

2010-06

- Purpose: Affordable Housing
- Historic Preservation
- Conservation/Open Space
- Recreation

**Town of Lincoln, Massachusetts
Community Preservation Committee
Project Submission Form**

For the FY09 funding submittals, the CPC has instituted a two-step process for submittal of applications. In order to be considered for recommendation at the March 2009 Town Meeting, preliminary "Letters of Interest" and this form must be submitted prior to September 15, 2008. Should your submittal be determined eligible for consideration, you shall be contacted regarding submittal of a detailed request information, which will be due prior to October 22, 2008.

Project Name: Eleazer Brooks Scrapbook Preservation

Submitted by: Lincoln Public Library **Submission Date:** September 15, 2008

Address, Phone, E-mail: Jeanne Bracken (Reference Librarian), Susan Brooks (Town Clerk)
 Lincoln Public Library, (781) 259-8465, jbracken@minlib.net
 Lincoln Town Clerk, (781) 259-2607, brooks@lincolntown.org

Town Committee or Organization (if applicable): Lincoln Public Library

Brief description of the project: Begin restoration and preservation of the Eleazer Brooks collection of 18th century documents held in the Town Archives at the Lincoln Public Library. Begin by removing the documents from the scrapbook, where they been stored in highly acidic paper since about 1887, a dangerous environment for old documents.

Time frame for completion of the project: Open ended. The project breaks organically into phases leading to full conservation.

How does this project help preserve Lincoln's character or further its mission?

Eleazer Brooks was a Lincoln native, served the town in many offices, fought in the Revolutionary War, and subsequently as a representative in the Great and General Court. The collection includes both printed and handwritten deeds, military orders and appointments, receipts, a hand-drawn map, a tax bill, and several shilling notes from 1880. The original documents are a rich source of information on colonial and revolutionary Lincoln and into the new republic.

What are your funding requirements for this project?

Fiscal Year	Implementation Costs	Maintenance Costs	Total Costs	Other Funding Sources (and \$ amount)	CPC Funds Requested
2009	\$5,000				\$5,000
2010	\$5,000				\$5,000
2011	\$5,000				\$5,000
Total					\$5,000

For CPC Use: Determination: _____
 Received on: ___/___/___ Received by: _____ Reviewed on: ___/___/___

Please provide information regarding anticipated future funding requests from the Community Preservation Fund:

Proposed Project	FY2010 Funds	FY2011 Funds	FY2012 Funds	FY2013 Funds	FY2014 Funds
Eleazor Brooks Scrapbook conservation and preservation	\$5,000	\$5,000			

PLEASE ATTACH SUPPORTING DOCUMENTS OR OTHER INFORMATION

GUIDELINES FOR SUBMISSION

- 1 Is the project consistent with Lincoln’s vision, and its Housing, Open Space and Recreation Plans, and other planning documents that have received town-wide review and input.
- 2 Does the project have the support of relevant town committees or organizations. (e.g. Conservation, Recreation, Historic, or Housing, etc.).
- 3 Does the project have other financial support.
- 4 Does the project help preserve threatened resources or currently owned town assets.
- 5 Does the project serve multiple needs and populations.
- 6 Does the project serve a population that is currently underserved.
- 7 Feasibility: We will pay special attention to whether the project can realistically be accomplished within the time frame and budget that is proposed.
- 8 Urgency: We will be interested to know the impact of a delay in initiating this project.

Please keep in mind also that there are legal limitations on the uses of CPA funds. If you have any doubt about your project's eligibility, please submit it so we have the opportunity to review it. Thank you.

- The Community Preservation Committee

Please submit 11 copies of your application to Anita Scheipers, Assistant Town Administrator,

MISSION STATEMENT OF THE COMMUNITY PRESERVATION COMMITTEE

In alignment with the Town of Lincoln's Vision Statement, the Community Preservation Committee mission is to:

- Preserve Lincoln's historic resources and structures;
- Preserve and enhance Lincoln's open space for both conservation and recreation; and
- Preserve and increase Lincoln's affordable housing in order to foster economic, racial/ethnic and age diversity among its citizenry.

