

George Mason University
Request for Proposals

GMU-1579-19
Conservation of Library Materials

Original



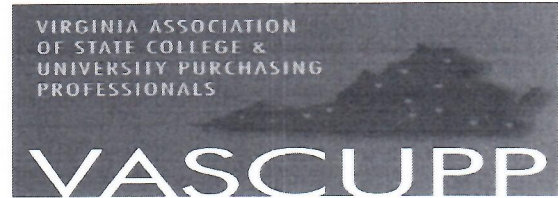
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Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS
GMU-1579-19

ISSUE DATE: May 10, 2019

TITLE: Conservation of Library Materials

PRIMARY PROCUREMENT OFFICER: James Russell, Director, jrussell@gmu.edu

SECONDARY PROCUREMENT OFFICER: Erin Rauch, Asst. Director, erauch@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM EST on May 17, 2019. All questions must be submitted in writing. Responses to questions will be posted on the Mason Purchasing Website by 5:00 PM EST on May 22, 2019. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: May 29, 2019 @ 2:00 PM EST. Hand deliver or mail proposals directly to the address above. Electronic submissions will not be accepted. A public opening will not be held. Late proposals will not be accepted.

Note: A return envelope is not being provided. It is the responsibility of the Offeror to ensure the proposal is submitted in a sealed envelope, box, container, etc. that clearly identifies the contents as a proposal submission in response to this Request for Proposal. See Section XII Paragraph C herein. If delivering proposals by hand, deliver to the Purchasing Department located in Suite 4200 of Alan and Sally Merten Hall (Merten Hall), Fairfax Campus. Campus Map. Office hours are 8:30AM to 5:00PM.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm: Legal Name:

Northeast Document Conservation Center

DBA:

Address: 100 Brickstone Square, Andover, MA 01810

Date: 5/21/19

By: [Signature]
Signature

FEI/FIN No. 23-7349330

Name: Bill Veillette

Fax No. 978.475.6021

Title: Executive Director

Email: bveillette@nedcc.org

Telephone No. 978.470.1010

SWaM Certified: Yes: _____ No: X (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: _____

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

**ATTACHMENT A
VENDOR DATA SHEET
TO BE COMPLETED BY OFFEROR**

1. **QUALIFICATION OF OFFEROR:** The Offeror certifies that they have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **YEARS IN BUSINESS:** Indicate the length of time in business providing this type of service:

Type of Business: Conservation services 46 Years 2 Months

3. **BUSINESS STATUS:**

A. Type of organization (circle one):

Individual
Sole Proprietor

Partnership
Government

Corporation
Other (explain)

501 (c) 3

B. Category (circle one):

Manufacturer/Producer
Service Establishment
Other (explain)

Mfg.'s Agent
Distributor

Retailer
Wholesaler

C. Status: If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number N/A. For certification assistance, please visit <http://www.sbsd.virginia.gov/>. (Please check all applicable classifications. Must be certified with **VIRGINIA SBSBD** to qualify)

 (MB) MINORITY OWNED. "Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

 (WB) WOMAN OWNED. "Women-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

 (SB) SMALL BUSINESS: "Small business" means a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

✓ ***LARGE BUSINESS** (We are "small," but cannot be classified as a "business," because we are a nonprofit.)

I certify the accuracy of this information.

Signed: William P. Veillette Title: Executive Director

Printed Name: William P. Veillette Date: 5/21/19

1. PROCEDURAL INFORMATION

a. Signed cover page and all addenda

See page 1.

b. Attachment A – Vendor Data Sheet

See page 2.

c. Payment Preference

NEDCC requests Option#3 - Net 30 Payment Terms. NEDCC has enrolled in Paymode-X where all payments will be made electronically to NEDCC's bank account. NEDCC is a registered vendor in the Commonwealth of Virginia's eVA portal.

2. QUALIFICATIONS AND EXPERIENCE

Since its founding in 1973, NEDCC has provided conservation services to thousands of nonprofit institutions and private collectors across the nation. Our clients include both public and private academic institutions (Yale University, Syracuse University, and Rice University), large federal institutions (National Park Service, National Archives), public libraries (Boston Public Library, Hartford Public Library, Columbus Lowndes Public Library), state libraries and archives (Rhode Island State Archives, Massachusetts State Library, South Carolina Department of Archives and History), as well as numerous museums, historic societies, and municipal records offices.

NEDCC has treated many significant books, documents, and photographs. Projects of note include the conservation treatment of journals from the Lewis and Clark expedition; manuscripts of Thomas Jefferson, George Washington, and Thomas Edison; wallpaper from the home of Henry Wadsworth Longfellow; mammoth views of the American West by photographers W. H. Jackson and Carlton Watkins; the globe used by Franklin Roosevelt during his presidency; and the Bradford Manuscript.

Treatment is performed in accordance with the highest professional standards, using permanent and durable materials. Whenever possible, conservation treatments are reversible and non-damaging, and emphasis is placed on maintaining the integrity of the artifact. Written and photographic documentation is created for all conservation work, and final treatment reports are provided to the client. NEDCC is an institutional member of AIC, and all conservators on staff are individual members of AIC. NEDCC adheres to the American Institute for Conservation's (AIC) *Code of Ethics and Guidelines for Practice*.

