

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 520-4949
www.franklinma.gov

OFFICE OF THE TOWN ADMINISTRATOR

Memorandum

December 11, 2020

To: Town Council
From: Jamie Hellen, Town Administrator

Re: Resolution 20-80: Gift Acceptance - Franklin Library

The Franklin Library has received another *exceptionally* generous donation from the Franklin Library Association (FLA). The donation totals \$46,624 from NEDCC to digitize the “Town of Franklin, Lists of Residents” dating back to 1884!

The Franklin Public Library has also received a generous donation of \$5,000 from the Digital Federal Credit Union (DCU). This donation will be used by the Library to support the many programs they provide to the public.

The Donations were as follows:

- NEDCC - 46,624
- DCU - \$5,000
- **TOTAL DONATIONS = \$51,624**

If you have any additional questions please feel free to ask.



**TOWN OF FRANKLIN
RESOLUTION 20-80**

Acceptance of Gift – Franklin Public Library

WHEREAS,

The Franklin Public Library has received two generous donations totaling \$51,624. The Franklin Public Library has received a generous donation of \$46,624 from NEDCC to be used to digitize the Town of Franklin, List of Residents. The Library has also received a generous donation of \$5000 from DCU to be used at the discretion of the Library department in support of programs and staff.

Donation Summary:

1. Northeast Document Conservation Center (NEDCC) - \$46,624
2. Digital Federal Credit Union (DCU) - \$5,000

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council of the Town of Franklin on behalf of the Franklin Public Library gratefully accepts this generous donation to be used at the discretion of the Franklin Public Library to digitize the Town of Franklin list of residents.

This resolution shall become effective according to the provisions of the Town of Franklin Home Rule Charter.

DATED: _____, 2020

VOTED: _____

UNANIMOUS: _____

A TRUE RECORD ATTEST:

YES: _____ **NO:** _____

ABSTAIN: _____ **ABSENT:** _____

RECUSED: _____

**Nancy Danello
Temporary Town Clerk**

**Glenn Jones, Clerk
Franklin Town Council**



Franklin Library Association
430 Franklin Village Drive, PMB# 300
Franklin, MA 02038

An investment in knowledge always pays the best interest.

December 2, 2020

Franklin Public Library
Ms. Felicia Oti, Director
118 Main Street
Franklin, MA 02038

Dear Felicia.

This letter is to confirm the Franklin Library Association unanimously approved at its Annual meeting on December 2, 2020 to fund the request made by the library for the preservation of the Town of Franklin, List of Residents (Project # 20-017_I) by NEDCC for forty-six thousand six hundred and 24 dollars (\$46,624) based on the January 22, 2020 estimate. The association has set aside funds to cover additional costs given the age of the estimate.

The board was impressed with the Proposal put forth by Vicki in prioritizing the preservation proposals with the description and significance of the materials. The board is requesting that you provide it with an estimate for the restoration of each of the itemized projects. The board is interested in funding these projects in planning its budget over the next fiscal year.

We look forward to continuing our partnership with the library to continue with its historical preservation in service to the community.

With kind regards,

Scott F. Nolan
President FLA

Cc: Jamie Hellen, Town Administrator

Attachments: NEDCC Proposal 20 -017_I, Estimate 01/22/2020



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

Franklin Public Library
118 Main Street
Franklin, MA 02038

January 22, 2020
Project # 20-017_I

Contact: Vicki Buchanio Earls, Head of Reference and Public Services
(508) 520-4941
vbuchanio@minlib.net

Objects

Town of Franklin, List of Residents

74 printed directories across 30 bound volumes

1884-2017

excluding 1885-1889, 1891-1892, 1894-1898, 1900-1901, 1903-1904, 1906-1908, 1910-1912, 1914-1948, 1960, 1962-1963, 1965 and including two copies of 2000

Size: ~8 ½" x 5" up to
~9" x 11"

Est. Images: 13,264

Blank Pages/Versos

We will image the original covers of the directories and the recto and verso of all leaves with content. Library-style bindings and blank flyleaves will not be imaged.