LINCOLN PUBLIC LIBRARY
BEDFORD ROAD
LINCOLN, MASSACHUSETTS
01773

September 12, 2008

Community Preservation Committee
Town of Lincoln, MA 01773

Project Submission Letter

Eleazer Brooks was born in Concord (predating the separation of the town of Lincoln) on September 10, 1727. He held various offices in the town including surveyor of highways, Deacon, Treasurer, Selectman, Committee of Correspondence member and Captain of the Militia. He was elected as Lincoln's representative to the General Court in 1774, was appointed Colonel of the 3d Middlesex County Regiment on February 8, 1776. He represented Lincoln at the state ratification of the Articles of Confederation in 1778. He served at Dorchester Heights and in New York, reaching the rank of Brigadier-General of Militia. After the Revolution he served as Lincoln's first representative to the Great and General Court under the new Massachusetts Constitution. Brooks died in Lincoln in 1806 at the age of 79 and is buried in the Old Cemetery. Lincoln Vital Records to 1850 notes "He was for 27 years in one or the other of the Branches of the Government of the Commonwealth."

In 1886 one of his grandsons gave the Library a collection of Brooks' papers—military orders, documents and correspondence. The individual papers were pasted or taped into a scrapbook, which has been in the vault since 1975. A photostat user copy has been in the history room. The pages of the scrapbook are highly acidic, which is damaging to the fragile papers. A survey this summer of the town's archives (both in the library and in the town offices) by an expert from the Northeast Document Conservation Center advises "[c]onservation of these materials [is] a priority." Many of the documents have official embossed and wax stamps. Several documents are signed by John Hancock as Governor of the Commonwealth, and many are written in a beautiful hand.

Preservation and conservation of this collection will be expensive but eminently worthwhile. The documents date back to 1700 and represent an important time in Lincoln history. The work must be carried out by experts; while there is no tight time frame for the project, and it can be carried out in phases, this is the time to begin. The first step is to remove the pages from the scrapbook and place them in non-reactive folders, then scan them to digital format. Further preservative steps can be taken in subsequent years as funds permit.

John L. Koenig

From: Jeanne Bracken [JBracken@minlib.net]
Sent: Friday, October 24, 2008 5:35 PM
To: John L. Koenig
Subject: Re: Community Preservation Committee 2010-06
Attachments: John Koenig Letter[1].doc

Thank you for your request for more information on our grant application. It gave us a chance to update you with the New England Document Conservation Center estimate we had obtained in September. I'm attaching the response as a separate document. If you have more questions, please call me, Susan or Bobbie Myles. (Caveat: I will be on vacation from 10/29 through 11/17). Since I will be away, I trust that Susan or Bobbie will go to your meeting and do a show-and-tell with this fascinating and important Eleazer Brooks Scrapbook.

Best, Jeanne Bracken (for Susan Brooks, buried deep in Election Land)

Jeanne Bracken, Reference Librarian, Lincoln (MA) Public Library

-----Original Message-----

From: "John L. Koenig" <john@indigoventure.com>
 To: <brookss@lincolntown.org>, <jbracken@minlib.net>
 Cc: "Colin Smith" <clmsmith@aol.com>
 Date: Fri, 10 Oct 2008 16:35:08 -0400
 Subject: Community Preservation Committee 2010-06

Susan/Jeanne:

The Community Preservation Committee has received your proposal for funds for the Eleazer Brooks Scrapbook Preservation. We would greatly appreciate it if you would provide additional information as follows:

1. Your proposal describes the project as "begin restoration." Please elaborate. What will be accomplished by the \$5,000 first year funding and the \$15,000 projected over three years?
2. What else will need to be done?
3. What is the basis for the \$5,000 cost estimate?
4. Who would conduct this work?
5. Are these the most important/imperiled historic documents in the town archives, the ones in most need of repair, or the first important documents needing repair to come to your attention. In other words, is this the #1 priority after an evaluation of all historic documents in the town archives, or is that non known at this time - is this just the tip of the iceberg?
6. How does this work and this funding fit into the town's/library's long term plans regarding archival survival?
7. How does the Historical Commission rate the priority of this project in the context of that Commission's wish list and town needs generally?
8. Does the project have support from other town bodies (i.e., Selectmen, etc.)?
9. Has there been any investigation into the availability of other funding sources for this work?

