an indispensable component of preserving collections. Preventive maintenance will also maximize the useful life of the building and help to reduce the need for potentially costly repairs.
- **Continue keeping all collection material at least 3" off the ground to protect against damage from water.** While 4-6" is ideal, the standard height of shelving unit bases is 3", which is perfectly acceptable.
- **Move items resting on top-most shelves down to a more protected location or install shelf canopies to protect from overhead leaks.** Unprotected items stored on the top of shelving units without adequate canopies are exposed to the risk of water damage from overhead.
- **Schedule a walk-through of your building with the Fire Chief** (and an electrician, if needed) to identify risks and request advice.

- **Continue to maintain smoke alarms and have fire extinguishers inspected annually.**
- **Create a cache of disaster supplies that will be easily accessible in an emergency.** Some of the most common incidents that impact collections are burst pipes and roof leaks, so staff should be equipped to recover small quantities of water-damaged materials. For additional guidance, see references in [Appendix C](#), Disaster Planning.
- **Train staff in emergency response.** MBLC's Be Ready Program will be offering free wet salvage training for MA libraries including free supply kits. The first workshop will be held on September 9, 2026 at Swansea Free Public Library. Register here: <https://www.nedcc.org/event-template/?eventtemplate=97-emergency-preparedness-response-salvage-workshop-mblc-be-ready>
- **Establish a routine schedule for housekeeping in collection storage spaces to deter pest activity and to prevent the buildup of dust and debris.** Ideally this should be done weekly in conjunction with opening hours. Include basic tasks such as vacuuming the carpeting and dusting shelves, blinds, and other surfaces. "Deep cleaning" tasks such as dusting light fixtures and cleaning windows can be completed piecemeal or on an annual cleaning day. See NEDCC's Preservation Leaflet [04-03 Cleaning Books and Shelves](#) for further guidance.
- **Review all incoming collections for mold, dirt, bugs, and pests.** Spotting and identifying potential risks before they become part of the collections is an excellent line of defense for pest management.
- **Continue with regular trash removal schedule.** Remove food trash at the end of each day or store it securely in a sealed garbage can until it can be removed from the building.
- **Create written access and use policies for the collection.** Follow the recommended security procedures outlined in NEDCC's Preservation Leaflet [03-11 Collections Security: Planning and Prevention for Cultural Heritage Institutions](#) and the ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections: https://www.ala.org/acrl/standards/security_theft.

IV. Special Collections Storage & Use

- **Purchase additional flat files** for maps and oversized drawings as needed. Ensure that collections materials being stored in the flat files are oversized items that cannot be easily stored or accessed in other enclosures (like boxes).
 - Highly valuable, rare, fragile oversized items should not be stored in the publicly accessible flat file drawers unless locks are added. See [Section III.H.](#) for more details about securing the flat files.
- **Purchase shelving suitable for the storage of archival boxes.** Boxes containing collections and records should be stored on appropriately sized shelving that allows for easy access and support. These enclosures are not designed to sit on standard bookshelves.

- **Remove all unneeded materials from workspaces and non-collection items (e.g. office supplies) from storage areas.**
- **Build or purchase storage furniture for framed items. Store framed items loosely wrapped on adequately sized shelves.** Storage solutions can be purchased or DIYed. Examples:
 - [Top Tips for Effective Artwork Storage](#): Look at the “Toast Rack” method
 - [Effectively Store Artwork Collections with Art Storage Racks](#)
 - [Art Storage System](#)
 - The visual examples from the [Frye Art Museum](#) might also be helpful.
- **As time and resources permit, replace non-archival enclosures (boxes, folders, etc.) with their archival equivalents.** It is unlikely that all items will be rehoused immediately, but this should continue as a long-term goal. Place documents and manuscripts inside folders, then place in archival boxes; documents left loose in a box or piled in stacks are subject to increased mechanical damage over time.
 - Torn or broken documents can be placed in polyester sleeves to keep pieces together and allow for safer handling. Sleeves that are sealed on only two sides are generally preferred for ease of placing or removing the document. See recommendations for purchase in [Appendix C](#).
 - Take care to avoid overfilling boxes and folders (making items difficult to remove). Folder materials as needed to increase their stability within enclosures, and make sure that archival items do not extend beyond the tops or sides of folders, where they could be crumpled, torn, or damaged.
- **Inventory microfilm collection to check condition, overall intellectual control, and prioritize for digitization as needed.**
- **If any films smell of vinegar, monitor them with A-D strips and prioritize those in the worst condition for reformatting** in alignment with mission and collection development policies. Acetate film should be reformatted onto a polyester base and/or digitized.
 - A-D strips can be used with acetate film to detect, measure, and record the severity of vinegar syndrome. See information and instructions for use here: https://filmcare.org/ad_strips and purchase A-D strips here: <https://store.imagepermanenceinstitute.org/ad-strips>.

V. Conservation, Reformatting, & Exhibition

- **Perform a survey of current digital preservation activities.** Use [the NDSA levels](#) of Digital Preservation to audit and plan next steps including performing fixity checks.
 - Tool for fixity checks: <https://fixitypro.com/>
- **Work towards digital collection storage that follows the 3-2-1 Rule** which consists of saving three copies of digital files, on at least two types of storage media, in at least one different disaster risk zone.
 - Read more about digital preservation and file storage here: https://sustainableheritagenetwork.org/system/files/atoms/file/The_Three_Essentials_of_Digital_Preservation_Part1_File_Storage.pdf

- **Do not permanently display original paper-based or photographic items.** Use high-quality facsimiles in place of original objects.
- **Establish a formal loan agreement or memorandum of understanding with local town organizations that have long-term loans** to Goodnow Library's Local History Collection. This documentation should make clear where stewardship responsibilities rest, required notifications, and other important information to allow the Library to safely preserve materials in its care.
- **Support materials on display**, using book cradles, book straps, and mounts as appropriate. These measures are considered best practice to prevent damage.

3. 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:

II. Special Collections Management

- **Continue to maintain a dedicated budget line for ongoing preservation activities and supplies.** This fund does not have to be large, but purchasing supplies and storage furniture for collections, planning for conservation treatments, and caring for collections over time does require an annual budget. An ongoing budget, no matter how small, also demonstrates to granting organizations the Library's ongoing commitment to preservation.

III. Building and Environment

- **Implement a pest monitoring system for Goodnow Library's Local History Collection.** Accurate and consistent recordkeeping of findings provides a more reliable means of detecting pest problems (and determining their extent) as they arise. For information on pest monitoring techniques and trap selection and placement, see <https://museumpests.net>.

IV. Special Collections Storage & Use

- **Explore potential alternative spaces to develop into secure collections storage within the Library.** Current storage spaces do not currently allow for the safe and secure storage of the library's most delicate and unique collections. A creative analysis of current space planning within the overall building, might help identify a space that can offer secure storage and workspace.
- **Continue to seek expert advice on the preservation, storage, and display of art, textiles, and 3-D artifacts.**
 - The Midwest Art Conservation Center answers inquiries about object collections via phone and webform: <https://preserveart.org/contact/>
 - The American Institute for Conservation (AIC) website has a Find a Professional tool that can be searched by format expertise: <https://www.culturalheritage.org/membership/find-a-conservator>. See also NEDCC's Preservation Leaflet [07-07 Choosing and Working with a Conservator](#).

