



David B. Cohen
Mayor

**Newton, Massachusetts Community Preservation Program
Fiscal 2010 FUNDING PROPOSAL**

Date received:



Submit 14 printed copies & 1 electronic copy by 4 pm, 16 October 2009 to:
Alice E. Ingerson, Community Preservation Program Manager
Newton Planning and Development Department
1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

Proposals must follow instructions in the current Proposal & Project Handbook, available upon request and online at www.ci.newton.ma.gov/cpa. You may adjust spaces, but use NO MORE THAN 1 PAGE to answer all questions on this page.

Project CONTACTS *Name & title / affiliation, mailing address, email, daytime phone, & any other way we should contact you (fax, mobile phone, ...) Star (*) name of the project manager, who will track budget & submit updates.*

- *Hanson, Ryan - Assistant Director, Newton Free Library**
330 Homer Street Newton MA | rhanson@minlib.net | (617) 796-1404
- Feldman, Sarah - Assistant Supervisor, Reference, Newton Free Library**
330 Homer Street Newton MA | sfeldman@minlib.net | (617) 796-1404
- Olson, David - Newton City Clerk / Clerk of the Board of Aldermen, City of Newton MA**
1000 Commonwealth Avenue, Newton, MA 02459 | dolson@newtonma.gov | (617) 796-1200
- Abele, Susan - Curator of Manuscripts and Photographs, Historic Newton**
527 Washington Street Newton MA 02458 | sabele@newtonma.gov | 617-796-1462

Project TITLE **Preservation of 19th & Early 20th Century Newton Documents/Collections**

LOCATION *Full street address (with zip code) or other precise location.*
Newton Free Library, 330 Homer Street, Newton MA 02459

FUNDING CATEGORIES	<i>CHECK ALL THAT APPLY.</i>	COMMUNITY HOUSING	<input checked="" type="checkbox"/> HISTORIC RESOURCES	OPEN SPACE	RECREATION
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BUDGET	<i>CP FUNDS REQUESTED:</i>	<i>OTHER FUNDS TO BE USED:</i>	<i>TOTAL PROJECT COST:</i>
<i>ATTACH DETAIL SEPARATELY.</i>	\$36,544.75	\$8,676.25	\$45,221.00

SUMMARY *Summarize goals & benefits in NO MORE THAN 300 WORDS (staff will edit longer summaries to fit that limit).*

The City of Newton owns a wealth of historic materials that speak to the community’s social, cultural and governmental past. The Library, Historic Newton and the City Clerk are partnering to seek the funds to preserve and/or digitize a set of materials which reflect the civic life of and provide insight into Newton from the 19th through the early 20th century, a time when Newton was transforming from agriculture to industry and becoming a suburban Boston residential community.

The materials selected for this application (city directories, manuscripts, maps, and photographs) compliment materials already preserved with funds from the CPA and other sources, have been deemed important to the Library’s mission of “promoting the educational, cultural and recreational enrichment of all members of the Newton community,” and support the City’s call for “planning with history” (Newton Comprehensive Plan, Chapter 9). Some of the materials are handled and used frequently and some are awaiting discovery by researchers, city planners and Newton history enthusiasts. All are in need of immediate preservation attention.

Materials preserved through this application will be digitized and posted to the World Wide Web through the state’s online digital repository, the Digital Commonwealth (digitalcommonwealth.org), and/or the City’s website.

Preserving these materials ensures that generations to come can engage with Newton’s past through access to primary sources. Digitizing these materials increases discoverability, accessibility and use through an electronic interface, reducing the need for physical access (which in many cases will aid in the preservation of the source material). All items preserved and/or digitized will be described, cataloged and structured with the data necessary to make the digital representations of their physical counterparts very rich with information and context.

1. HOW WILL CP FUNDS BE USED?	Check all that apply.	COMMUNITY HOUSING	HISTORIC RESOURCES	OPEN SPACE	RECREATION LAND
	acquire				
create			NOT ALLOWED		
allowed IF resource was acquired or created with CP funds	preserve		✓		
	support		NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
	rehabilitate/restore				

You may adjust spaces but USE NO MORE THAN ONE PAGE to answer all questions on this page.
Attach supporting information on separate pages (see attachments checklists)

2. **CITYWIDE NEEDS:** How will the project address needs identified in existing citywide plans? (Provide short quotes with plan title, year & page.)

Chapter 9 of the Newton Comprehensive Plan, which was adopted in November of 2007, lays out a vision and goals for planning with history. The vision statements on page one of Chapter 9 call for the City to use images and examples to show change over time and the material included in this CPA proposal will help to meet this goal. Directories, photographs and maps capture a point in time which can be compared with the same over time.

The Library’s Strategic Plan calls for “enhanc[ing] reference services and attract[ing] tech-savvy users through incorporation of new technologies to be used in and outside the Library” and the Library’s Preservation Plan calls specifically for “preserv[ing] and maintain[ing] the Newton Collection while making materials accessible to the public.”