The next meeting of the Community Preservation Committee will be held on October 28. It would be great if you could get us your responses prior to that date. If that is not possible, we will need your responses no later than November 7, which will give us time to circulate them to all members prior to our November 11 meeting. I would prefer responses by email for easier circulation to the entire committee. If that is not possible, please mail your responses to me at home - 10 Meadowdam Road. If you have any questions about these questions, please contact me directly (259-1880).

Yours,

John L. Koenig

Lincoln Public Library

Dear John:

Thank you for asking for more information on the Town Archives' application for CPA funds to preserve the Eleazer Brooks Scrapbook.

Our estimate of \$5000 to begin work on the scrapbook was an educated guess. The approximately 100 documents are pasted and taped into the scrapbook on highly acidic paper. The Northeast Document Conservation Center's Deb Wender assessed the collection, including the Eleazer Brooks Scrapbook, earlier this year. Of the Brooks Scrapbook, the conservator noted, "Conservation of these materials should be a priority."

"The volume contains early manuscript documents that appear to date from 1772. Documents are attached to support leaves using a variety of methods including cloth guards, dots of adhesive and pressure-sensitive tape."

When we applied for funds to begin the preservation process, we actually overestimated the costs. Ms. Wender wrote, "Photographs or ephemera might be removed from a scrapbook following documentation of their placement and condition. ... Different scrapbooks and albums within the collection will likely require different conservation strategies. ... Some may merit non-aqueous deacidification of the support leaves and objects in addition to reformatting and boxing. ... it is important to fit the treatment to the individual volume. Scrapbooks present especially challenging conservation problems, making this maxim particularly pertinent. The scrapbooks containing early documents undoubtedly contain material of interest to researchers. Ideally the documents would be removed from the volumes and conserved. ... Extensive treatment, although very time consuming and therefore costly, is often appropriate for volumes with artifactual importance. ... Pages and objects are numbered using graphite pencil, photographed to document original placement... on the ... pages, treated to remove residual adhesives, washed in filtered water and alkalized if possible, or alkalized nonaqueously if necessary, and mended where necessary. (Items) may ... be adhered to new support leaves..."

The work will be done by recognized experts in the preservation field at the Northeast Document Conservation Center in Andover, Mass. We were recently able to transport the scrapbook to the Center for an appraisal and were pleased to learn that the preservation process in this case will be neither as time-consuming nor as expensive as we had feared. We attach a copy of the estimate suggesting the work can be done for less than \$6000. That would include preservation and repairs as necessary, but not scanning for user digital access to the documents without placing the originals in peril.

It is difficult to think of any documents in the Town of Lincoln Archives Collection that are more historically important than the Eleazer Brooks Scrapbook, with official military orders, handwritten letters and other official papers with wax and embossed seals. Many

are signed by prominent leaders of the Revolutionary Era, including eight by John Hancock (whose signatures are indeed oversized!)

After the Brooks Scrapbook, priority should go to official documents like Town Meeting Reports dating back to 1754. Many of the earlier volumes were copied by hand many years ago for clearer user copies, but access to the Brooks Scrapbook has been via muddy photocopies which do not do them justice at all.

As for the funding fitting into the Lincoln Town Archives Collection's long-term plans, we hope that we will be able to continue each year with some conservation and preservation of important, imperiled documents.

The Historical Commission, to our knowledge, has not seen the Brooks Scrapbook and therefore has stated no opinion on the value of its preservation in the overall scheme of things. While we haven't sought the support of other town bodies for this particular project, we can report that those officials (Tim Higgins, for example), who have seen the scrapbook have been very impressed. There is a serious WOW factor at work.

We have not yet sought other funding sources for the preservation of the Eleazer Brooks Scrapbook. Alternative financing may be available through local and regional foundations. In our experience, the application process can be onerous and we feel that our requests receive short shrift because the town is considered too well-heeled to need funding.

