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Duke University Libraries
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Durham, NC 22708

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Project # 16-118_P

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Object 1

Blue Print

Place/Date: October 1, 1924

Title/Subject: "Development Plan of Trinity College, Durham, NC
for Mr. J. B. Duke" Louis L. Miller, Landscape Engineer

Dimensions: 52 1/8" x 40 1/8"

Medium: blue print

Support: medium weight wove
paper

Enclosure: archival storage folder

Current Condition

The development plan was received folded horizontally across the middle. The paper support is extremely brittle making handling difficult. There are numerous breaks, tears and minor losses that have been partially secured with aging cellophane tape. There is approximately 91 linear inches of tape/adhesive residue present on both the front and back of the plan. The cellophane carrier has separated from the object in numerous locations leaving behind heavily discolored tape adhesive. The residual tape adhesive has stained the paper thru to the reverse. Having been stored folded, several segments of tape have stained the opposing sheet, transferring the discoloration to the front of the opposing half of the plan. A 12" x 19" section of the top left corner was torn away and reattached with cellophane tape both front and back. Most of the losses in the paper support are located along the left and right margins, ranging in size from 1/4" to 3" in length. The top and bottom edges are reasonably intact. A large portion of the top right corner is completely missing. The paper is soiled and the blue print is partially faded from exposure to light.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation of condition before and after treatment.
- Reduce surface soil and accretions using dry cleaning techniques as required.
- Remove tape carriers and reduce residual adhesive using organic solvents.
- Reduce any residual adhesive with locally applied organic solvents and an adhesive pickup eraser.
- After confirming that the media will permit aqueous treatment, humidify and immerse in a distilled water bath to clean the paper and reduce staining, discoloration, and acidity.
- Infill areas of paper loss with toned Japanese paper and wheat starch paste as an adhesive.
- If necessary, line the object for additional support with Japanese paper and wheat starch paste and/or methyl cellulose.
- Humidify and flatten between blotters under moderate pressure or stretch dry on a drying panel.
- Roll onto an archival tube with a polyester jacket for storage and transport.

Contingency for Tape Removal

Due to the complex chemical properties of pressure sensitive tapes and their adhesives, test results for estimating the cost of their removal may not be absolutely conclusive. Removal method and selection of the appropriate solvents can only be determined once we begin to remove the tapes, which would essentially start the treatment. Consequently, we have included in the Cost Summary, below, a contingency for removing pressure sensitive tape. If we reach the contingency limit, we will call you to consult on whether to proceed further. Conversely, if we are able to remove the tape without expending the contingency, we will credit your final invoice for the unexpended amount.

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

- Recommended Treatment: \$5,605; Tape Removal Contingency: \$620; TOTAL: \$6,225
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Object 2

Architectural Plan

Artist/Author: Horace Trumbauer, Architect

Place/Date: 1406 Land Title Bldg. Philadelphia, PA; date unknown

Title/Subject: "General Plan for Trinity College, Durham , NC for Mr. J. B. Duke"

Dimensions: 72 ¾ " x 46 7/8 "

Medium: blue print

Support: medium weight wove paper

Signature/Special Features: verso lower left in red colored pencil; "General Plan of Trinity College for Mr. Duke"

Current Condition

The architectural plan was received folded in quarters. There are actually three vertical fold lines and three horizontal folds visible. The central vertical crease is the most heavily damaged with accompanying tears and minor losses. Additional tears are present at the head and tail of each of the other vertical folds but no longer than 2" to 3" in length. The edges of the sheet are intact with minimal creasing or tears. There is a surface accretion along the right edge of the central horizontal fold on the recto. The reverse of the plan is moderately soiled with the heaviest accumulation in the lower right. There are some areas of discoloration along the folds but result in only limited fading of the blue print media. Some tape stains are visible on the verso from contact with another object and do not correspond to an existing tear in the plan.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation of condition before and after treatment.
- Reduce surface soil, fly specks, and accretions using dry cleaning techniques as required.
- After confirming that the media will permit aqueous treatment, humidify and immerse in a distilled water bath to clean the paper and reduce staining, discoloration, and acidity.
- Tone Japanese paper infills with watercolors.
- Humidify and flatten between blotters under moderate pressure or stretch dry on a drying panel.
- Roll onto an archival tube with a polyester jacket for storage and transport.