3. **OTHER FUNDING:** What additional funding have you obtained or are you pursuing? Attach commitment letters or summaries/cover sheets from grant applications.

Funds for this CPA project will be mixed with other sources of funding to implement a broader preservation/digitization initiative. The Library is in the process of applying for the Massachusetts Board of Library Commissioners’ Library Services and Technology grant program (see attached). In addition, the Library is dedicating some of its regular budget in the form of Digital Commonwealth fees, vendor charges and staff salary used to provide descriptive records, cataloging and data for digitized items.

4. **STEWARDSHIP:** How will the project be maintained after CP funds have been spent? (Hint: “through the regular City budget” is seldom a persuasive answer.)

This project will not need ongoing funding upon its completion. After the items are posted online as static digital records, maintenance will be minimal and accomplished during regular updates of the City website and the Digital Commonwealth. The physical copy will be housed in protected shelving areas that will only be accessed upon special requests - this process already exists within the Library, City Clerk's Office and Historic Newton’s operations. Because materials are digitized and providing broader access, preservation is aided in that the need to access the original materials and handle them will be less. The Library will also continue to execute its preservation and digitization program through its own funds and grant opportunities.

5. **COMMUNITY CONTACTS:** List email addresses and/or phone numbers for at least 3 people willing to talk with us about the project and the project managers’ qualifications. At least 2 of these contacts should be from outside the project’s immediate neighborhood; none should be the project manager.

- Harrington, Joan – Library Volunteer and Past Trustee**
157 Lowell Avenue Newtonville 02460 | JH9832@aol.com | 617-969-5733
- Wilbar, Wheaton - Member, Samuel Francis Smith House Association**
62 Tyler Terrace Newton Centre MA 02459 | wwilbar@verizon.com | 617-527-1312
- Wilkinson, Beth - Chair, Newton Free Library Board of Trustees**
14 Trowbridge Street Newton MA 02459 | bethwilkinson@mac.com | 617-966-7491
- Zuckerman, Larry – Retired Newton Schoolteacher and Active Researcher**
276 Franklin Street Newton Corner MA 02458 | lzuck@rcn.com | 617-965-0451

Draft Project TIMELINE *List major steps & timing. If the project is funded, CP staff will work with you to add missing steps and participants.*

Project TITLE:				
STEPS <i>BIG steps, SHORT descriptions!</i>	ASSISTANCE REQUIRED <i>What must other organizations or City depts. do (raise funds, issue permits, etc.)?</i>	START <i>season/year</i>	COMPLETE <i>season/year</i>	COST <i>estimate</i>
1. Arrange 3 vendor bids - preservation, digitization, microfilming of collections	No assistance required	January 2010	March 2010	
2. Select a vendor(s) and have the preservation, digitization and microfilming performed	Purchasing department needed to review bids	April 2010	July 2010	\$36,545
3. When vendor(s) complete their job, perform in-house cataloging, description and metadata tasks	No assistance required	July 2010	Sept 2010	
4. Post digitized items on the Digital Commonwealth and/or the City's website	City IT and Digital Commonwealth	Sept 2010	October 2010	
5. Place physical items in protected shelving (microfilm will be available for use at the Library)	No assistance required	Sept 2010	October 2010	

ATTACHMENTS PROVIDED

- 1) Analysis of Historical Significance for each set of materials to be preserved via CPA funds**
- 2) Summary & Justification of Proposed Treatment based on professional assessment**
- 3) Photos of materials to be preserved**
- 4) Detailed Budget: Spreadsheet**
- 5) Detailed Budget: Description**
- 6) Qualifications/Experience of Project Participants**
- 7) Other Funding Attachments**
 - a. LSTA FY '11 Digitizing Historical Resources Grant Abstract**
 - b. Library's Digital Commonwealth Agreement**
- 8) Letters of Recommendation**

Analysis of Historical Significance

In the digital age, local libraries and archives have a unique opportunity to preserve historically significant archival materials. Archival materials “are the non-current records of individuals, groups, institutions, and governments” that contain information of enduring value. (Society of American Archivists) Archival materials being considered for preservation under this grant proposal include several one-of-a-kind Newton maps, photographs of Newton Corner, the Allen House, the Misses Allen School, and the Newell Family, the Samuel Francis Smith manuscript for the *History of Newton* (1880), the *Annual of the Eliot Church*, 1845-1887, and the Newton City Directories, 1868 to 1934.

Themes for these materials reflect concepts in American history that form the framework of the National Park Services Historic Resource evaluation program: Peopling Places, Creating Social Institutions and Movements, and Expressing Cultural Values. Aspects of historical significance or enduring value can be found in such one-of-a-kind documents as listed above and in a document’s research value. An understanding of how materials can be used individually and collectively is an essential component of historical significance.