- **Continue to maintain a summary of all Native American cultural objects in the Goodnow Library Local History Collection.** Institutions that receive Federal funds, directly or indirectly, and have control of Native American human remains or cultural items must comply with NAGPRA (the Native American Graves Protection and Repatriation Act). More information about compliance with NAGPRA can be found here: <https://www.nps.gov/subjects/nagpra/compliance.htm>

V. Conservation, Reformatting, & Exhibition

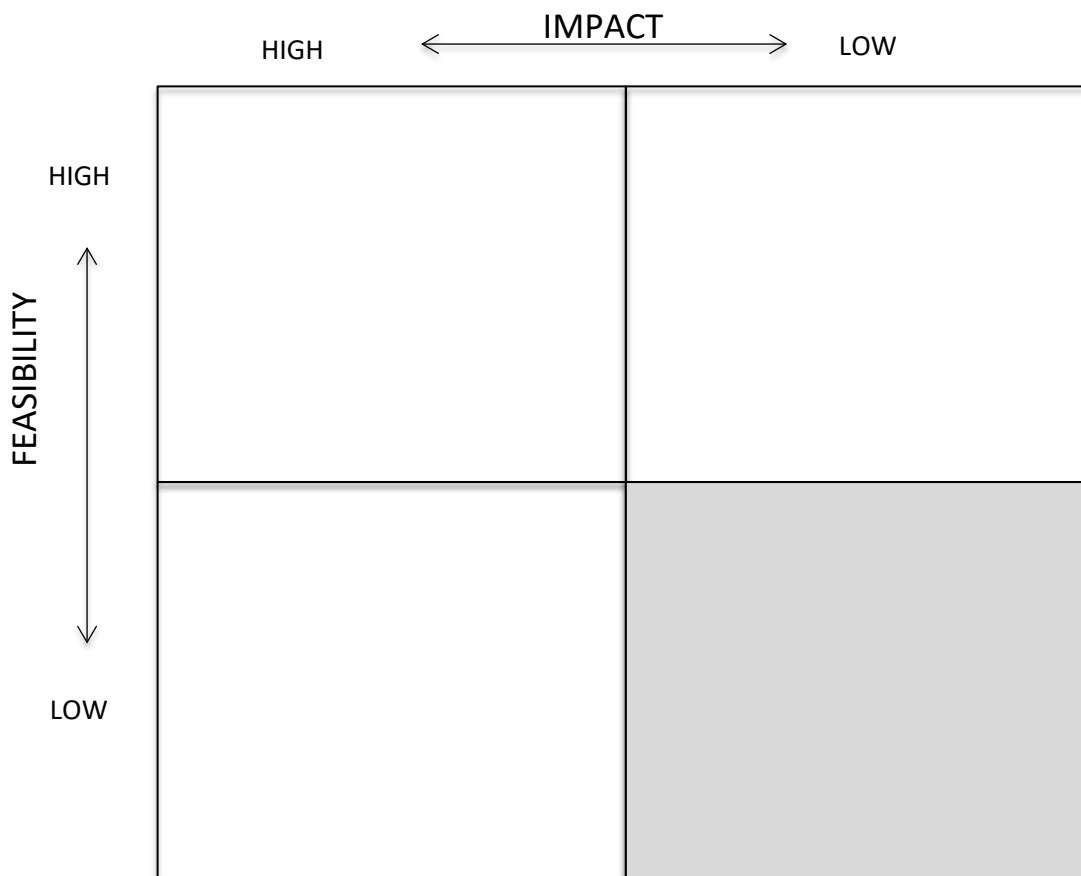
- **Do not attempt in-house repair of special collection materials,** unless under the guidance of a conservator. Gentle surface cleaning may be carried out in-house (See NEDCC's Preservation Leaflet [07-02 Surface Cleaning of Paper](#) for guidance); however, all other activities should be pursued with the supervision of a conservator.
- **Continue to flag high-priority fragile or damaged items for evaluation by a conservator.** Priorities for conservation depend on a variety of factors, including condition, content, and research value. High priority items that are in poor shape and are difficult to access and handle due to their condition may be set aside for a conservation assessment from a qualified conservator. Maintaining a list of priority items will help to ensure that resources for conservation are spent effectively, being used for the most important materials first.
 - For more information on pursuing conservation work see NEDCC Preservation Leaflets:
 - [07-05 Conservation Treatment for Works of Art and Unbound Artifacts on Paper](#),
 - [07-06 Conservation Treatment for Bound Materials of Value](#),
 - [07-07 Choosing and Working with a Conservator](#)

B. Implementation Matrix

Understanding your implementation priorities will assist you in preparing your long-range preservation plan. To determine priorities, use the recommendations listed in this report to plot the impact and feasibility for each action against the matrix below, which is adapted from: Pamela W. Darling, *Preservation Planning Program: An Assisted Self-Study Manual for Libraries*, expanded 1987 ed., Washington, D.C.: ARL/OMS, 1987.

High impact actions that can be implemented with little difficulty are placed high in the chart, towards both IMPACT and FEASIBILITY. Items that are difficult to implement and have little impact go in the bottom right corner, distant from both IMPACT and FEASIBILITY.

Actions ranked high in both IMPACT and FEASIBILITY should be pursued immediately, since they can be easily accomplished and will have significant benefits. Those ranked low in the chart can often be postponed or even disregarded because they achieve little while requiring great effort. Many of those items ranked low for IMPACT, even those high on the FEASIBILITY aspect, can be eliminated because they accomplish little—though some may be pursued in order to gain momentum or because they are easy to complete. Items high in IMPACT but low in FEASIBILITY warrant implementation because of their benefits, but will require careful consideration.



C. Resources and Vendors

Archival and preservation supplies may be mentioned throughout the report in order to provide guidance and to show examples of shelving, storage enclosures, pest management tools, and more. Most of these supplies are available from multiple vendors, and staff should select the one that best meets their needs in terms of cost, shipment method, etc. Examples of particular items are intended as illustrations, not recommendations of one supplier over another.

In addition, to assist in understanding and following best practices in archives and special collections, a number of publications, guides, and grant opportunities have been suggested and are listed here for ease of access.

Audiovisual Media:

- Image Permanence Institute's IPI Media Storage Quick Reference:
<https://s3.cad.rit.edu/ipi-assets/publications/msqr.pdf>
- Preservation Self-Assessment Program Collection ID Guide for audiovisual media:
<https://psap.library.illinois.edu/collection-id-guide#audiovisual>
- Preservation quality enclosures (examples)
 - Videocassette boxes from Hollinger Metal Edge:
<https://www.hollingermetaledge.com/video-cassette-box/>
 - LP sleeves from Gaylord Archival:
<https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-4-mil-Archival-Polyester-LP-Record-Sleeves-%2810-Pack%29/p/HYBo9496>

Conservation Resources:

- American Institute of Conservation's online Find a Professional tool:
<https://www.culturalheritage.org/about-conservation/find-a-conservator>
- NEDCC's Preservation Leaflet [07-02 Surface Cleaning of Paper](#)
- NEDCC's Preservation Leaflet [07-07 Choosing and Working with a Conservator](#)

Custom Enclosures for Books, Scrapbooks, or Photo Albums:

- CMI Micro-Climate™ boxes for high-priority damaged or fragile items:
www.archivalboxes.com
- Four-flap enclosures can be made in-house or purchased. Gaylord offers one example:
<https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-10-pt-Four-Flap-Enclosures-%285-Pack%29/p/HYBo1704>

Digitization:

- NEDCC's Preservation Leaflet [06-06 Preservation and Selection for Digitization](#)
- NEDCC's Preservation Leaflet [06-07 Outsourcing and Vendor Relations](#)

Disaster Planning:

- American Institute for Conservation's Disaster Supplies Shopping List from the Field Guide to Emergency Response: <https://www.culturalheritage.org/docs/default-source/emergency-resources/disaster-supplies-shopping-list.pdf>
- dPlan, online disaster plan template: <https://dplan.org/>
- NEDCC's Preservation Leaflet [03-03 Emergency Planning](#)
- NEDCC's Preservation Leaflet [03-04 Worksheet for Outlining an Emergency Response Plan](#)

Environmental Controls:

- Image Permanence Institute, *IPI's Guide to Sustainable Preservation Practices for Managing Storage Environments* (2012): https://s3.cad.rit.edu/ipi-assets/publications/sustainable_preservation_practices/sustainable_preservation_practices_all.pdf
- Image Permanence Institute, *IPI's Methodology for Implementing Sustainable Energy-Saving Strategies in Collections Environments* (2017): https://s3.cad.rit.edu/ipi-assets/publications/methodology_guidebook/methodology_guidebook_all.pdf
- Image Permanence Institute's DewPoint Calculator: <http://www.dpcalc.org/>
- Image Permanence Institute's Environmental Management Quick Reference: https://s3.cad.rit.edu/ipi-assets/publications/hvac_reference.pdf
- Image Permanence Institute's IPI Media Storage Quick Reference: <https://s3.cad.rit.edu/ipi-assets/publications/msqr.pdf>
- Image Permanence Institute's The Role of Dew Point in Sustainable Environmental Management: https://s3.cad.rit.edu/ipi-assets/publications/dew_point.pdf
- NEDCC's Preservation Leaflet [02-01 Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation](#)
- NEDCC's Preservation Leaflet [02-02 Monitoring Temperature and Relative Humidity](#)