NEDCC offers audio preservation reformatting of grooved and magnetic tape formats, as well as cleaning, repair, stabilization and rehousing of original carriers using only vetted (*i.e.* non-proprietary) methods. NEDCC is the sole provider of the IRENE reformatting service for grooved audio formats, which uses a "touchless" optical-scanning technology to retrieve sound without damaging the physical carriers, enabling safe digitization of unique, fragile, and/or damaged grooved audio carriers such as wax cylinders and lacquer discs. NEDCC's IRENE audio engineers have retrieved and delivered highly valuable audio from severely damaged, often unplayable media, including delaminating lacquer discs from the University of Alaska containing some of the only known recordings of a nearly lost native Alaskan dialect; Frances Densmore field recordings on original wax cylinders; and broken lacquer discs containing Woody Guthrie's home musical recordings.

Traditional playback methods for preservation reformatting of magnetic and digital audio tape formats are also offered using a high-touch, high-quality service. This workflow includes 100%-attended transfers (*i.e.*, one audio engineer transfers one recording at a time), for 100% quality control (the complete recording is listened to as it is being digitized and corrective action taken on the spot as needed), relieving the client of the burden to perform 100% inspection and listening of deliverables for quality assurance. The digital transfers are carried out in control room designed for critical listening, which allows the engineer to distinguish between the actual signal/noise of the audio content and possible artifacts of the transfer process. Projects of note include original broadcasts tapes from Radio Haiti, which document a voice of social change and democracy in Haitian Culture; open-reel tapes containing music and oral history recordings from the Fort Sill/Warm Springs Apache Tribe, descendants from the Apache prisoners of war seized with Geronimo in 1886; and the "Creative Associates" collection of musical works containing early and premier performances by many now well-known composers musicians, including John Cage and Aaron Copland.

All audio transfers are performed—and deliverables provided—in strict adherence to IASA (International Association of Sound and Audiovisual Archives) and FADGI (Federal Agency Digitization Guidelines Initiative) standards. All work is performed under tight environmental control in the NEDCC audio laboratories by highly-skilled professionals, and the carriers remain in NEDCC's secure, climate-controlled vault when not being digitized.

NEDCC has a proven track record of meeting cost estimates and time commitments, having completed many large projects to meet contract deadlines, grant deadlines, and exhibition openings. Within the last 3 years, NEDCC has worked on a variety of large projects including the conservation and imaging of various record books, valuation lists, and manuscripts documents belonging to cities and towns throughout the region. In 2016, 14 miniature illuminations on parchment were conserved for the Boston Public Library in preparation for an exhibition. Tape was removed, flaking media was consolidated, and each illumination was framed for exhibition and storage. This incredibly detailed work was accomplished under a tight deadline. NEDCC recently completed a long-term project with Yale University's Beinecke Rare Book and Manuscript Library to conserve over 170 books from the 1742 Collection. The work was carried out over the course of 4 years, and required frequent communication with library staff.

NEDCC is the largest center for conservation in the nation. Our facility in Andover, Massachusetts occupies over 20,000 square feet of space and employs over 40 preservation and conservation professionals. Due to our size, we are able to take on large projects and complete work within a dedicated time frame. NEDCC's conservators are experienced in treating a variety of book and paper based materials including bound volumes, manuscript materials, maps, posters, and historic documents. Conservation treatments range from basic stabilization to total restoration. The availability of photographic duplication and digital imaging services in the same facility makes it possible for very fragile objects to be reformatted and conserved without undergoing the physical stress of moving them from one location to another. Our audio preservation services encompass a wide variety of formats, and our equipment allows us to transfer materials that are too fragile or damaged for traditional playback methods. NEDCC is able to provide a wide variety of high quality preservation and conservation services in one location, making it the vendor of choice for libraries, archives, and museums throughout the nation.

3. SPECIFIC PLAN (METHODOLOGY)

NEDCC proposes to provide: conservation treatment of books; papers; manuscripts; archival, administrative, or other records; photographs; and audio materials. Services may include, but not be limited to, the following:

3a. Conservation Treatment of Books, Papers, Manuscripts, Archival and Administrative Records, Photographs, and Other Paper-Based Materials

1. Assess item(s)

Each item or group of items will be evaluated for treatment by a conservator with oversight from the department head. Ideally, materials would be sent to NEDCC's facility in Andover, MA for evaluation. During evaluation, the conservator will:

- Record the condition of the item upon receipt
- Note any damage that should be addressed during conservation treatment
- Performs preliminary testing of inks, adhesives, paper, or other materials to determine the best course of treatment
- Discusses treatment objectives with the client

2. Propose treatment(s)

A conservator will use the information gathered during initial assessment of the item to create a treatment proposal for each item. The needs of the item, preliminary testing results, and discussion with the client will inform the treatment proposal. Stabilizing and strengthening objects are the primary goals of conservation, and conservators at NEDCC work to maintain or improve readability of text or image, to ensure durability, and to maintain the aesthetic quality of objects. Depending on the nature of the item and the needs of client, multiple treatment options may be provided. Each proposal is reviewed by the department director before it is submitted to the client.

3. Estimate costs

Cost estimates, including the cost of return transport, are created to accompany each treatment proposal. After assessment, a condition report, conservation treatment proposal, and cost estimate will be submitted to George Mason University for review. Conservation treatment will not commence until a written approval is signed by the client.