John L. Koenig

From: Jeanne Bracken [JBracken@minlib.net]
Sent: Friday, January 02, 2009 9:37 AM
To: john@indigoventure.com; bmyles@mailbox3.hrnoc.net; brookssusan@lincolntown.org; apsler@verizon.ne; t@mailbox3.hrnoc.net
Subject: Fwd: NEDCC/Imaging Services
Follow Up Flag: Follow up
Flag Status: Red
Attachments: Lincoln Public Library.pdf

The estimate to have the Eleazer Brooks scrapbook scanned at the same time it's being conserved and preserved at New England Document Conservation Center. Re: insurance. The documents are priceless and irreplaceable. NEDCC uses a value of \$500 if we don't specify a different value. If you want, I can pursue that with either an antiques document dealer or with Bill Carroll, the archivist who has worked with our collection the longest. Or perhaps with the town's insurer? As for time frame, NEDCC says it can take 6 to 8 months; they could start the project in 4 months, perhaps in 3 with a "heads up". Since any funds won't be available til July, we would have time to give them the "heads up" should you decide to fund the project. Thanks for your interest.

Jeanne Bracken

Jeanne Bracken, Reference Librarian, Lincoln (MA) Public Library

-----Original Message-----

From: "Robin Sung" <Rsung@nedcc.org>
To: <jbracken@minlib.net>
Cc: "David Mathews" <dmathews@nedcc.org>
Date: Wed, 31 Dec 2008 11:41:47 -0500
Subject: NEDCC/Imaging Services

Hello Jeanne,

Attached please find the request estimate for the digital capture of the Eleazer Brooks scrapbook. Please let me if I can be of any further help, I will return to the center on Monday. In the meanwhile David Mathews, dmathews@nedcc.org will be able to answer any questions you may have.

Best wishes for a happy new year,

Robin

Robin H. Sung

Production Coordinator

Northeast Document Conservation Center

100 Brickstone Square

Andover, MA 01810

rsung@nedcc.org

978 470-1010, x239

NORTHEAST DOCUMENT CONSERVATION CENTER

Imaging Services
100 Brickstone Square
Andover, MA 01810-1494

John Ott
Interim Executive Director

978 470-1010 978 475-6021 Fax

Robin H. Sung
Production Coordinator
rsung@nedcc.org

David Joyall
Scanning Services
david@nedcc.org

David Mathews
Director of Imaging
dmathews@nedcc.org

Client: Lincoln Public Library
3 Bedford Road
Lincoln, MA 01773

Date: 12/31/2008
Job Number: 08.441P/I

Attention: Jeanne Bracken
Object: Eleazer Brooks Scrapbook of ~100 documents, 2003.067
Dimensions: 18.25" x 13.75"
Phone: 781 259-8465 **Fax:** 781 259-1056
Joint Client: paper lab

E-Mail: jbracken@minlib.net

Digital Services Estimate

Digital Capture:

		High Resolution <input checked="" type="checkbox"/>	Mid Resolution <input type="checkbox"/>	Low Resolution <input type="checkbox"/>
● PPI:	TIFF	300 <input checked="" type="checkbox"/>	150 <input type="checkbox"/>	72 <input type="checkbox"/>
	JPEG	300 <input type="checkbox"/>	150 <input type="checkbox"/>	72 <input type="checkbox"/>
	JP2	300 <input type="checkbox"/>	150 <input type="checkbox"/>	72 <input type="checkbox"/>
	 Lossless <input type="checkbox"/>		Lossy <input type="checkbox"/>	Both <input type="checkbox"/>

● Color Space: Adobe 98 RGB sRGB Grayscale

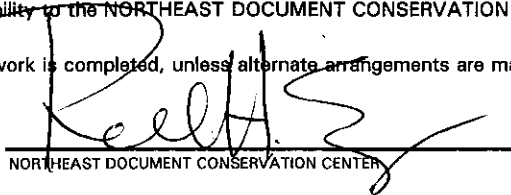
Standard perimage @:	<u>25.00</u>	Total Images	<u>100</u>	\$ <u>2,500.00</u>
Inkjet Prints @:	_____ per sq inch	Total Images	_____	\$ <u>150.00</u>
Image File Delivery:	CD/DVD <input type="checkbox"/> ExHD <input checked="" type="checkbox"/>			
		Total Estimate		\$ <u>2,650.00</u>

It is understood and agreed between the parties to this agreement that the duplication may be modified or halted should it be difficult to meet specifications. After consultation with the Owner or Authorized Agent, a new estimate will be given if the problems are more difficult and time-consuming than apparent at first.