Exhibit:

- National Park Service's Conserv-o-Gram no. 18/1 Polyester Film Book Supports: <https://www.nps.gov/museum/publications/conservogram/18-01.pdf>
- NEDCC's Preservation Leaflet [02-05 Protecting Paper and Book Collections During Exhibition](#)

Funding and Grants:

- Community Preservation Coalition: <https://www.communitypreservation.org/map>
- National Endowment for the Humanities, Collections Stewardship Grant: <https://www.neh.gov/program/collections-stewardship>
- NEDCC's Funding Opportunities webpage: <https://www.nedcc.org/free-resources/funding-opportunities/overview>
- NEDCC's webinar "Creative Fundraising for Preservation," available for free on-demand in the Preservation Training Videos playlist on NEDCC's YouTube page: <https://www.youtube.com/playlist?app=desktop&list=PLSqxpHY476JyiffYgdE6JahUxhHvo>

General Book and Document Supplies:

- Book supplies (examples)
 - Book flags for rare book cataloging from Gaylord Archival: [https://www.gaylord.com/Preservation/Book-&-Pamphlet-Preservation/Repair-Tools-&-Supplies/Other-Tools-&-Supplies/Gaylord-Archival%26%23174%3B-Untabbed-Rare-Book-ID-Strips-\(100-Pack\)/p/HYBo1387](https://www.gaylord.com/Preservation/Book-&-Pamphlet-Preservation/Repair-Tools-&-Supplies/Other-Tools-&-Supplies/Gaylord-Archival%26%23174%3B-Untabbed-Rare-Book-ID-Strips-(100-Pack)/p/HYBo1387)
 - Clarkson Foam Book Support System from Hollinger Metal Edge: <https://www.hollingermetaledge.com/foam-book-support-system/>
 - Homemade cradle using recycled Tyvek shipping envelopes and air pillows: https://www.youtube.com/watch?v=6D_IQ2mU2gE&list=PL2uZTM-xaHP6CRosOpALTinVwaO9Q5OKH&index=2
 - Non-knifing bookends from Demco: <https://www.demco.com/highsmith-reg-reinforced-steel-book-supports>
 - Norfolk Book Sofa from University Products: <https://www.universityproducts.com/norfolk-book-sofa.html>
- Document supplies (examples)
 - Acid-free, lignin-free, buffered document folders from Gaylord Archival, item F9111 for letter-sized: <https://www.gaylord.com/Preservation/Document-Preservation/Folders/Gaylord-Archival%26%23174%3B-Classic-Full-1%22-Tab-Letter-Size-File-Folders-%28100-Pack%29/p/F9111>
 - Acid-free, lignin-free, and buffered interleaving paper from Hollinger Metal Edge: <https://www.hollingermetaledge.com/copy-of-buffered-and-unbuffered-acid-free-tissue-sheets/>
 - Document cases from University Products, item 735-2510 for letter-sized: <https://www.universityproducts.com/perma-dur-barrier-board-document-cases-blue-gray.html>
 - pH testing pens for older storage materials, like the Abbey pH Pen (item PH65) from Gaylord Archival: <https://www.gaylord.com/Preservation/Conservation-Tools-&-Equipment/Measuring-Devices/Abbey-pH-Pen%26%23153;/p/PH65>
 - Record storage boxes from University Products, item 735-5121: <https://www.universityproducts.com/metal-edge-record-storage-boxes.html>
 - Spacer boards to keep documents upright, like these from University Products, item 613-0821: <https://www.universityproducts.com/document-case-spacer-board.html>
- Newspaper supplies (examples)
 - Newspaper Storage Folders from University Products: <https://www.universityproducts.com/newspaper-storage-folders.html>
 - Perma/Dur Barrier Board Drop Front Boxes from University Products: <https://www.universityproducts.com/perma-dur-barrier-board-drop-front-boxes-tan.html>

Lighting:

- NEDCC's Preservation Leaflet [02-04 Protection from Light Damage](#)
- UV-Filtering supplies (examples)
 - UV Filter Film from University Products: <https://www.universityproducts.com/uv-filter-film.html>
 - UV Light Filter Sleeves for Fluorescent Bulbs (pre-cut) from Gaylord Archival: <https://www.gaylord.com/Environmental-Control/Light-Filters/UV-Filtering-Tubes-for-T8-Fluorescent-Bulbs-%2824-Pack%29/p/UVT848>

NAGPRA (Native American Graves Protection and Repatriation Act):

- National Park Service's NAGPRA website: <https://www.nps.gov/subjects/nagpra/index.htm>
- NPS guidance on compliance with NAGPRA: <https://www.nps.gov/subjects/nagpra/compliance.htm>
- NAGPRA Community of Practice: <https://www.nagpracomunityofpractice.com/>

Pamphlet Supplies (examples):

- Acid-free, lignin-free, and buffered document preservation binders like these from University Products, item 801: <https://www.universityproducts.com/perma-dur-document-preservation-binders.html>
- Acid-free, lignin-free, and buffered flip-top shelf files like these from Gaylord Archival, item EFCROC1: <https://www.gaylord.com/Preservation/Book-&-Pamphlet-Preservation/Pamphlet-Files/Gaylord-Archival%2023174;-Blue-E-flute-Flip-Top-Pamphlet-File/p/HYBo2275?mpcCode=WW>

Pest Management and Housekeeping:

- Library of Congress' "The Impact of Hand Sanitizers on Collection Materials": <https://www.loc.gov/preservation/scientists/projects/sanitize.html>
- National Park Service's *11 Step Process to Developing and Implementing an IPM Strategy* <http://npshistory.com/publications/wildlife/integrated-pest-mgt-11-steps.pdf>
- National Park Service's Conserve O Gram 3/7 "Monitoring Insect Pests with Sticky Traps": <https://www.nps.gov/museum/publications/conserveogram/03-07.pdf>
- NEDCC's Preservation Leaflet [03-05 Disinfecting Books and Other Collections](#)
- NEDCC's Preservation Leaflet [04-03 Cleaning Books and Shelves](#)
- Pest Management methods and ID: <http://museumpests.net/>
- Pinnigar, David, and Peter Winsor. *Integrated Pest Management: A Guide for Museums, Libraries and Archives*. London: Museums, Libraries and Archives Council, 2004. http://formacaompr.files.wordpress.com/2010/02/ipm_guide-pestes.pdf

Photographs, Negatives, and Slides:

- Information on the deterioration of photographic film bases can be found in NEDCC's Preservation Leaflet [05-01 A Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication](#)
- National Film Preservation Foundation's *The Film Preservation Guide* (free online) for guidelines and templates to use when caring for films: <https://www.filmpreservation.org/dvds-and-books/the-film-preservation-guide-download>
- NEDCC's Preservation Leaflet [05-05 Storage Enclosures for Photographic Materials](#)
- Preservation Self-Assessment Program Collection ID Guide for photo and image materials: https://psap.library.illinois.edu/collection-id-guide#photo_image
- Glass negative resources and supplies (examples)
 - A brief resource for handling and storage tips, Caring for Glass Plate Negatives: <https://www.gaylord.com/resources/glass-plate-negative-storage>
 - Purpose-built storage containers with dividers
 - Hollinger Metal Edge: <https://www.hollingermetaledge.com/glass-plate-negative-storage-boxes/>
 - Talas: <https://www.talasonline.com/Heritage-Glass-Negative-Storage-Boxes>
 - Gaylord, item GNB45: <https://www.gaylord.com/Preservation/Photo%2C-Print-%26-Art-Preservation/Storage-Boxes/Gaylord-Archival%26%23174%3B-Tan-Barrier-Board-Glass-Negative-Storage-System/p/HYBo2400>
 - Unbuffered four-flap negative enclosures from Gaylord Archival, item 4F45 for 4"x5" negatives: <https://www.gaylord.com/Preservation/Archival-Envelopes%2C-Sleeves-%26-Protectors/Gaylord-Archival%26%23174%3B-70-lb-Text-Unbuffered-Four-Flap-Negative-Enclosures-%2850-Pack%29/p/HYBo1676>
- Photographic print supplies (examples)
 - Unbuffered interleaving tissue from Hollinger Metal Edge, item PT811: https://www.hollingermetaledge.com/copy-of-buffered-and-unbuffered-acid-free-tissue-sheets/?searchid=o&search_query=photo+textile+interleaving
 - Drop-front photographic print boxes, horizontal storage from Gaylord Archival, item DFB10 for 8"x10" prints: <https://www.gaylord.com/Preservation/Photo%2C-Print-%26-Art-Preservation/Storage-Boxes/Gaylord-Archival%26%23174%3B-Black-Barrier-Board-Drop-Front-Deep-Lid-Print-Box/p/HYBo2316>
 - Photographic print boxes, vertical storage from University Products, item 799-6412 for 4"x6" prints: <https://www.universityproducts.com/photo-card-box-with-removable-lid.html>
- Slide supplies (examples)
 - Slide sleeves, 35mm from Print File, item 050-0265: https://www.printfile.com/product/2x2-20b_100/
 - Slide storage boxes from University Products, item 79-1144MP: <https://www.universityproducts.com/slide-file-case.html>