4. Transport (method TBD)

NEDCC's Registrar will assist George Mason University in determining the best way to transport materials to NEDCC for evaluation and treatment. Options include the use of a standard mail carrier (UPS, FedEx), a fine art handling service, or NEDCC courier service. If necessary, the Registrar can assist with packing materials for transit.

Once objects are received at NEDCC, the Registrar:

- Checks that items in the shipment match the shipment inventory
- Creates a unique job number for the materials received in the shipment
- Assigns the materials a storage location in NEDCC's secure storage area and enters all of the above information into NEDCC's project management software

NEDCC's Registrar is also responsible for packaging materials for return transport and will arrange return transport with the client.

5. Treat (as necessary and agreed to)

NEDCC requires a written approval from the client in order to proceed with conservation treatment. Treatment will not deviate from the proposal without written approval from the client. Once a signed approval is received, a department director will assign the job to a specific conservator. The conservator will:

- Create a photographic record of each item that shows its state before and after treatment
- Perform additional testing of inks, adhesives, or paper as necessary to proceed with treatment. If necessary, the conservator will consult with the department director to review the test results and discuss treatment strategies
- Keep the client informed of any potential changes to the treatment plan. No changes will be made without approval from the client
- Complete conservation treatment according the steps outlined in the approved proposal
- Create written documentation of the conservation treatment and the materials used

Once treatment is complete, the department director reviews the work for quality and completeness. The item is then returned to storage until it is ready to be packaged and returned to the client.

6. Photograph

All items or groups of items are photographed before and after treatment using a 21.1 megapixel camera with a full-frame CMOS sensor. Images are shot in RAW format at 300 dpi. White balance is calibrated for each session, and images are post processed to ensure color accuracy. Digital copies of the documentation photographs are delivered to the client in the form of TIFFs or high resolution JPEGs on gold-on-gold CDs. Images may be provided on an external hard drives at the request of the client, for an additional charge. Print copies of the photographs may be requested by the client at any time.

Printed copies of the photographs are generated with pigment-based inks on acid-, lignin-, and OBA-free paper and kept on file at NEDCC. Digital files are also stored on a secure server that is regularly backed up.

This workflow follows the guidelines for photographic documentation set forth in *The AIC Guide to Digital Photography and Conservation Documentation* and complies with *AIC's Code of Ethics*.

7. Document/Report

Written documentation is maintained for all projects. Documentation includes the condition of the item on receipt, treatment proposal, and final treatment report detailing the treatment performed. A list of materials used in conservation is included. Final treatment reports are provided to the contracting institution in paper format; an additional copy is retained in a permanent file at NEDCC. Photographic documentation as outlined above is included in the treatment documentation. Depending on the agreement with the contracting institution, a reduced copy of the treatment report may be attached to the back inside cover of any rebound volume, or, if more appropriate, to a suitable place in a protective enclosure. Recommendations regarding handling, housing and exhibit may be provided for conserved objects.

8. Return

NEDCC's Registrar is responsible for packaging materials for return transport and will arrange return transport with the client. The transport method and associated costs are agreed upon before conservation work is begun to avoid delays in the return of materials.

3b. Audio Preservation Services

1. Assess items

The department head will assess condition and characteristics of the original carriers based on either physical evaluation (ideally, for more accuracy) or representative photos and information supplied by the client. The department head will:

- Record visible condition of item(s) as well as note potential "invisible" damage or playback issues based on format characteristics
- Note any damage that should be addressed with stabilization or repair to enable safe, proper transfer
- Estimate length of recordings based on information provided by client or format characteristics of each item
- Discuss objectives with the client

2. Propose treatment(s)

In adherence to the *Code of Ethics and Guidelines for Practice* of the American Institute for Conservation (AIC), proposals inform clients in writing of exactly how we propose to perform any cleaning, mold remediation, treatment, repair or stabilization of media required or recommended for safe or optimal transfer.

The proposal will detail exactly how carriers will be handled, stored, transferred (including equipment used in the signal chain), and how audio files will be created, named, organized and delivered, as well as specifications for file formats and accompanying or embedded metadata, based on client requirements.

Optional work may be proposed such as rehousing and/or digital imaging of original carriers in support of long-term preservation and access goals.

3. Estimate costs

Because audio recordings are time-based, proposals are priced primarily on the number of hours of content to be digitized, plus assumptions about the amount of preparation and post-processing time required based on the condition of the carriers, as gathered during the assessment. A detailed, itemized cost summary is included in the proposal.

4. Transport (method TBD)

NEDCC's Registrar will assist George Mason University in determining the best way to transport materials to NEDCC for reformatting. Options include the use of a standard mail carrier (UPS, FedEx), a fine art handling service, or NEDCC courier service. If necessary, the Registrar can assist with packing materials for transit.

