



Community Preservation Committee – Town of Harvard  
Request for Funding for FY2023

**APPLICANT:**

Your Organization: Town Clerk

Application Date: September 22, 2021

Contact Name: Marlene Kenney

Phone No.: 978-456-4100

Email: mkenney@harvard-ma.gov

**PROJECT:**

Project Title: Preservation of Historic Document Requested Amount: \$21,480.00

Purpose (Check all that apply):

☐ Open Space ☒ Historic Preservation ☐ Affordable Housing ☐ Recreation

Summary Description of Project:

This is the next phase of the Town Clerk's project to restore and preserve Harvard's historic records, as required by MGL Ch 66, § 9. This year's list of documents scheduled for restoration is attached and includes Town Meeting Warrants from the 1800's and burial records circa 1700's.

Does the project require approval by another organization (e.g., Board of Health, Historical Commission, Mass Department of Environmental Protection, etc.)?

If so, please explain: Historical Commission recommendation

Please note whether the project has been endorsed by any of the following:

- ☐ Harvard Conservation Commission (Open Space Projects)  
☒ Harvard Historical Commission (Historic Preservation Projects)  
☐ Harvard Municipal Affordable Housing Trust (Affordable Housing Projects)  
☐ Parks & Recreation Commission (Recreation Projects)  
☐ Has this application been reviewed by the Harvard Climate Resilience Working Group regarding the climate impact of this project?

How will this project benefit the community?

Restoring these volumes helps preserve the history of our town. Many old town records are deteriorating and can't be replaced. The process these historic records undergo includes not only preservation, but digitizing of the original records for future use.

Total Project Cost: ~\$125,000 If this is larger than the request, please note other funding sources: Future year's CPC funding requests

Do you have any other funds available? If so, can they be used for this project? Why or why not?

N/A

Please submit this form electronically, along with any supporting documents you wish to attach, by 4:00 PM on Thursday, October 21, 2021 to Julie Doucet the Harvard Select Board office at [jdoucet@harvard.ma.us](mailto:jdoucet@harvard.ma.us). and CPC Chair Didi Chadran at [amc014512@gmail.com](mailto:amc014512@gmail.com). Thank you for helping to preserve our community!



September 26, 2021

Town of Harvard  
Marlene Kenney, Town Clerk  
13 Ayer Road  
Harvard, MA 01451

Dear Marlene:

Enclosed is pricing for the next group of books slated for preservation. As you are aware this represents only a portion of the material left to be preserved. Because of your steady and consistent work, you've been able to preserve over 120 volumes of permanent town records. A gift future generations will thank you for.

Paper was tested with Chlorophenol Red and found to be acidic (below pH 5). Acidity is the major cause of paper deterioration and must be dealt with if the records are to be preserved.

Our recommendations for the conservation of your records include deacidification, mending and reinforcement of paper as necessary (with repair or replacement of index tabs as needed) and placement into archival grade polyester (Mylar) envelopes. The deacidification process, which halts the inevitable self-destruction of acidic paper, should be considered whenever conservation or even long-term storage of unique records is evaluated.

Deacidification is performed with non-aqueous magnesium oxide (Bookkeeper). All pressure sensitive materials are removed. Mending is done using Japanese tissue and reversible adhesives.

Should you need any information from your records while we have them, call our toll free number and a staff member will mail, fax or read the information to you.

Please contact me at 800-639-3027 or on my cell at 603.548.8046 with any questions or comments.

We look forward to working with the town of Harvard on this next phase of your records preservation project.

Best regards,

A handwritten signature in cursive script, appearing to read "Bill Stewart".

Bill Stewart



## SCOPE OF WORK – BOOKS AND DOCUMENTS

### 1. **Maintain an INFORMATION LOG for each volume noting the following:**

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile Technologies. On it are recorded original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

### 2. **DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.**

Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

### 3. **SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.**

### 4. **REPAIR/RESTORE**

#### **Mend/Reinforce**

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

**Trim/Flatten**

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

**DEACIDIFICATION**

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Technologies to spray both sides of the sheet to insure complete buffering of the paper. The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images will be tested prior to treatment to determine compatibility of image media with the process.

**5. RE-SEW/REBIND****Encapsulated Records**

- Encapsulate sheets where necessary utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.
- Envelopes to be placed in Enduro public record binder with piano hinge.
- Loose leaf volumes to be in binders as follows:
  - Cover material of customer's choice
  - Metals of .035 gauge polished nickel plated cold-rolled steel
  - Upright post diameter as necessary – 5/16 or as original
  - Tooling to be performed with 23 karat gold foil.

**Rebound Records**

- Binding style can be “case construction” with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
- Sewing to be done by hand or Smythe-sewn, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes to be linen or cotton.
- Backing material to be linen of 50-75 threads/square inch weight.
- End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine Ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
- Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
- Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
- Cover material to be leather, imitation leather, buckram or canvas.
- Tooling to be performed with 23-karat gold foil.



6. **TITLE STAMPING** will generally follow the same format/style of originals and/or previous restored volumes.
7. **TREATMENT REPORT**, referenced to information log, to be provided for each completed volume.
8. **All restoration WILL BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 12-14 WEEKS**, beginning on the date of receipt of each item.
9. **All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice.** Alterations, changes or insertions of any new material in any record is strictly forbidden.