Policies, Practices, and Forms:

- Accession and processing
 - *Describing Archives: A Content Standard (DACS)*:
http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf
 - Greene, Mark and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *The American Archivist* 68, no. 2 (Fall/Winter 2005): 208-263. <https://www2.archivists.org/sites/all/files/MPLP-AmericanArchivist-2005.pdf>
 - Library of Congress' "Accession Forms: Representative Samples":
https://docs.owwl.org/pub/Community/WorkshopStartingDigitizationProjectPt1/SDP_1_AccessionFormSamples.pdf
 - National Archives' "Fastened Documents":
<https://www.archives.gov/preservation/holdings-maintenance/paper#fastened>
 - NEDCC's Preservation Leaflet [07-08 Removal of Damaging Fasteners from Historic Documents](#)
 - Society of American Archivists' "A Guide to Deeds of Gift":
<https://www2.archivists.org/publications/brochures/deeds-of-gift>
 - Society of American Archivists' Deed of Gift with Language Addressing the Possibility of Deaccession:
https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning_2017.pdf – follow the link and see Appendix C for a template
 - Society of American Archivists' Guidelines for Reappraisal and Deaccessioning:
https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning_2017.pdf
- Access and handling guidelines
 - ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections:
https://www.ala.org/acrl/standards/security_theft
 - Example reproduction and publication guidelines, "Image Use Policy and Fees" from Forbes Library (MA): <http://forbeslibrary.org/info/policies/image-use-policy-and-fees/>
 - NEDCC's Preservation Leaflet [03-11 Collections Security: Planning and Prevention for Cultural Heritage Institutions](#)
 - NEDCC's Preservation Leaflet [04-01 Storage and Handling for Books and Artifacts on Paper](#)
 - Society of American Archivists' "Typical Usage Guidelines in Archival Repositories": <https://www2.archivists.org/usingarchives/typicalusageguidelines>
 - Society of American Archivists' "Notes on Copyright, Restrictions, and Unprocessed Collections":
<https://www2.archivists.org/usingarchives/notesoncopyright>
 - Video on handling collections:

- “Handling Harvard’s Special Collections”
<http://www.youtube.com/watch?v=UOvoSOQ8B68>
- Collection development policy
 - Society of American Archivists maintains a list of example collection development policies from a variety of institutions:
https://connect.archivists.org/search?s=%23collection_development_policy&execute=search=true
 - Providence Public Library Collection Policy for Special Collections:
<https://provlib.org/research-collections/special-collections/collections-overview/policy/>
- Exhibit policy
 - NARA – Borrowing NARA Materials - Technical Guidelines (example document) -
<http://www.archives.gov/exhibits/borrowing/technical-guidelines.html>
 - Stanford University Exhibit Loan Policy (example document) -
<https://library.stanford.edu/special-collections-exhibit-loan-policy>
 - University of Washington Exhibits Guidelines (example document) -
<https://lib.uw.edu/about/news/guidelines/>
- Preservation Policy
 - British Library’s *Building a Preservation Policy* (PDF download):
<https://www.scribd.com/document/539579407/Building-a-Preservation-Policy#:~:text=A%20strong%20preservation%20policy%20will,%E2%80%A2>

Preservation Education:

- “About Archives” series from the Society of American Archivists:
<https://www2.archivists.org/about-archives>
- Canadian Conservation Institute (CCI) Notes on collections care:
<https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes.html>
- *Fundamentals of Audiovisual Preservation*, NEDCC’s free, online textbook
<https://www.nedcc.org/av-textbook>
- National Park Service’s Conserve-O-Gram leaflets on museum collections care:
https://www.nps.gov/museum/publications/consveogram/cons_toc.html
- NEDCC’s training calendar: <https://www.nedcc.org/preservation-training/training-currentlist>
- *Preservation 101*, NEDCC’s free, online self-guided preservation course
<https://www.nedcc.org/preservation101/welcome>

Scrapbook Resources:

- American Institute for Conservation’s Book and Paper Group wiki with resources on the care and digitization of scrapbooks: https://www.conservation-wiki.com/wiki/BPG_Scrapbooks

- Library of Congress' "Preservation Basics: Preservation of Scrapbooks and Albums": <https://www.loc.gov/preservation/care/scrapbk.html>

Staffing and Budget:

- Bastian, Jeannette A. and Donna Webber. *Archival Internships: A Guide for Faculty, Supervisors, and Students*. Chicago: Society of American Archivists, 2008. <https://mysaa.archivists.org/productdetails?id=aiB5a0000ookGuyZEAS>
- *Collective Equity!: A Handbook for Designing and Evaluating Grant-Funded Positions* (2020), <https://doi.org/10.26207/6p4a-md61>
- Data about preservation expenditures in collection institutions across the country is captured in *A Public Trust at Risk: The Heritage Health Index Report on the State of American's Collections* (2004): <https://resources.culturalheritage.org/hhi/>
- Data about preservation expenditures in academic libraries is captured in the Preservation Statistics Survey: <https://www.ala.org/core/resources-tools/preservation-statistics>
- Data about preservation expenditures in institutions that collect American art is captured in *The Heritage Health Index Report to the Henry Luce Foundation on the State of American Art Collections*: <https://www.culturalheritage.org/docs/default-source/hhi/luceall.pdf?sfvrsn=2>
- Society of American Archivists' "Best Practices for Internships as a Component of Graduate Archival Education": <https://www2.archivists.org/standards/best-practices-for-internships-as-a-component-of-graduate-archival-education>
- Society of American Archivists' "Best Practices for Volunteers in Archives": https://www2.archivists.org/sites/all/files/Best%20Practices%20for%20Volunteers%20in%20Archives_SAA_RevisedNov2018.pdf
- Society of American Archivists' Museum Archives Section example archivist job descriptions: <https://www2.archivists.org/groups/museum-archives-section/1-archival-program-administration>
- Total Cost of Stewardship: Responsible Collection Building in Archives and Special Collections from OCLC: https://www.oclc.org/research/publications/2021/oclcresearch-total-cost-of-stewardship.html?utm_campaign=total-cost-of-stewardship&utm_medium=listserv&utm_source=industry-listservs&utm_content=stewardship-report-rlp-lists - Free to download. Includes Quick Cost Estimator and Operational Impact Estimator.