ESTIMATED COST OF DUPLICATION not including insurance, delivery or other, \$ _____
Unless the owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here MUST be insured under our policy at a rate of \$1.00 per month per \$1,000 value. If no valuation is provided by the owner, an assignment AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All duplication will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.
Estimate valid for 6 months.

OWNER OR AUTHORIZED AGENT DATE



NORTHEAST DOCUMENT CONSERVATION CENTER

12.31.08
DATE

Purchase order required? Yes _____ No _____ # _____

Please sign white copy and return to NEDCC

Cc:Registrar's Files

John L. Koenig

From: Jeanne Bracken [JBracken@minlib.net]
Sent: Friday, January 30, 2009 4:57 PM
To: john@indigoventure.com; brookss@lincolntown.org; apsler@verizon.net; japsler@concordma.org; bmyles@minlib.net; Marie Wasnock
Subject: Fwd: proposal for scanning
Attachments: Lincoln Archive Proposal.pdf

John,
Attached is the Microsearch estimate. Let me know if you need anything else. Jeanne

Jeanne Bracken, Reference Librarian, Lincoln (MA) Public Library

-----Original Message-----

From: "Susan Kelly" <skelly@microsearch.net>
To: <jbracken@minlib.net>
Date: Fri, 30 Jan 2009 15:46:01 -0500
Subject: proposal for scanning

Hello Jean,

Attached please find a short proposal for you project. I made it quite brief since it is only scanning. I hope this is what you need.

Regards,

Susan Kelly

President

Microsearch Corporation

5 Broadway,

Saugus , MA 01906

781-231-9991 ext 15



**TOWN OF LINCOLN ARCHIVES
PROPOSAL FOR ARCHIVE SCANNING
January 30, 2009**

Microsearch Corporation is pleased to have the opportunity to bid on the Elazer Brooks Scrap Book for the Town of Lincoln Archives. This is a priceless collection of historic materials.

Microsearch Corporation currently provides special collection digitization and publishing for libraries and organizations throughout the United States. Numerous site examples are available on the Internet including several for the Boston Library community. A sample of these sites that are currently open to the public include

Acton Memorial Library Special Collection
<http://www.actonmemoriallibrary.org/histcoll.htm>

Boston African Americana Project
Collaboration project
<http://www.bostonafricanamericana.org/>

Jones Library Online Photograph collection
<http://www.joneslibrary.org/specialcollections/index.html>

Sturgis Library - Preserving Memory Database
<http://www.sturgislibrary.org/resources/index.php>

Alexander Parris Digital Project
<http://www.parrisproject.org/>

Overview of Task:

Microsearch will provide on site scanning services for the Lincoln Library. A scanning technician will bring a scanner and laptop computer. The client will provide access to a table or desk to set up and provide access to the documents and materials to be scanned. All documents will be carefully scanned at 300 and at 600 dpi either color or grayscale depending on the item. Microsearch will deliver these scans on DVD to the library after the scan process is complete.

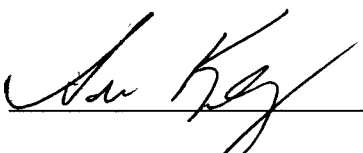
If requested, Microsearch will provide additional website design and hosting services for an additional charge. These services are yet to be determined.

Pricing:

\$10 per image (includes both 300 and 600 dpi scan) – no charge for 2-3 days travel time. It is expected that this would take approximately 2 days (7 hours each day)

Microsearch is looking forward to providing high quality scanning and image processing services to the town of Lincoln Archives.

Please sign below to indicate acceptance of this proposal. This proposal is valid Until September 1, 2009.



Susan Kelly, President
Microsearch Corporation
5 Broadway, Suite 3
Saugus, MA 01906
781-231-9991 ext 15
800-895-0212 ext 15
781-346-1363 (cell)
skelly@microsearch.net