5. Treat (as necessary and agreed to)

NEDCC requires a written approval from the client in order to proceed with treatment and reformatting. Treatment and reformatting procedures will not deviate from the proposal without written approval from the client. Once a signed approval is received, a department director will assign the job to a specific audio preservation engineer. The engineer will:

- Carefully review the proposed work and direct any questions to the department head to be communicated to the client, as needed
- Establish file directory structure and file naming schema based on client requirements
- Prepare items for safe, optimal transfer, including cleaning, rewinding, repair or stabilization, as outlined in the approved proposal
- Keep the client informed of any potential changes to the scope of work. No changes will be made without approval from the client
- Properly calibrate all equipment and continuously monitor the playback for any issues with the recording and/or carrier, such as sticky-shed syndrome; tape head or stylus misalignment; missing or imbalanced audio channels; differing recorded speeds; etc. As these issues are encountered, we will immediately stop the playback, correct the source of the problem, and recommence the digital transfer to ensure that the resulting deliverables are faithful to the existing signal/noise on the carrier, without any artifacts added through the transfer process.
- For IRENE reformatting: The optical scanning process creates ultra-high resolution images of the audio groove structures in either 2D or 3D, as required. The resulting image files are then processed through a software program called Weaver that translates them into an audio file, as indicated below. If properly cared for, the image files serve as a digital surrogate of the physical object, “virtually” preserving the object’s condition at the time of scanning while the object continues to physically degrade over time.
- Create audio master files in the uncompressed Broadcast Wave Format (BWF). Standard audio resolution for the master file is 96 kHz, 24-bit, Pulse Code Modulated (PCM), in compliance with IASA TC-04 minimum standards for archival audio. Master files will be provided “flat” (i.e., unprocessed), without any audio manipulation, dynamics, equalization (other than source machinery alignment), or noise reduction decoding.
- Unless otherwise requested from the client: embed technical metadata in the header of each BWF file including sample rate, bit depth, duration, speed, file size, MD5 checksum, and coding history
- Unless otherwise requested from the client: create audio access files (both 48/16 WAV and 160 kbps per channel MP3, or to client specifications), derived from the audio master files, but with some signal processing applied to improve the listening experience. The Pulse Code Modulated (PCM) file is equalized to its standard, if known. If unknown, equalization may be applied to reduce high frequency noise (hiss), boost attenuated low frequencies, or both. Declick may be applied to reduce distracting clicks and pops. On some recordings with broad-band, wear-pattern noise, iZotope RX noise reduction is applied sparingly. Although the audio access files have been improved in this manner, they are not to be considered full restorations. Because it is highly subjective, full audio restoration is beyond the scope of our service and can be obtained by contracting with other specialist providers.
- Create item-level and written summary preservation reports. These reports are described below in the “Document/Report” section.
- Prepare external hard drive with audio deliverables and reports for delivery to client

Once a project is complete, the department director reviews the work for quality and completeness. BWF MetaEdit and MediaInfo reports are generated to verify file fixity and technical specifications of deliverables on the hard drive for client delivery.

6. Photograph

Photographic documentation of audio transfer services may be provided by request.

7. Document/Report

Written documentation is delivered to the client electronically with digital audio files, and copies are maintained by NEDCC in a permanent file for all projects. Documentation includes the approved proposal, as well as the written and item-level reports provided to the client with audio deliverables. The written summary report provided describes the work done in a way that documents it for administrative purposes. It reiterates the number of carriers, how many were successfully transferred, the equipment used in the signal chain for transfer, how many tapes were physically treated, description of treatments, and description of any signal processing applied to access files. Recommendations regarding handling and housing of original carriers, and preservation of the digital audio files may be included.

In addition to the summary report, an item-level report is provided in the form of a spreadsheet and includes:

- Carrier Notes: Tape number, format, side, recording speed, condition, identifying information, etc.
- Transfer Process Notes: Date of transfer, issues encountered, applicable conservation treatments, audio engineer.
- Audio Notes: sample rate, bit depth, duration, unusual signal issues/description of audio quality/character, MD5 checksum.

8. Return

NEDCC's Registrar is responsible for packaging materials for return transport and will arrange return transport with the client. The transport method and associated costs are agreed upon before work is begun to avoid delays in the return of materials.

4. REFERENCES

Brown University Library

Michelle Venditelli, Head of Preservation, Conservation, and the Library Annex
(401) 863-3905

michelle_venditelli@brown.edu

Services provided: Conservation services for maps, prints, bound volumes, manuscript materials, illuminated manuscripts, photographs, and other rare or archival materials.

Client since: 2002 (17 years)

Duke University Libraries

Craig Breden, Audiovisual Archivist
(919) 684-6229

craig.breden@duke.edu

Services provided: Intensive mold remediation, repair and reformatting of open-reel tapes from the Radio Haiti Collection at Duke University.

Client since: 2015 (4 years)

University of Alaska Fairbanks

Leslie McCartney, Curator of Oral History
(907) 474-7737

lmccartney@alaska.edu

Services provided: IRENE reformatting of delaminating lacquer discs containing nearly lost native Alaskan dialect; mitigation of “sticky-shed” syndrome and reformatting of original broadcast open-reel tapes from Alaskan public radio.

Client since: 2016 (3 years)

University at Buffalo – Music Library

John Bewley, PhD., Associate Librarian/Archivist
(716) 645-0614

jmbewley@buffalo.edu

Services provided: Reformatting open-reel tapes containing over ~630 musical works. Per the client’s request, audio files were created to correspond with individual works, of which there were several on each reel, and additional descriptive metadata was embedded in each of the files based on the client’s custom specifications. Additional work included archival rehousing of the reels and digital imaging of the original containers.