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

- Recommended Treatment: \$2,490
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Object 3

Wall Map

Artist/Author: William D. Cooke

Place/Date: North Carolina / 1957

Title/Subject: Cooke's New Map of The State of North Carolina

Dimensions: 46" x 70"

Medium: black ink and green paint

Support: medium weight wove paper

Signature/Special Features: hand coloring in green watercolor

Enclosures: archival storage box /w archival tube

Glazing: encapsulation /w thin plastic sheeting and double sided tape

Current Condition

The wall map arrived rolled onto an archival tube and housed inside of a box made of archival corrugated board. The map has been stuck to a large piece of thin white wove paper in spots with 1/2 " wide double-sided tape and sealed between two layers of plastic sheeting. The map has come in contact with the double sided tape that seals the sides of the plastic sheeting and small pieces and particles of the paper support are stuck to tape. The map was lightly varnished and is mounted onto a cloth backing with stitching along the left and right edges where edging ribbons were likely once attached. There are many large areas of loss, especially along the top edge which is almost entirely missing. Some of the numerous small holes (1/4 " - 4" across) show evidence of pest damage. The paper support had become embrittled and darkened with age. There are many fractures, cracks and areas of separation between the paper support and the cloth backing. The map is moderately soiled overall.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation of condition before and after treatment.
- Reduce surface soil and accretions using dry cleaning techniques as required.
- Reduce any residual adhesive with locally applied organic solvents and an adhesive pickup eraser.
- Remove surface coating (varnish) in an appropriate solvent bath.
- After confirming that the media will permit washing, humidify and immerse in a filtered water bath to clean the paper and reduce staining, discoloration, and acidity.
- Tone Japanese paper with acrylics/watercolors.
- Line with Japanese paper/toned Japanese paper and wheat starch paste/ methyl cellulose.
- Mount on linen for additional support.
- Stretch dry flat on a board after lining.
- Align tears; insert loose pieces.
- Roll onto an archival tube with a polyester jacket for storage and transport.

Price – Object 3 (See cost summary at end to approve.)

- Recommended Treatment: \$3,480

Cost Summary

Recommended Conservation Treatments

Object 1: Blue Print

Object 2: Architectural Plan

Object 3: Wall Map

TOTAL (if all checked "Yes")

(Please check.)

Yes No \$6,225

Yes No \$2,490

Yes No \$3,480

Yes No \$12,195

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

Digital Imaging/Printing Yes _____ No _____ See addendum.
 Additional Insurance (indicate value in Terms, below) Yes _____ No _____ \$1/\$1,000/mo.
 Shipping/Handling – return via client arranged Art Handler

Terms & Conditions

It is understood and agreed between the parties to this agreement that the work may be halted should unexpected problems render the proposed scope and/or activities infeasible or more time-consuming than could be reasonably estimated. If this were to occur, modifications to the scope and/or activities may be proposed, and, after consultation with the Owner or Authorized Agent, a new estimate may be given to reflect revised specifications. **Estimates are valid for 12 months. Costs of shipping/handling and unframing/reframing services are additional. NOTE: One third of the estimated cost is payable at the time of approval.**

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.

The undersigned recognizes that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s) as a result of the treatment procedure(s).

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 _____

_____ 4/7/16
 Michael K. Lee, Director of Paper and Photograph Conservation, NEDCC Date

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

IMAGING ADDENDUM

Subject to Conservation

The condition of historic and artistic objects is one of the most important factors in determining how (or whether) they can be accurately imaged without causing physical damage. Consequently, this imaging addendum is subject to prior conservation treatment under this proposal.