Storage Furniture and Equipment (examples):

- Flat file storage from Gaylord Archival: <https://www.gaylord.com/c/Flat-Files-1>
- Lining (for shelves, drawers, exhibit cases, and other uses)
 - MarvelSeal 360, a chemically inert metallic laminate, as supplied by Talas: <https://www.talasonline.com/Marvel-Seal>
 - Lining alternative: buffered box board such as this from Gaylord: <https://www.gaylord.com/Preservation/Conservation-Supplies/Boards-%26->

[Paper/Gaylord-Archival%26%23174%3B-60-pt-Blue-Grey-Barrier-Board-Sheets-%2825-Pack%29/p/HYBo0951](#)

- Powder-coated steel shelving from Brodart:
<http://www.shopbrodart.com/Library-School-Furniture/Shelving-and-Bookcases/All-Steel-Shelving/?s=MToxNjowOjo6MjAwLjAxOjUwMC4wMDo6MDo%3d>
- Steel shelving and racks from Gaylord Archival: <https://www.gaylord.com/c/Shelving-and-Racks?q=%3anewest%3aShelving-Material%3aSteel&text=&viewMode=List&pageSize=20>

Storage Resources:

- NEDCC's Preservation Leaflet [04-04 Storage Enclosures for Books and Artifacts on Paper](#)
- NEDCC's Preservation Leaflet [04-09 Storage Solutions for Oversized Paper Artifacts](#)
- Pacifico, Michele F. and Thomas P. Winstead. *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Chicago: Society of American Archivists, 2009.
<https://mysaa.archivists.org/productdetails?id=a1B5a00000kG3OPEAo>
- Preservation Self-Assessment Program (PSAP) Collection ID Guides for audiovisual media, paper and book, photo and image materials, and objects:
<https://psap.library.illinois.edu/collection-id-guide>

Endnotes

- 1 Commission on Preservation and Access. 1993. *The preservation of archival materials. Report of the task forces on archival selection to the Commission on Preservation and Access*. Washington, D.C.: Commission on Preservation and Access. <http://www.clir.org/pubs/reports/arc rept>
- 2 Rochester Institute of Technology. 2012. *IPI's guide to sustainable preservation practices for managing storage environments*. Rochester, N.Y.: Image Permanence Institute, Rochester Institute of Technology. <https://www.imagepermanenceinstitute.org/store/publications/sustainable-preservation-practices-guidebook>
- 3 Foot, Mirjam. 2001. *Building a preservation policy*. Rev. ed. London: Preservation Advisory Centre, British Library. http://www.bl.uk/aboutus/stratpolprog/collectioncare/publications/booklets/building_a_preservation_policy.pdf
- 4 University of Illinois at Urbana-Champaign. 2014. "Preservation Self-Assessment Program format ID guide. <https://psap.library.illinois.edu/format-id-guide>
- 5 Greene, Mark A., and Dennis E. Meissner. 2005. "More product, less process: revamping traditional archival processing". *American Archivist*. 68 (2). <http://www.archivists.org/prof-education/pre-readings/IMPLP/AA68.2.MeissnerGreene.pdf>
- 6 Peter Z. Adelstein. 2004. *IPI Media Storage Quick Reference*. Rochester, NY: Image Permanence Institute, Rochester Institute of Technology. www.imagepermanenceinstitute.org/webfm_send/301; and The National Film Preservation Foundation. 2004. *The Film Preservation Guide: The Basics for Archives, Libraries, and Museums*. San Francisco, CA: National Film Preservation Foundation, pp. 59-69. www.filmpreservation.org/preservation-basics/the-film-preservation-guide.
- 7 Image Permanence Institute. 2010. *Seminar Reference Workbook for Sustainable Preservation Practices for Managing Storage Environments*, p. 46. http://ipisustainability.org/pdfs/sustainability_workbook_connecticut.pdf
- 8 Zachary, Shannon. 1997. "Managing a stacks cleaning project". *Archival Products News* 5 (1), www.archival.com/newsletters/apnewsvol5no1.pdf; and NEDCC. 2012. "Preservation Leaflet 4-3: Cleaning Books and Shelves." Andover, Mass: NEDCC. <https://nedcc.org/04-03-cleaning>
- 9 NEDCC. 1999. "Preservation Leaflet 3-10: Integrated Pest Management." Andover, Mass: NEDCC. <https://nedcc.org/03-10-pests>; and Integrated Pest Management Working Group. "MuseumPests.net" www.museumpests.net
- 10 NEDCC. 1999. "Preservation Leaflet 4-4: Storage Enclosures for Books and Artifacts on Paper." <https://nedcc.org/04-04-enclosures>; and 2018. "Preservation Leaflet 5-5: Storage Enclosures for Photographic Materials." <https://nedcc.org/05-05-storage-photos>

¹¹ National Information Standards Organization (U.S.), and American National Standards Institute. 2010. *ANSI/NISO Z39.48-1992 (R2009), Permanence of paper for publications and documents in libraries and archives*. Bethesda, Md: NISO Press.

¹² Association for Library Collections and Technical Services. 2015. *Managing microforms in the digital age*. Chicago, IL: Association for Library Collections & Technical Services, American Library Association. <http://www.ala.org/alcts/resources/collect/serials/microforms>

¹³ NEDCC. N.d. "Preservation Leaflet 6-6: Preservation and Selection for Digitization." <https://nedcc.org/o6-o6-selection-for-digitization>

¹⁴ NEDCC. 2018. "Preservation Leaflet 7-7: Choosing and working with a conservator." <https://nedcc.org/o7-o7-choosing-conservator>

¹⁵ NEDCC. 1999. "Preservation Leaflet 4-10: Matting and Framing for Art and Artifacts on Paper." <https://nedcc.org/o4-10-framing>



August 31, 2026

Dear CPC Members,

Board of Directors

Gerald Kimber White,

President

Michelle Delaney,

Vice President

Craig Forester,

Treasurer

Jill Rizzotti,

Clerk

Parvez Hakim

Sally Purrington Hild

Jessica Li

Marisa Lutz

Judy Petrovic

Sheila Pundit

Kate Ryan

Tara Schepens

Kristin Schneider

I am writing on behalf of the Board of Directors of the Goodnow Library Foundation (GLF) in support of the Goodnow Library's application for a CPC grant to fund the construction of a dedicated, climate-controlled, archival storage space for the Library's irreplaceable local history collections.

For more than 15 years, the GLF has augmented the funding of the Town of Sudbury's budget and other donors like the CPC to enable capital improvements, physical technology upgrades, library innovation, and refurbishments such as the recently renovated Historic Room.

We view the new archive storage space as a necessary extension of that work, and a critical investment in the long-term maintenance of and access to the Library's remarkable manuscript and artifact collections. As such, we are prepared to support the cost of this project with a \$20,000 GLF grant, or roughly 10% of the total funding requested.

The Goodnow Library plays a crucial role in our community as a center of knowledge and forum for study and exchange of ideas. Its extraordinary historical collections are yet another facet of this jewel of Sudbury. As such, the GLF Board of Directors is uniformly and enthusiastically in favor of this project and are grateful for your funding consideration.

Director

Jennifer Baker Jones

Best,

A handwritten signature in green ink, appearing to read "Gerald L. Kimber White".

Gerald L. Kimber White
President, Board of Directors

Library Director

Amy Stimac



Library Board of Trustees,
Elizabeth Iwasaki, Chair
Megan Kelley, Vice-chair
Jill Caseria
Katina Fontes
Eriko Frank
Ingrid Mayyasi

September 2, 2026

Dear Members of the Community Preservation Committee,

I am writing on behalf of the Goodnow Library Trustees to express our strong support for the Goodnow Library's application for Community Preservation Act funding to construct a dedicated, climate-controlled archival storage space for the library's Local History collections.

The Goodnow Library has served as a steward of Sudbury's history for nearly 150 years. The materials within the library's Local History collections represent an important part of Sudbury's collective memory and are essential resources for residents, genealogists, and researchers.

The Goodnow Library Trustees recognize that stewardship of these collections carries with it a responsibility to ensure their long-term preservation and accessibility. Over the past several decades, the library has made significant investments in strengthening its ability to care for these materials, including the development of collections-management policies and workflows, environmental monitoring, and the hiring of the library's first full-time librarian/archivist dedicated to the management of the Local History collection.

The proposed archival storage project represents an important next step in that continuing effort. The new space would provide secure, staff-accessible, climate-controlled storage for more than 165 linear feet of materials that are currently too fragile or valuable to remain in existing storage areas.