Client since: 2017 (2 years)

University of Illinois at Urbana-Champaign – Library

Jennifer Hain Teper, Head, Preservation & Conservation Program
(217) 244-5689

jhain@illinois.edu

Services provided: Conservation services for an array of library and archives materials including architectural drawings, bound volumes, manuscript materials, and photographs.

Client since: 2003 (16 years)

Vassar College – Libraries

Ron Patkus, Associate Director for Special Collections

(845) 437-5760

patkus@vassar.edu

Services provided: Conservation services for a variety of special collections materials including bound volumes, maps, and glass plate negatives.

Client since: 2001 (18 years)

Yale University - Beinecke Rare Book & Manuscript Library

Rebecca Hatcher, Preservation Coordination Librarian

(203) 432-2960

rebecca.hatcher@yale.edu

Services provided: Conservation services for maps, prints, bound volumes, manuscript materials, photographs, posters, scrapbooks, and other rare or archival materials from the Beinecke's collections.

Client since: 1974 (45 years)

5. PROPOSED PRICING

Three (3) sample treatment proposals and their accompanying invoices are attached for reference. Client information has been removed to protect client confidentiality.

Conservation services are billed at \$140 per hour, plus the cost of materials, and shipping.



100 Brickstone Square
Andover Massachusetts 01810-1494
TEL: 978-470-1010
FAX 978-475-6021
Tax ID#: 23-7349330

INVOICE

Invoice Date	5/2/2019
Invoice No.	11293
Amount Due: \$ 0.00	Page 1

CUSTOMER

Your conservation or imaging work is now completed. Please contact our Registrar Jonathan Goodrich (978-470-1010 extension 215, jgoodrich@nedcc.org) to arrange pick-up or return of your material.

*Please let us know if you have any questions about the work performed or about future care of your materials.
Thank You*

Please write the Invoice and Customer ID number on your check and return this portion with your remittance

Customer ID	Purchase Order/Contract #					
273		5/2/2019				
Terms	Due Date	If Paid By	Deduct	Work Performed By		
Net 30	6/1/2019		\$ 0.00			
Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
24729	Conservation/Preservation Service 2 bound volumes in cloth drop-spine boxes Payment 12283 of \$9852.00 from 17-310B Payment 12754 of \$11583.00 from 17-310B	1.00	Fee	\$21,055.00		\$21,055.00 (\$9,852.00) (\$11,203.00)
24730	Shipping/Handling - return via NEDCC Courier Payment 12754 of \$11583.00 from 17-310B	1.00	Amt	\$380.00		\$380.00 (\$380.00)
JOB NUMBER				Subtotal	\$0.00	
17-310_B				Total	\$0.00	

Printed on 5/21/2019



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

September 29, 2017
Project # 17-310_B

Contact: [REDACTED]

Object 1

bound volume

Author: D'Ande Thevet

Imprint: Paris: Pierre l' Huillier, 1575

Title: La Cosmographie Universelle D'Andre Thevet
Cosmographie du Roy ~ Vol. I

Dimensions: 373 x 251 x 62 mm

No. of Pages: 1032

Current Condition

The volume is bound in a full leather binding with gold tooling on the boards and spine. The leather is cracked, abraded, and worn. There are losses to the covering material at the corners, leaving the boards underneath exposed and delaminating. The volume has been previously rebacked and the repair material is desiccated and worn. The joints are partially broken. Remnants of sewn green and pink endbands remain attached at the head and tail of the text block. The color has faded significantly and the endbands are broken and partially missing. The text block is sewn on 6 raised cords that are made of both leather and alum tawed skin. The sewing is broken in one area, but appears to be intact otherwise. The text block is composed of cream colored paper with printed text and woodcut images. There are several fold out maps interspersed throughout the text. The leaves are numbered. The pages are dirty and torn, and there are a small number of very thin areas in the sheets that are causing the surrounding paper to be fragile. A bookplate is adhered to the interior of the front board.

Please note: The sewing may prove to be unstable during treatment. See note in treatment plan below.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Collate.
- Surface clean pages to reduce surface dirt.
- Disbind (retain sewing as possible).
- Mend tears as necessary using Japanese paper and starch paste.
- Reinforce sewing.
- Repair binding by rebacking using leather.
- Construct a cloth-covered drop-spine box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

Disbinding/Resewing Contingency

Although every attempt to retain the original sewing will be made, the sewing may need to be removed depending on the structural integrity once the spine is cleaned. Full disbinding and resewing of the text block may be necessary. The time required to disbind, guard signatures and resew will add \$8,500 to the treatment cost. . If we reach the contingency limit, we will complete the project and absorb the added cost. Conversely, if we are able to finish the treatment without expending the contingency, we will credit your final invoice for the unexpended amount.

Option 1: Additional Treatment

- Rebind volume in full leather.
- Title. (Unless otherwise changed, title will appear as on attached sheet.)
- Construct a cloth-covered drop-spine box to dimensions of volume and previous binding. Title. (Unless otherwise changed, title will appear as on attached sheet.)

Option 2: Additional Treatment

- Gold tool lines on the edges of the boards. Please note: This option can only be selected if Option 1 is also chosen.

