

6

ATTACHMENT 2

Joseph J. Marotti Co., Inc.

Conservation Laboratory

335 Westford Rd. • Milton, Vermont 05468

Telephone (802) 893-6212

Fax (802) 893-6222

5 January 2004

TOWN OF CHAPEL HILL

Sandy Cook, Deputy Clerk

306 North Columbia Street

Chapel Hill, NC 27516

Dear Ms. Cook;

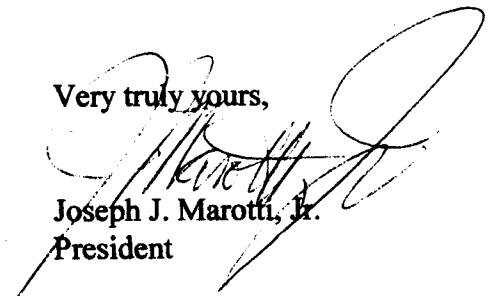
Based upon an examination of your records conducted by our conservation services representative, Mr. Bob Ballard of R.L. Ballard and Associates, we submitted a proposal in September of 1999. We are now pleased to offer you an updated proposal for the restoration of those same records. We have tried to include all pertinent information; however, if you should have any questions which we have left unanswered, please do not hesitate to call upon R.L. Ballard or us for further explanation.

With regard to transportation of records, R.L. Ballard will make all of the necessary arrangements for packing and shipping of your records to and from our laboratory. Should the need arise for information from the records while they are in our possession, requests are usually able to be processed by phone, mail, or fax the same day.

We enclose for your inspection a brochure describing our conservation laboratory. Please note that we have a four hour heat proof vault for the protection of your valuable records, and that our staff includes highly qualified conservation professionals. We are sure that you will regard qualifications and security of prime importance (as well as competitive prices) in considering conservation services.

We appreciate your interest in our services, and hope that we may have the opportunity to serve your conservation needs with regard to the preservation of your valuable and irreplaceable records.

Very truly yours,


Joseph J. Marotti, Jr.
President



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TOWN OF CHAPEL HILL, NORTH CAROLINA:

A

PROPOSAL

FOR THE

RESTORATION OF RECORDS

Prepared by:

JOSEPH J. MAROTTI CO., INC.

CONSERVATION LABORATORY

8

CHAPEL HILL, NORTH CAROLINA- RESTORATION COST ESTIMATES

DESCRIPTION	PRICE
Minute Book # 1 ENCAPSULATE	\$1,800.00
Minute Book # 2 ENCAPSULATE	\$1,500.00
Minute Book # 3 ENCAPSULATE	\$1,500.00
GRAND TOTAL	\$4,800.00

The above restoration cost estimates will be held firm for one year from the date of this proposal.

Signed, _____

5 January 2004

Joseph J. Marotti, Jr.
President

CHAPEL HILL, NORTH CAROLINA - CONDITION REPORT & PROPOSAL FOR TREATMENT.

DESCRIPTION / INITIAL CONDITION

The three volumes examined were bound volumes in very poor condition, being deteriorated from acid hydrolysis, and exhibiting discoloration, embrittlement, and fragmentation. Attachments that are on the pages will be left on the pages as per client instructions.

TREATMENT:

Volumes are to be examined prior to treatment and control numbered as necessary. Volumes are then to be disbound, and text blocks pulled. Previous repairs are to be removed, insofar as possible without additional damage or degradation. Volumes are to be deacidified by appropriate method after testing for solubility of inks. In the case of aqueous deacidification with magnesium bicarbonate solution, books are to be prewashed several times in distilled water, and then deacidified in a solution of magnesium bicarbonate titrated to 19. In the case of soluble inks, Bookkeepers® commercially prepared deacidification solution will be used. Tears, cracks, voids, and losses are to be mended with either Japanese tissue and archival adhesive, or LC archival tissue. After deacidification and repair, volumes are to be encapsulated into Melinex® 516 archival quality polyester film of 3 mil thickness, and sealed on four sides. After encapsulation, volumes are to be split into two parts each and bound into Enduro Heritage Recorder post binders.

GENERAL SPECIFICATIONS FOR BOOKS AND MANUSCRIPTS

1. All volumes are to be dismantled as necessary.
2. All pressure sensitive and harmful tapes and adhesives are to be removed where possible using the most appropriate technique and/or solvents.
3. All loose soil and surface dirt to be removed by appropriate dry cleaning methods which may employ the use of brushes, gum rubber compounds, opaline pads, or vinyl granules.
4. All manuscripts and books are to be thoroughly inspected and tested with respect to solubility of the inks, rulings, dyes, and other media present which may be affected by deacidification in order to determine the most appropriate method of treatment.
5. All volumes are to be deacidified. Aqueous deacidification shall be performed on materials where non water soluble inks are present and spray (Bookkeepers®) deacidification shall be performed on materials where water soluble inks are present. Aqueous deacidification shall be done with magnesium bicarbonate solution titrated in the range of 17-20.
6. Materials to be treated aqueously shall be washed in purified water containing no iron or other undesirable metallic ions. Treatment water shall be slightly alkaline. Paper shall be alternately washed and rinsed until no further discoloration is evident in the rinse water.
7. All minor tears and rips shall be mended by archival mending procedures, utilizing Japanese tissue paper and conservation grade acid free, reversible adhesive.
8. All Index tabs are to be repaired, reinforced, or replaced as necessary.
9. All materials originally bound are to be put into loose leaf format by one of the following techniques:

A. FOR SEVERELY EMBRITTLED MATERIALS:

After deacidification, mending, and other appropriate conservation treatments, disbound sheets are to be encapsulated with archival quality Melinex® 516 stable base polyester film or 3 or 4 mil thickness. Capsules/envelopes are to be radio (heat) edge welded construction, and punched on one side to allow for placement into appropriate high quality Enduro Heritage permanent record loose-leaf binders.

B. FOR PREVIOUSLY BOUND DOCUMENTS IN REASONABLE CONDITION:

All materials originally bound are to be hand sewn and rebound on sewing frames to insure tightness. Additionally, boards must be alkaline buffered. Hinging of binding to boards shall be done with linen or deacidified canvas, and attachment shall be hidden so that lining papers present a smooth and continuous appearance from the cover to the flyleaf; no hinging materials shall be visible.

10. The restoration facility shall have Class A four hour fire protection, and shall provide such four hour protection to records at all times except when personnel are actively engaged in restoration activities during normal working hours. This shall include all non-working hours regardless of the state of progression of the work; four hour protection shall be provided while records are being blotted, pressed, or otherwise treated, where such treatment cannot be fully completed within the course of a normal working day. In addition, such restoration facility shall be protected by 24 hour electronic fire detection system(s).