The project also addresses a demonstrated preservation need. The library's recent preservation assessment by the Northeastern Document Conservation Center (NEDCC) identified the need for improved environmental conditions and a more strategic approach to the storage of Local History materials. Environmental monitoring has documented substantial fluctuations in both temperature and relative humidity in the areas currently used to house the collections. These conditions pose a serious and ongoing risk to irreplaceable materials. And the consequences are not merely theoretical. The library has already observed environmental damage to portions of its

collections, including materials associated with the George H. Barton Collection. Without appropriate climate-controlled storage, additional deterioration may occur, resulting in permanent loss of materials that cannot be replaced.

The Goodnow Library Trustees believe that the proposed archival storage space is a prudent and necessary investment in an important Town resource. The materials held by the Goodnow Library were entrusted to the institution by generations of Sudbury residents, families, organizations, and Town government. Ensuring that these materials are preserved is fundamental to the library's mission and to our responsibility as Trustees.

Thank you for your consideration and for your continued support of projects that preserve Sudbury's heritage and strengthen the community for generations to come.

Best Wishes,

Elizabeth Iwasaki

Chair, Goodnow Library Trustees

Appendix D



Sudbury Historical Society

288 Old Sudbury Road

Sudbury, MA 01776

info@sudbury01776.org

sudbury01776.org

978-443-3747

Officers and Trustees

Elin Neiterman, *President*
Andrea Roessler, *Vice President*
Hartley Johnson, *Treasurer*
Kathryn Lee, *Secretary*
William Andreas
Diana Cebra
Keith Funston
Beth Gray-Nix
Steven Greene
Sally Purrington Hild
Analisa Spina

Advisors

Dave Colombo
George Connor
Jan Hardenbergh
Jane Sciacca
Bethany Schlegel Shaw

Staff

Francesco Buccella
Director and Archivist

August 28, 2026

Amy Stimac
Director
Goodnow Library
21 Concord Road
Sudbury, MA 01776

Dear Amy,

On behalf of the Sudbury Historical Society (SHS), I am pleased to write this letter in strong support of the Goodnow Library for seeking funding from the Town of Sudbury Community Preservation Committee (CPC) to construct a dedicated climate-controlled storage for the historic collections at the library.

Both of our organizations hold some of the most important documents, maps, objects, and photographs related to the history of our town, and our missions are aligned in caring for these irreplaceable artifacts for future generations. The volatile fluctuations in New England temperatures and humidity can degrade these often fragile and unique materials, therefore, a climate-controlled space for a local cultural heritage institution is not only a worthy cause, but a necessary one.

As an archivist by trade, I was pleased to learn that the Goodnow Library has already received a formal preservation assessment from the Northeast Document Conservation Center (NEDCC), in addition to following professional standards set by the Society of American Archivists (SAA). I wholeheartedly second these recommendations.

If you require any further letters of support, of course, do not hesitate to ask. The SHS understands the importance of protecting the historic artifacts at the library.

Sincerely,

Francesco Buccella
Director & Archivist

*Sudbury Historical Society is a 501(c)(3) nonprofit organization.
(Federal Tax ID# 04-6193032)*

August 21, 2026

Sandra R. Duran
Combined Director of Facilities
Town of Sudbury
275 Old Lancaster Road
Sudbury, MA 01776

via email: DuranS@sudbury.ma.us

**RE: Goodnow Library, Basement Storage
Proposal for Architectural Services**

Dear Ms. Duran:

Gienapp Architects is pleased to submit our proposal to provide architectural services for your proposed basement storage renovation project. This proposal is based on our observation of the space and our discussion with you on August 12, 2026.

Basis and Intent

We understand the Town would like to renovate the basement of the Goodnow Library to create an archival storage room. The current goals and considerations for the project may be summarized as follows:

1. Create a storage room for archival storage. Currently, there appears to be two rooms in the basement of the original library, which may be able to be reconfigured for this purpose. One is an L-shaped room that is currently used as storage for the Children's Room, and adjacent to it, is an IT/Server Room.
2. There appears to be two options to create archival storage:
 - 2.1. Option 1: Keep the current L-shape configuration for the archival storage and relocate the children's library items.
 - 2.2. Option 2: Add a partition in the IT room to divide it into two. The IT equipment and wiring will remain in its current location, the other side will be used for the children's library items, and the current L-shape room will be used for archival storage.
 - 2.3. Option 3: Relocate the partition between the IT room and L-shaped room to make the L-shaped room larger so it can be used for both archival storage and children's library items. This option is not desirable as there are a lot of wires and equipment located on the partition.
 - 2.4. All Options:
 - 2.4.1. All options will include the heat being removed from the L-shaped room, and a new, archive appropriate HVAC unit be added that can provide heating and cooling.
 - 2.4.2. Existing built-in shelving will be removed, and movable shelving will be relocated as needed. Any new shelving will be moveable and will be purchased by the library not under this project.



3. Other items to be included:
 - 3.1. An old door in the L-shaped room will be removed as it does not go anywhere following a previous renovation. Shelving should be added in that location.
 - 3.2. For layout, we will assume shelving for the archival storage will consist of 18-inch-deep shelving and a 30-inch x 36-inch vertical art storage, and shelving for the Children's Room Storage should be 24 inches deep where possible and otherwise, 18 inches deep.
 - 3.3. Since the room will be for employee-only use, the walls will be painted and the concrete floor will be exposed.
4. The Town is seeking CPC funding on or around September 8th. Consequently, enough of the design needs to be completed to provide a rough cost estimate by that date.
 - 4.1. Based on the site visit and discussion and without a design, we roughly estimate the construction could be around \$110,000, and with soft costs, the total project cost could be around \$150,000. Getting a better grasp on the estimate will be one of the priority tasks once we begin working on a design.
5. We understand that shelving will be purchased by the Library or the Town. All other work (e.g. partition construction) will be performed by a contractor selected through public bidding.

Scope of Services

We propose to provide architectural and engineering services for the following disciplines, summarized as follows:

1. Architectural Design
2. Electrical Engineering (limited to lighting adjustments, if needed)
3. Fire Protection Engineering (limited to minor sprinkler head adjustments)
4. HVAC Engineering (limited to sizing the split unit and heating piping removal)

We propose to provide the following services:

1. Pre-Design Services

During this phase, we will review and document the existing project conditions to acclimate to the project and for use in subsequent phases, including:

- 1.1. Review the original Construction Documents, if available, as well as documents pertaining to renovations, studies, tests, etc.
- 1.2. Conduct a site visit to document existing building conditions.
 - 1.2.1. Measure and photograph existing conditions to the extent necessary for the project.
- 1.3. Identify locations for exploratory openings. This will likely include opening the wood enclosed columns.

2. Schematic Design

During Schematic Design, we will develop initial concepts and designs to determine and convey the proposed solution, including:

- 2.1. Based upon the intent of the project and appropriate Codes, develop a general project scope for review.
- 2.2. It is intended for the Schematic Design phase to provide you with a clear understanding of a) the scope of the project, b) the layout and appearance, and c) probable cost.
- 2.3. Develop conceptual options for review and discussion with you.
- 2.4. Determine a Preferred Option.
- 2.5. Review probable project costs with you: Estimated Construction Cost (ECC) and Total Project Budget (other soft and hard costs).
 - 2.5.1. We anticipate the cost will be determined by an in-house cost estimate.



2.6. Consequently, we anticipate that Schematic Design will include the following documents:

- 2.6.1. Floor plans, elevations, and sections.
- 2.6.2. Preliminary engineering drawings or a narrative of proposed systems and scope.
- 2.6.3. A preliminary Construction Cost Estimate and preliminary Total Project Budget.

3. Construction Documents

Based upon approvals of the prior phases, we will prepare drawings for permit and construction as follows:

- 3.1. Based on your approval of the previous phase, we will develop plans and specifications per Chapter 149 Public Bidding and Construction.
- 3.2. Work with you and the Project Team to determine other aspects of the project such as phasing, alternates, bid vs. negotiated contract, temporary facilities and similar issues.
- 3.3. We anticipate we will provide “front end” specifications for general requirements, temporary facilities, use of site, submittals, etc. However, you (the Owner) will provide the Form of Contract and other legal documents. We can provide these for your legal counsel to review, if you prefer.