Price – Object 1 (*See cost summary at end to approve.*)

- Recommended Treatment: \$6,095; Disbinding/Resewing Contingency: \$8,500; TOTAL: \$14,595
 - Option 1 – Rebinding: \$1,480
 - Option 2 – Gold Tooling: \$620
-

Object 2

bound volume

Author: D'Ande Thevet

Imprint: Pierre l'Huillier, 1575

Title: La Cosmographie Universelle D'Andre Thevet
Cosmographie du Roy ~ Volume II

Dimensions: 373 x 251 x 62 mm

No. of Pages: 1166

Current Condition

The volume is bound in a full leather binding with gold tooling on the boards and spine. The leather is cracked, abraded, and worn. There are losses to the covering material at the corners, leaving the boards underneath exposed and delaminating. The volume has been previously rebaked and the repair material is desiccated and worn. A large portion of the spine is missing and the joints are partially broken. Remnants of sewn green and pink endbands remain attached at the head and tail of the text block. The color has faded significantly and the endbands are broken and partially missing. The text block is sewn on 6 raised cords that are made of both leather and alum tawed skin. The sewing is broken and some of the sewing supports are partially missing. The text block is composed of cream colored paper with printed text and woodcut images. There are several fold out maps interspersed throughout the text. The leaves are numbered. The pages are dirty and torn, and there are a small number of very thin areas in the sheets that are causing the surrounding paper to be fragile. A bookplate is adhered to the interior of the front board.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Collate.
- Surface clean pages to reduce surface dirt.
- Disbind volume. (Remove sewing and separate sections.)

- Mend tears and guard folds as necessary using Japanese paper and starch paste.
- Sew text block on cords with linen thread.
- Repair binding by rebacking using leather.
- Construct a cloth-covered drop-spine box to dimensions of volume. Title. (Unless otherwise changed, title will appear as on attached sheet.)

Option 1: Additional Treatment

- Rebind volume in full leather.
- Title. (Unless otherwise changed, title will appear as on attached sheet.)
- Construct a cloth-covered drop-spine box to dimensions of volume and previous binding. Title. (Unless otherwise changed, title will appear as on attached sheet.)

Option 2: Additional Treatment

- Gold tool lines on the edges of the boards. Please note: This option can only be selected if Option 1 is also chosen.

Price – Object 2 (See cost summary at end to approve.)

- Recommended Treatment: \$14,960
- Option 1 – Rebinding: \$1,440
- Option 2 – Gold Tooling: \$985

Cost Summary

Recommended Conservation Treatments

(Please check.)

Object 1: “La Cosmographie Universelle... Volume 1”	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$14,595
Object 2: “La Cosmographie Universelle... Volume 2”	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$14,960
Shipping/Handling – return via NEDCC courier (pickup & delivery)	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$380

Optional Work (These can only be carried out if the corresponding treatment above is also selected.)

Object 1: Option 1 - Rebinding	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$1,480
Object 1: Option 2 – Gold Tooling	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$620

Object 2: Option 1 - Rebinding	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$1,440
Object 2: Option 2 – Gold Tooling	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$985

Additional Insurance (indicate value in Terms, below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$1/\$1,000/mo.
-------------------------------------------------------	----------------------------------------------------------	-----------------

Terms & Conditions

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Pick-up or shipping/handling of objects shall be at Client's/Owner's expense and must occur within 90 days after either notification of completion of work or notification that objects associated with unapproved proposals must be picked up (or delivery effected). All charges for contracted services, including shipping/handling, must be paid prior to NEDCC releasing objects for return. **Storage fees of \$125.00 per month shall be charged after expiration of the 90-day period. In consideration for waiver of such storage charges, failure of Client/Owner to pick up (or effect delivery) within six months**

of a third notification or attempted notification by NEDCC by certified mail at Client's/Owner's last known address shall constitute transfer of title of objects to NEDCC. Long-term arrangements for storage at a fee must be made by separate agreement to avoid such transfer of title. Client/Owner must inform NEDCC of any changes of address.

CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$ **.** Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 per month per \$1,000 of value. If no valuation is provided by Owner, an assignment of \$500 will be placed on objects for insurance coverage purposes.

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD NEDCC HARMLESS FROM ALL CLAIMS AND DEMANDS FOR LOSS OR DAMAGE TO THE ABOVE OBJECTS HOWEVER OCCASIONED UNLESS DUE TO THE WILLFUL NEGLIGENCE OF NEDCC. IN NO EVENT SHALL NEDCC BE LIABLE TO ANY PARTY FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

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NEDCC represents that it is not the Owner of objects that will be digitized and Client/Owner agrees that NEDCC is not responsible for any potential or real copyright infringement as a result of digitizing the objects. Compliance with copyright law is the sole responsibility of Client/Owner. NEDCC hereby conveys copyright, if any, in the digital objects to Client/Owner. The undersigned hereby grants permission to NEDCC to use the record of the proposed work, including imagery, for its educational programs.

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

Owner or Authorized Agent

Date



09/29/17

Mary Patrick Bogan, Director of Book Conservation, NEDCC

Date

P.O.# required? Yes _____ No _____ # _____



100 Brickstone Square
Andover Massachusetts 01810-1494
TEL: 978-470-1010
FAX 978-475-6021
Tax ID#: 23-7349330

INVOICE

Invoice Date	2/20/2019
Invoice No.	11202
Amount Due: \$ 0.00	Page 1

CUSTOMER

Your conservation or imaging work is now completed. Please contact our Registrar Jonathan Goodrich (978-470-1010 extension 215, jgoodrich@nedcc.org) to arrange pick-up or return of your material.