Project Scope

Following accepted best practices, the purpose of our service is to create a faithful image surrogate of archival materials in their current condition. Minor post-processing adjustments will be performed to optimize image quality and bring all images to a common rendition.

The objects identified above will be imaged using a high-resolution digital camera with apochromatic macro flat field optics on our specialized workstations. The light source will be Broncolor electronic flash, providing optimal light quality at minimal total light exposure. Imaging will be done following the Federal Agencies Digitization Guidelines Initiative (FADGI) *Technical Guidelines for Digitizing Cultural Heritage Materials* (2010) and the following project specifications:

Preservation Masters

Format: TIFF
Spatial Resolution: 400 ppi at original size
Bit Depth: 16-bit
Color Profile: Adobe RGB 1998

Access Derivatives

Format: JPEG
Spatial Resolution: 400 ppi at original size
Bit Depth: 8-bit
Color Profile: Adobe RGB 1998

Print Reproductions

Print of objects 1 will be made to the same size as the original, and prints of objects 2 and 3 will be scaled down to 40 inches on the short dimension, as the size of the originals exceeds the width of our printer. Prints will use archival paper and pigmented inks. Because of differences in substrates and inks between the originals and prints, we will not be able to exactly match the original colors, but will produce a very close reproduction.

Oversize Materials

Objects requiring an image size greater than 6000 x 8000 pixels (e.g., 15" x 20" at 400 ppi; 20" x 26.7" at 300 ppi; etc.) will be photographed on our custom X-Y table in multiple sections and stitched together in software during post-processing to reconstruct the whole document.

Targets

American Institute for Conservation PhotoDocumentation Targets (AIC PhD Targets) will be used as a photographic reference standard. AIC PhD Targets include: six-step greyscale, color patches (CMYRGB), a lighting indicator associated with a photogrammetric indicator, a size scale, and an area for date and object identification information.

Cropping

Reflective media will be cropped to include a small border around the edges of the object; transmissive media will be cropped to include a small border around the edges of the image. Reference targets will be

removed in the final deliverable files.

Metadata

Technical metadata comprising camera and software information will be embedded in the header of each TIFF master file.

File Naming

Files will be named with a descriptive prefix plus sequential numerical suffix.

Special Conditions

Spatulas and/or weights may be used to gently hold down pages that do not lie flat on their own. The spatulas/weights will remain in the image files, unless you choose to have them removed digitally for an extra cost.

Quality Control

All work will be performed under tight environmental control in the NEDCC imaging laboratory by highly-skilled professionals, and objects will remain in the NEDCC vault when not being imaged. NEDCC performs a 100% inspection of deliverables, done by Associate and Senior Photographers. All files will be backed up on NEDCC’s servers for six (6) months after project completion.

Delivery Medium

The digital files will be delivered on a USB flash drive.

Cost Summary

Project Scope		<u>\$/Unit</u>	<u>Quantity</u>	<u>Total</u>
Project Set-up		\$150.00	1 set-up	\$150.00
Preservation Master – Object 1	Yes _____ No _____	\$250.00	1 files	\$250.00
Preservation Master – Object 2	Yes _____ No _____	\$300.00	1 files	\$300.00
Preservation Master – Object 3	Yes _____ No _____	\$300.00	1 files	\$300.00
Access Derivatives		\$0.00	3 files	\$0.00
Print Reproduction – Object 1	Yes _____ No _____	\$300.00	1 print	\$300.00
Print Reproduction – Object 2	Yes _____ No _____	\$350.00	1 print	\$350.00
Print Reproduction – Object 3	Yes _____ No _____	\$350.00	1 print	\$350.00
USB Thumb Drive		\$50.00	1 drive	\$50.00
TOTAL				<u>\$2050.00</u>

NOTE: Please return to the Cost Summary on Page 4 and select “Yes” or “No” for Digital Imaging