4. Bidding/Negotiating

Coordinate the bidding process with you and provide services as follows:

- 4.1. Prepare Advertisement for Bids.
- 4.2. Organize and conduct pre-bid walk-through.
- 4.3. Review and respond to bidder questions and issue Addenda as necessary.
- 4.4. Conduct or attend the bid opening, if requested. Provide bid tally.
- 4.5. Perform reference checks and review of the low bidders.

5. Construction Administration

During the construction phase, we will provide the following services:

- 5.1. Stamped and signed documents will be provided at the beginning of Construction Administration.
- 5.2. Conduct the pre-construction meeting.
- 5.3. Conduct periodic site visits and observation of the progress of construction. This is consistent with the requirements of Construction Control and to serve the project.
- 5.4. Conduct progress meetings, typically coinciding with site visits.
- 5.5. Prepare and distribute Observation Reports subsequent to each construction meeting.
- 5.6. Review and take action on contractor's submittals and shop drawings.
- 5.7. Review and advise on contractor's monthly requisitions.
- 5.8. Prepare and issue change requests as required during construction.
- 5.9. Assist you with obtaining close-out materials.
- 5.10. Conduct a final walkthrough, prepare punch list in preparation to issue a stamped and signed final Construction Control Affidavit.
- 5.11. This proposal assumes a construction period of approximately four months, anticipating approximately one months of on-site work and the remaining time for procurement and other pre-construction and close out activities. Any additional time after the anticipated construction will be invoiced on an hourly basis per the attached Billing Rates.



(Continued on next page.)

Fee and Payment

We propose to provide architectural and engineering services for a lump sum fee allocated as follows:

No.	Phase	Arch. Fee	Eng. Fee	Subtotal	Comment
1	Pre-Design	\$ 1,500	\$ 1,000	\$ 2,500	
2	Schematic Design	\$ 6,500	\$ 3,000	\$ 9,500	
3	Construction Documents	\$ 8,000	\$ 6,000	\$ 14,000	
Subtotal				\$ 26,000	
4	Bidding	\$ 500	\$ 500	\$ 1,000	
5	Construction Administration	\$ 1,500	\$ 1,000	\$ 2,500	
Subtotal				\$ 3,500	
Total				\$ 29,500	
<u>Optional Services</u>					
6	Professional Cost Estimate	\$ 7,000			
(In-house estimate included)					

Exclusions:

Services not included as part of this proposal:

1. **Structural Engineering:** Structural Engineering is not included in this proposal but can be provided as an additional service, if required.
2. **Environmental Science:** Hazardous material sample collection, testing and design services for asbestos or lead abatement are not included in this proposal. If presence of hazardous materials is determined, these services can be provided as reimbursable expenses.
3. **Plumbing Engineering:** Plumbing Engineering is not included in this proposal, but can be provided as an additional service, if required.
4. **Energy Modeling:** Energy Modeling is not included in this proposal, which may be required depending on the Code. We can provide information on the design to a separate consultant if needed for energy modeling, or we can engage a separate consultant and provide this as an additional service.
5. **Electronic Bid Room:** Electronic Bid Room Fees are not included in this proposal and will be charged directly to the owner or submitted as a reimbursable expense.
6. **Additional Services:** This Proposal is based on a design and construction duration typical for a project of comparable complexity and size. Extending the duration of the project beyond that indicated above, most notably due to the non-performance by the contractor to conduct the work in a continuous and expedient manner, shall be eligible for additional compensation at similar rates.

Fees for services included in this Proposal are valid for a period of ninety (90) calendar days after the date of issuance. If Notice to Proceed is not received within this period, fees may be subject to adjustment.

Invoices will be monthly, which may not coincide with project deliverables.



Services will be provided in accordance with the attached Schedule of Terms and Conditions. Returning one signed copy of this Proposal will serve as your Notice to Proceed.

Conclusion

We are pleased to offer our services for this interesting project. Please do not hesitate to contact me with any questions or if you would like to proceed.

Sincerely,

Accepted



Imelda R. Barnhurst, AIA, LEED AP BD+C
Managing Partner
Gienapp Architects, LLC

for Town of Sudbury

DATE

CC: Amy Stimac, Goodnow Library Director

Encl: Schedule of Terms and Conditions, 2026, Schedule of Billing Rates and Reproduction Charges, 2025



Schedule of Terms and Conditions of Letter Agreement Between Owner and Architect

2026

1. **BILLING AND PAYMENTS** The Architect shall submit monthly invoices to the Owner for all Basic Services, Additional Services, and Reimbursable Expenses performed or incurred during the preceding 30 days. The Owner shall pay the Architect's invoices in current funds within 15 days of receipt of each invoice.
 - 1.1. **HOURLY WORK** When Architect's Work is based on hourly rates, those rates are as shown in the attached Schedule of Billing Rates and Reproduction Charges
 - 1.2. **REIMBURSABLE EXPENSES** Reimbursable Expenses shall include, but shall not necessarily be limited to, the following:
 - copying expenses;
 - shipping, handling, and delivery charges;
 - mileage, tolls, cab fares, and parking costs;
 - renderings, models, and mock-ups;
 - taxes;
 - out-of-town travel expenses;
 - out-of-state fees of other consultants engaged by the Architect at the Owner's request; and
 - permitting fees and other fees paid to other public authorities on the Owner's behalf.

Compensation for Reimbursable Expenses incurred by the Architect shall be billed based on the costs actually incurred plus 15%.

After 30 days, all unpaid invoices shall bear interest at the rate of 2% above the prime interest rate then in effect.

2. **ADDITIONAL SERVICES** At the Owner's reasonable request, the Architect may provide Additional Services beyond the Basic Services described herein. These Additional Services shall be based on an agreement between the Owner and the Architect and shall be accomplished by a written instrument signed by the Owner and the Architect describing with reasonable particularity the Additional Services to be provided

Unless otherwise indicated, all Additional Services will be billed according to the same terms as the Architect's Basic Services.

3. **INSTRUMENTS OF SERVICE** Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect under this Contract. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

The Architect shall be deemed the author and owner of its Instruments of Service and will retain all common law, statutory, and other reserved rights in its Instruments of Service, including copyrights. Neither the Owner nor its other representatives shall own or claim a copyright in the Instruments of Service.

Provided that the Owner is in substantial compliance with its obligations hereunder, including but not limited to its obligation to pay for the Architect's Basic and Additional Services, if any, the Owner is authorized to use and reproduce the Instruments of Service provided to it solely and exclusively for execution of the Project. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Owner may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the work without the Architect's specific written authorization.

The Owner acknowledges and agrees that to the extent it makes changes to the Architect's Instruments of Service, it does so at its own peril. The Owner likewise agrees to defend and indemnify the Architect against all claims, liabilities, losses, damages, costs, and expenses, including attorneys' fees, arising out of the unlicensed use of or modification to the Architect's Instruments of Service.

4. **STANDARD OF CARE** The Architect shall perform its services hereunder with the reasonable care and skill typically practiced by similarly situated professionals in the same discipline and locality under similar circumstances.



5. TERMINATION The Architect, in its sole discretion, may terminate the Contract with or without cause on 14-days' written notice to the Owner. The Owner will pay for all Work provided by the Architect through the effective date of the termination.
6. INSURANCE The Architect shall purchase and maintain professional liability insurance of at least \$1 million per occurrence and \$2 million in the aggregate from an insurance company or insurance companies lawfully authorized to issue insurance in Massachusetts.

At the Owner's request, the Architect shall provide certificates of insurance acceptable to Owner.

7. INDEMNIFICATION The Architect shall indemnify and hold harmless the Owner and its agents and representatives from and against claims, damages, losses, and expenses, arising out of or resulting from the performance of the Architect's services hereunder, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Architect.

The Owner shall indemnify and hold harmless the Architect and its agents and representatives from and against claims, damages, losses, and expenses, arising out of or resulting from the performance of the Project, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Owner and/or its agents, including the Project's engineer, general contractor, and all other Owner's representatives.