*Please let us know if you have any questions about the work performed or about future care of your materials.
Thank You*

Please write the Invoice and Customer ID number on your check and return this portion with your remittance

Customer ID	Purchase Order/Contract #					
178	PO-7144686					
Terms	Due Date	If Paid By	Deduct	Work Performed By		
Net 30	3/22/2019		\$ 0.00			
Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
24578	Conservation/Preservation Service Printed Book/Essay to revive the necessity of the ancient chartiy Payment 12679 of \$12130.00 from 14-414B Part 31	1.00	Fee	\$5,320.00		\$5,320.00 (\$5,320.00)
24579	Conservation/Preservation Service Printed Book/Grounds of divinitie... Payment 12679 of \$12130.00 from 14-414B Part 31	1.00	Fee	\$3,170.00		\$3,170.00 (\$3,170.00)
24580	Conservation/Preservation Service Printed Book/The Waters of Siloe to Quench the Fires of Purgatory Payment 12679 of \$12130.00 from 14-414B Part 31	1.00	Fee	\$1,875.00		\$1,875.00 (\$1,875.00)
24581	Conservation/Preservation Service Printed Book/Nasonis Opera (Metamorphoses) Payment 12679 of \$12130.00 from 14-414B Part 31	1.00	Fee	\$1,765.00		\$1,765.00 (\$1,765.00)

JOB NUMBER

14-414B Part 31

Printed on 5/21/2019

Subtotal	\$0.00
Total	\$0.00



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

February 25, 2015
Project # 14-414_B_Part 31
Object 54, 55, 71, 99

Contact: [REDACTED]

Object 54

printed book

Author: G.B. (George Burghope)

Imprint: unknown

Title: Essay to revive the necessity of the ancient charity...

Dimensions: ~200

No. of Pages: 164 x 109 mm

Call No.: 11.7.16

Current Condition

The volume is bound in a full cloth case binding. New acidic, machine-made endpapers have been tipped onto the first and last pages. The text block is severely mold damaged, particularly at the front and back. The title page and following three pages have significant losses and are stained and pulpy. Several loose scraps of paper are tucked into the front of the binding. The last three pages have areas of loss and are stained and pulpy. Water staining, discoloration and mold damage is present throughout the majority of the text block.

Recommended Conservation Treatment Plan

Conservation Treatment

- Provide written and photographic documentation before and after treatment.
- Surface clean text block edges and outermost pages to reduce surface dirt.
- Test solubility of inks.
- Disbind (separate into sections).
- Wash pages in filtered water.
- Alkalize pages by immersion in a calcium hydroxide bath.
- Size paper using a 1% solution of methyl cellulose.
- Mend with Japanese paper and wheat starch paste.
- Line pages where necessary with Japanese paper and starch paste.
- Add new endleaves made of handmade paper and sew text block with linen thread.
- Bind in leather using a laced-in structure.

Object 55

printed book

Author: Parr, Elnathan, d. 1622

Imprint: unknown

Dimensions: 140 x 93 mm

No. of Pages: ~354

Call No.: 11.8.22

Title: Grounds of divinitie...

Current Condition

The volume is bound in a full leather binding with raised cords. The upper and lower covers are partially detached. The leather at the top of the spine is missing and what remains is brittle and flaking. The sewing appears to be intact. The text block is mold damaged, particularly the front flyleaf and title page. The pages are dirty, foxed and discolored.

Recommended Conservation Treatment Plan

Conservation Treatment

- Provide written and photographic documentation before and after treatment.
- Vacuum head, tail and exterior pages where necessary to remove mold.
- Surface clean text block edges and outermost pages to reduce surface dirt.
- Disbind (retain sewing). Remove first and last sections.
- Wash removed pages in filtered water and ethanol.
- Alkalize pages by immersion in a calcium hydroxide bath.
- Size paper using a ½ % solution of gelatin.
- Mend washed sections with Japanese paper and wheat starch paste.
- Line pages where necessary with Japanese paper and starch paste.
- Reattach washed sections and reinforce sewing.
- Repair binding by rebacking with Japanese paper toned with acrylic pigments.

Object 71

printed book

Author: Peter DuMoulin

Imprint: Oxford: John Barnes, 1612

Title: The Waters of Siloe to Quench the Fires of Purgatory

Dimensions: 145 x 103mm

No. of Pages: 436

Call No.: 13.6.18

Current Condition

The volume is bound in a limp parchment binding. Portions of the Yapp edges and of the spine are missing. The text block protrudes from the covers at the head and tail. The sewing appears to be intact. A cloth repair of the front interior hinge has caused the front flyleaf to stick to the title page. The back flyleaf is partially adhered to the parchment cover and is tearing away from the text block. The pages are dirty, discolored and water-stained.