Project Scope

Following accepted best practices, the purpose of our service is to create a faithful digital surrogate of reflective and transmissive archival materials in their current condition. Loose dust will be removed with a manual air blower (not compressed air) or with a delicate brush. 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 medium format 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* (2016) 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

PDFs with Optical Character Recognition (OCR)

Moderately compressed JPEGs of the pages of each directory will be combined into one multipage PDF with OCR applied. It is understood that the ultimate accuracy of OCR depends on the characteristics and print quality of the typeface of the original materials.

Targets

An Image Science Associates (ISA) Object-Level Target will be used as a photographic reference standard during the course of imaging reflective material. ISA Object-Level Targets include: 18 color patches of varying hues, saturations, and brightnesses; 12 spectrally neutral gray patches; vertical and horizontal slant edge targets for calculating spatial frequency response (SFR); and metric- and English-based rulers for scale and calculating optical resolution.

Cropping

Images of reflective media will be cropped to include a small border around the edges of the object. 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.

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 4TB USB external hard drive.

Cost Summary

Project Scope	(Please check.)	<u>\$/Unit</u>	<u>Quantity</u>	<u>Total</u>
Preservation Masters: 1884	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	82 files	\$287.00
Preservation Masters: 1890	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	138 files	\$483.00
Preservation Masters: 1893	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	168 files	\$588.00
Preservation Masters: 1899	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	196 files	\$686.00
Preservation Masters: 1902	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	216 files	\$756.00
Preservation Masters: 1905	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	212 files	\$742.00
Preservation Masters: 1909	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	216 files	\$756.00
Preservation Masters: 1913	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	218 files	\$763.00
Preservation Masters: 1949	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	86 files	\$301.00
Preservation Masters: 1950	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	88 files	\$308.00
Preservation Masters: 1951	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	88 files	\$308.00
Preservation Masters: 1952	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	88 files	\$308.00
Preservation Masters: 1953	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	96 files	\$336.00
Preservation Masters: 1954	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	94 files	\$329.00
Preservation Masters: 1955	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	82 files	\$287.00