8. DISPUTE RESOLUTION If the Parties are not able to informally resolve disputes arising from this Contract, an experienced private construction arbitrator shall be mutually selected by the Parties to conduct a binding arbitration in accordance with state law, including, but not limited to the right of limited discovery. If the parties are unable to mutually agree on an arbitrator within 30 days of written demand for arbitration by one of the Parties, then either of the Parties may submit the dispute to the American Arbitration Association ("AAA") for binding arbitration according to the Construction Industry Rules of the American Arbitration Association and the AAA shall administer the binding arbitration. Judgment upon the award may be entered in any Court having jurisdiction thereof. The arbitrator's award shall be detailed and set forth both the legal and factual basis of the award.
9. MISCELLANEOUS The Architect's liability hereunder shall be limited to amount of fees the Architect actually receives from the Owner for the Architect's work on the Project. In no event shall the Architect be liable to the Owner for consequential damages.

Each provision of this Contract is separate and severable from all others, and if one or more provision is deemed void or unenforceable, the other obligations shall remain in effect to the fullest extent possible.

This Contract represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations, or agreements, either written or oral.

This Contract shall be governed by Massachusetts law.

If the Architect prevails in any arbitration, litigation, or other binding dispute-resolution mechanism arising hereunder, it shall be entitled to recover from the Owner all reasonable attorneys' fees and costs incurred therein.

The Owner shall assert all claims arising out of the interpretation or performance of this Contract within one year of the date it discovers or reasonably should have discovered the facts giving rise to the claim.

The Architect is not responsible for, and expressly disclaims, responsibility for work performed by the Owner and/or its other Project representatives. The Architect likewise is not responsible for delays caused by factors outside of its reasonable control.

The Architect shall be entitled to rely on the accuracy of information furnished by the Owner.

Neither Party shall assign this Contract, or any rights or obligations arising hereunder, to any third-party unless the Parties mutually agree otherwise in writing.



Memo

Date: September 1, 2025
To: Owner/File
From: Gienapp Architects
Project: Schedule of Billing Rates and Reproduction Charges Proj #: 902.0

Gienapp Architects

Principal	\$295.00
Senior Project Manager/Architect	\$250.00
Project Manager/Architect	\$175.00
Job Captain	\$150.00
Designer Draftsperson II	\$120.00
Designer Draftsperson I	\$100.00
CSI, Specification Specialist	\$140.00
Administrative	\$ 85.00



Matterport Scanning Pricing:

1. \$1,500 minimum fee that includes set-up. Commercial detail or residential per square foot price of \$0.15 for any space under 30,000 square feet. \$0.10 per square foot over 30,000 square feet.
2. \$2,500 minimum fee for open/roof or foundation scanning of areas over 150,000 square feet \$0.03

Expense charges (unless specifically included in Scope of Services):

1. Code analysis: hourly with \$1,500 minimum.
2. Site visit and report: hourly with \$750 minimum each.
3. Printing of drawings and Project Booklets (except those used exclusively by the Architect and the Consultant):
 - a. Drawings (24" X 36"): \$1.00 per sf; \$5.00/set binding
 - b. Drawings (11" X 17" or 12" X 18"): \$.60 per page; \$5.00/set binding
 - c. Booklets (8 1/2" X 11"): \$0.25/page, \$10.00/book binding
4. Presentation Boards:
 - a. Full color printing (up to 24" x 36") mounted on foam core: \$75 each
5. Presentation renderings, drone videos, building modeling walkthroughs, and building modeling movies are additional services and are not included in lump sum fees unless specifically stated.

Imelda R. Barnhurst, AIA, LEED AP BD+C
Gienapp Architects, LLC

Two cabinets would be
purchased for Framed Art
storage

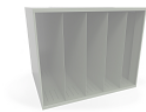


[HOME](#) / [STORAGE & HANDLING EQUIPMENT](#) / [STEEL CABINETS](#)

SHARE



CLICK TO ENLARGE



Large Stackable Vertical Art Storage Cabinet

Part #: VASB404840

\$2,149.00 USD

Reference the color swatches sheet for all color and finish selections below.

[VIEW SWATCHES](#)

Color:

Select an option

Quantity:

1

ADD TO CART

ADD TO WISHLIST

RELATED PRODUCTS

Use this Large Stackable Vertical Art Storage Cabinet for storing larger framed art. The reinforced welded steel cabinet measures 40H x 48W x 40"D and comes with four reinforced dividers that are



Extra Divider for 40H x 48W x 40"D Large Stackable Vertical Art Cabinet

\$186.69

[View Details](#)

adjustable by 2 1/2" increments for a customizable storage space.

FEATURES



- For vertical storage of large framed art
- Four dividers split the unit into customizable storage spaces
- Powder-coated finish is archival quality—no off-gassing, acidity or alkalinity
- *Additional dividers available separately.*

SPECS



Beva® 2.5 mil 371 Film (Roll)

[View Details](#)



Standard-Weight Tyvek® Soft Structure Roll

From \$232.00

[View Details](#)

Appendix G

H-3355 shelving units (or similar) will

My Account | Contact Us | Sign In | Cart \$0.00

ULINE

be purchased

Products

Uline Brand

Quick Order

Catalog Request

Special Offers

About Us

Careers

Home > All Products > Shelving and Storage > Industrial Steel Shelving > Industrial Steel Shelving



INDUSTRIAL STEEL SHELVING

All-purpose steel shelving for warehouses, stockrooms and machine shops.

- 20-gauge steel shelves. Welded box beams, front and rear. Powder-coat finish.
- Holds up to 800 lbs. per shelf.
- Shelves adjust in 1 1/2" increments.
- Includes side and rear cross braces.

ADDITIONAL SHELVES

- Add extra shelves to Industrial Steel Shelving.
- Clip design for easy assembly. Includes 4 shelf clips.



[Enlarge & Video](#)

75" INDUSTRIAL STEEL SHELVING

MODEL NO.	DIMENSIONS W x D x H	NO. OF SHELVES	SHELF CAP. (LBS.)	WT. (LBS.)	PRICE EACH			ADD TO CART	
					1	3	5+		
H-3841	36 x 12 x 75"	6	800	70	\$240	\$230	\$220	1	ADD
H-3353	36 x 18 x 75"		800	83	275	265	255	1	ADD
■ H-3354	36 x 24 x 75"		800	98	310	300	290	1	ADD
H-3842	48 x 12 x 75"	6	550	85	290	280	270	1	ADD
■ H-3355	48 x 18 x 75"		550	100	350	340	330	1	ADD
■ H-3356	48 x 24 x 75"		550	119	405	395	385	1	ADD

■ SHIPS UNASSEMBLED VIA MOTOR FREIGHT

MODEL NO.	WT. (LBS.)	PRICE EACH		ADD TO CART	
		1	4+		
H-3841-ADD	8	\$30	\$29	1	ADD
H-3353-ADD	10	38	37	1	ADD
H-3354-ADD	13	45	44	1	ADD
H-3842-ADD	10	39	38	1	ADD
H-3355-ADD	13	53	51	1	ADD
H-3356-ADD	17	63	61	1	ADD

87" INDUSTRIAL STEEL SHELVING

MODEL NO.	DIMENSIONS W x D x H	NO. OF SHELVES	SHELF CAP. (LBS.)	WT. (LBS.)	PRICE EACH			ADD TO CART	
					1	3	5+		
H-3843	36 x 12 x 87"	6	800	73	\$250	\$240	\$230	1	ADD
H-2883	36 x 18 x 87"		800	86	285	275	265	1	ADD
■ H-2884	36 x 24 x 87"		800	101	320	310	300	1	ADD
H-3844	48 x 12 x 87"	6	550	88	300	290	280	1	ADD
■ H-2885	48 x 18 x 87"		550	104	365	355	345	1	ADD
■ H-2886	48 x 24 x 87"		550	123	415	405	395	1	ADD

■ SHIPS UNASSEMBLED VIA MOTOR FREIGHT

MODEL NO.	WT. (LBS.)	PRICE EACH		ADD TO CART	
		1	4+		
H-3841-ADD	8	\$30	\$29	1	ADD
H-3353-ADD	10	38	37	1	ADD
H-3354-ADD	13	45	44	1	ADD
H-3842-ADD	10	39	38	1	ADD
H-3355-ADD	13	53	51	1	ADD
H-3356-ADD	17	63	61	1	ADD