Recommended Conservation Treatment Plan

Conservation Treatment

- Provide written and photographic documentation before and after treatment.
- Surface clean text block edges and outermost pages to reduce surface dirt.
- Treat as necessary to remove interior hinge repair.
- Treat as necessary to release flyleaves from title page and cover.
- Mend and reattach flyleaves with Japanese paper and wheat starch paste.
- Reinforce sewing.
- Reattach text block to binding. Please note: Text block will continue to protrude from binding.

Object 99

printed book

Author: P. Ovidii

Imprint: London: 1715

Title: Nasonis Opera (Metamorphoses)

Dimensions: 150 x 95 x 35 mm

No. of Pages: 675

Call No.: 2.7.37

Current Condition

The volume is sewn on raised cords and bound in a full-leather binding. A paper title label is adhered to the second panel of the spine. The upper cover and flyleaf are detached. The hinge of the lower cover is broken, but the sewing supports appear to be attached. The sewing appears to be intact but the text block is weak in the middle. The pages are discolored and foxed and there are manuscript notations written on the first few pages.

Recommended Conservation Treatment Plan

Conservation Treatment

- Provide written and photographic documentation before and after treatment.
- Surface clean outermost pages to reduce surface dirt.
- Mend leaves with Japanese paper and wheat starch paste.
- Repair binding by rebacking using Japanese paper and/or cloth.

Cost Summary

Recommended Conservation Treatments

	(Please check.)		
Object 54: Conservation Treatment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$5,320
Object 55: Conservation Treatment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$3,170
Object 71: Conservation Treatment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$1,875
Object 99: Conservation Treatment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$1,765
	Total		\$12,130

Optional Work

Additional Insurance (indicate value in Terms, below) Yes ☐ No ☐ \$1/\$1,000/mo.

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CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$ **. Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of**

subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 per month per \$1,000 of value. If no valuation is provided by Owner, an assignment of \$500 will be placed on objects for insurance coverage purposes.

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Owner or Authorized Agent

Date



02/25/15

Mary Patrick Bogan, Director of Book Conservation, NEDCC

Date

P.O.# required? Yes _____ No _____ # _____



100 Brickstone Square
Andover Massachusetts 01810-1494
TEL: 978-470-1010
FAX 978-475-6021
Tax ID#: 23-7349330

INVOICE

Invoice Date	1/21/2019
Invoice No.	11074
Amount Due: \$ 0.00	Page 1

CUSTOMER

Your conservation or imaging work is now completed. Please contact our Registrar Jonathan Goodrich (978-470-1010 extension 215, jgoodrich@nedcc.org) to arrange pick-up or return of your material.

*Please let us know if you have any questions about the work performed or about future care of your materials.
Thank You*

Please write the Invoice and Customer ID number on your check and return this portion with your remittance

Customer ID	Purchase Order/Contract #					
4686						
Terms		Due Date	If Paid By	Deduct	Work Performed By	
On Receipt		1/21/2019		\$ 0.00		
Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
24402	Conservation/Preservation Service 23 bound volumes (Boston Journal) Payment 12638 of \$13345.00 from 18-305B	1.00	Fee	\$13,345.00		\$13,345.00 (\$13,345.00)

JOB NUMBER

18-305B

Printed on 5/21/2019

Subtotal

\$0.00

Total

\$0.00

\$0.00



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

October 19, 2018
Project # 18-305_B

Contact: [REDACTED]

Objects

bound volumes

Imprint: 1868-92

Title: Boston Journal. Memoranda relating to the members of the General Court

No. of Volumes: 23

No. of Pages: ~4800

Current Condition

The volumes are bound in half grained-leather bindings with marbled paper sides, blind tooling on the boards, and gold tooling and titling on the spine. The boards are detached or partially detached on six of the volumes, and ten have torn or loose leather on the spine. The text blocks consist of previously folded individual printed leaves with manuscript entries. The leaves are oversewn to create a text block, and the marbled made-endsheets are tipped on. The over-sewing and tipping has caused the flyleaves in nearly all the volumes to break and detach. The flyleaves of volumes 1868-70 are more extensively damaged, with tears, losses, and chipped edges. The flyleaves of volumes 1878-80 are detached, water damaged, and blocked to the paste downs. The outermost pages of each volume are dirty at the head and fore edge.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Surface clean pages in outermost sections to reduce surface dirt.
- Mend hinges and attach loose flyleaves using Japanese paper toned with acrylic pigments.
- Repair damaged bindings as necessary by adhering loose covering leather, reinforcing board attachment, or rebacking using airplane linen and/or Japanese paper toned with acrylic pigments.
- Construct custom-fitted archival boxes to dimensions of volumes. Title. (Unless otherwise changed, title will appear as on attached sheet.)

Optional Work

Digital Imaging/Printing

The optimal time to perform digital imaging of your volumes is during conservation so that the best image capture can be obtained in the safest manner. Please see the attached Imaging Addendum for imaging specifications and cost estimates.

Cost Summary

Recommended

Conservation Treatment

(Please check.)

Yes ☐ No ☐

For All

\$13,345

Shipping/Handling – return via client pick up

\$0

Optional (These can only be carried out if one of the above treatments is also selected.)

Additional Insurance (**indicate value in Terms, below**)

Yes ☐ No ☐

\$1/\$1,000/mo.

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Owner or Authorized Agent

Date



10/19/18

Bill Veillette, Executive Director, NEDCC

Date

P.O.# required? Yes ☐ No ☐ # _____