Preservation Masters: 1956	Yes	___	No	___	\$3.50	82 files	\$287.00
Preservation Masters: 1957	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1958	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1959	Yes	___	No	___	\$3.50	90 files	\$315.00
Preservation Masters: 1961	Yes	___	No	___	\$3.50	102 files	\$357.00
Preservation Masters: 1964	Yes	___	No	___	\$3.50	118 files	\$413.00
Preservation Masters: 1966	Yes	___	No	___	\$3.50	128 files	\$448.00
Preservation Masters: 1967	Yes	___	No	___	\$3.50	132 files	\$462.00
Preservation Masters: 1968	Yes	___	No	___	\$3.50	132 files	\$462.00
Preservation Masters: 1969	Yes	___	No	___	\$3.50	128 files	\$448.00
Preservation Masters: 1970	Yes	___	No	___	\$3.50	130 files	\$455.00
Preservation Masters: 1971	Yes	___	No	___	\$3.50	142 files	\$497.00
Preservation Masters: 1972	Yes	___	No	___	\$3.50	148 files	\$518.00
Preservation Masters: 1973	Yes	___	No	___	\$3.50	150 files	\$525.00
Preservation Masters: 1974	Yes	___	No	___	\$3.50	150 files	\$525.00
Preservation Masters: 1975	Yes	___	No	___	\$3.50	154 files	\$539.00
Preservation Masters: 1976	Yes	___	No	___	\$3.50	160 files	\$560.00
Preservation Masters: 1977	Yes	___	No	___	\$3.50	160 files	\$560.00
Preservation Masters: 1978	Yes	___	No	___	\$3.50	166 files	\$581.00
Preservation Masters: 1979	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1980	Yes	___	No	___	\$3.50	86 files	\$301.00
Preservation Masters: 1981	Yes	___	No	___	\$3.50	88 files	\$308.00
Preservation Masters: 1982	Yes	___	No	___	\$3.50	88 files	\$308.00
Preservation Masters: 1983	Yes	___	No	___	\$3.50	90 files	\$315.00
Preservation Masters: 1984	Yes	___	No	___	\$3.50	94 files	\$329.00
Preservation Masters: 1985	Yes	___	No	___	\$3.50	168 files	\$588.00
Preservation Masters: 1986	Yes	___	No	___	\$3.50	176 files	\$616.00
Preservation Masters: 1987	Yes	___	No	___	\$3.50	192 files	\$672.00
Preservation Masters: 1988	Yes	___	No	___	\$3.50	192 files	\$672.00
Preservation Masters: 1989	Yes	___	No	___	\$3.50	202 files	\$707.00
Preservation Masters: 1990	Yes	___	No	___	\$3.50	180 files	\$630.00
Preservation Masters: 1991	Yes	___	No	___	\$3.50	218 files	\$763.00
Preservation Masters: 1992	Yes	___	No	___	\$3.50	226 files	\$791.00
Preservation Masters: 1993	Yes	___	No	___	\$3.50	222 files	\$777.00
Preservation Masters: 1994	Yes	___	No	___	\$3.50	226 files	\$791.00
Preservation Masters: 1995	Yes	___	No	___	\$3.50	226 files	\$791.00
Preservation Masters: 1996	Yes	___	No	___	\$3.50	236 files	\$826.00
Preservation Masters: 1997	Yes	___	No	___	\$3.50	234 files	\$819.00
Preservation Masters: 1998	Yes	___	No	___	\$3.50	234 files	\$819.00
Preservation Masters: 1999	Yes	___	No	___	\$3.50	242 files	\$847.00
Preservation Masters: 2000	Yes	___	No	___	\$3.50	246 files	\$861.00
Preservation Masters: 2001	Yes	___	No	___	\$3.50	246 files	\$861.00
Preservation Masters: 2002	Yes	___	No	___	\$3.50	250 files	\$875.00
Preservation Masters: 2003	Yes	___	No	___	\$3.50	250 files	\$875.00
Preservation Masters: 2004	Yes	___	No	___	\$3.50	258 files	\$903.00
Preservation Masters: 2005	Yes	___	No	___	\$3.50	258 files	\$903.00
Preservation Masters: 2006	Yes	___	No	___	\$3.50	262 files	\$917.00
Preservation Masters: 2007	Yes	___	No	___	\$3.50	266 files	\$931.00
Preservation Masters: 2008	Yes	___	No	___	\$3.50	272 files	\$952.00
Preservation Masters: 2009	Yes	___	No	___	\$3.50	276 files	\$966.00
Preservation Masters: 2010	Yes	___	No	___	\$3.50	280 files	\$980.00

Preservation Masters: 2011	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	284 files	\$994.00
Preservation Masters: 2012	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	284 files	\$994.00
Preservation Masters: 2013	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	284 files	\$994.00
Preservation Masters: 2014	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	290 files	\$1,015.00
Preservation Masters: 2015	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	346 files	\$1,211.00
Preservation Masters: 2016	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	352 files	\$1,232.00
Preservation Masters: 2017	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3.50	342 files	\$1,197.00
Access Derivatives		\$0.00	13,264 files	\$0.00
PDFs with OCR		\$0.00	73 files	\$0.00
4TB USB External Hard Drive		\$200.00	1 drive	\$200.00
Shipping/Handling – return via client pick up		N/A	N/A	\$0.00
TOTAL				\$46,624.00

Optional Work

(Please check.)

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

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 and insurance, 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 the project 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.

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 digitize and/or treat 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

 January 22, 2020

Terrance D'Ambrosio, Director of Imaging Services, NEDCC Date

P.O.# required? Yes No # _____