The Newton City Directories are an example of non-current materials; they contain information about people, their addresses, their occupations and businesses, which become a guide to understanding the development of the community and interpreting and expanding information found in local maps and plans. Together with the City Atlases (which were preserved in a previous CPA project), the Directories are one of the most frequently used historic resources.

The importance of the City Directories can be understood in relationship to another document treated in this proposal, the Plan of the Proctor Estate, which is a one-of-a-kind, undated plan. When was it made, who made it, and why was it made? Using the Newton City Directories it was possible to determine an approximate date for the plan, c. 1868, as well as the location, and thereby develop insight into the development of the Newton Corner area in the period before the first City Atlas was published in 1874. This same research pattern holds true for photographs such as the Newton Corner collection of original images taken by Dr. Loveland. From the directories one can tell who took the photos and understand why he would have been interested. We are interested in these historic images, as they show the lowering of the railroad tracks through Newton Corner and provide some insight into the development of this area in the 1890s.

Other photographs, including the Newell Family and the Allen House, compliment larger collections held by the library and the Jackson Homestead. The Samuel Francis Smith manuscript, which contains source notes, is the original draft for his *History of Newton*, published in 1880. The *Annual of the Eliot Church*, 1845-1887 provides an in-depth view of church membership, organization, and finances. Information in documents such as these and the others treated in this project meet a standard of historical significance and enduring value.

Summary & Justification of Proposed Treatment

All preservation treatments were recommended by professionals including the Northeast Document Conservation Center, Brown's River Records Preservation Services and Databank Imaging & Information Solutions.

1. Maps: Plan of Proctor Map & 1878 Map of Newton Center

Reduce surface stains, reduce the paper's acidity and release adhered areas of map. Back with Japanese paper to fill losses to support and provide overall support.

The items will be digitized with a camera system. The vendor will provide high resolution TIFF files on CDs which will be stored in the compact shelving area of the library and regularly reviewed to ensure files do not become altered or corrupted over time.

2. Manuscripts: Samuel Smith Manuscript & Eliot Church Annual 1845-1887

Collate leaves in current order. Remove tape, reduce staining & dirt, reduce acidity and mend tears and breaks with Japanese paper and wheat starch paper. Alkalize pages determined to take to this process to protect paper from formation of acid in the future.

The items will be digitized with a camera system. The vendor will provide high-resolution TIFF files on CDs which will be stored in the compact shelving area of the library and regularly reviewed to ensure files do not become altered or corrupted over time.

3. Photographs: Pictures of Newton Corner/Nonantum Square, Allen House Oversized Photos & Newell Family & Homestead Photos

Clean surfaces, reduce acidity of paper supports, mend creases and flatten if necessary. Mend corners and breaks in mounts using Japanese paper and wheat starch paste. Remove pressure-sensitive labels and transcribe labels onto reverse of mount. Place in double sided polyester L-sleeve to include labels. Place the set of photographs in appropriate sized archival box.

The items will be digitized with a camera system. The vendor will provide high resolution TIFF files on CDs which will be stored in the compact shelving area of the library and regularly reviewed to ensure files do not become altered or corrupted over time.

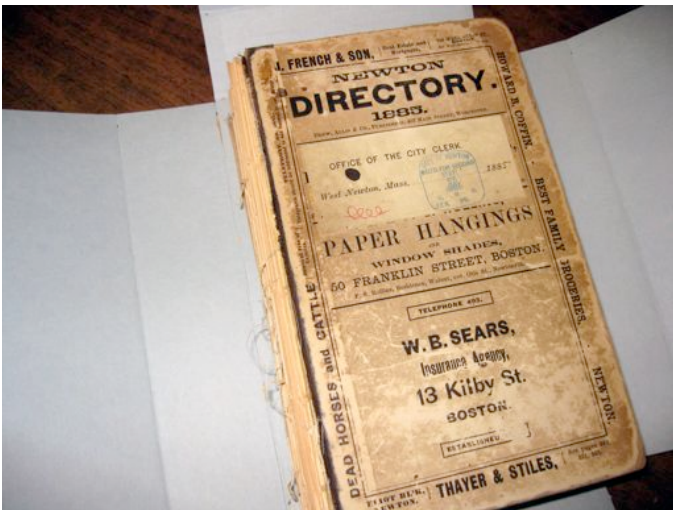
4. City Directories with Maps: 36 Volumes from 1868-1934.

Bindings will be dismantled to be scanned on a machine. The vendor will provide high resolution TIFF files on CDs which will then be stored on the city server. Please note that at least one additional copy exists for each volume that will remain intact and untouched.

Newton City Directories



The project seeks funds to preserve, through microfilming and scanning, 36 Volumes of City Directories housed in the City Clerk's Office, Historic Newton and the Newton Free Library.



The Directories are well used and have deteriorated over time due to their high use. This 1855 Directory is typical of the other 35 volumes in our collections.



The Directories contain listings of individuals and their street address, as well as advertisements for local businesses.

Newton Manuscripts

2 Manuscripts from the 19th Century contain primary resources of value to the history of Newton.

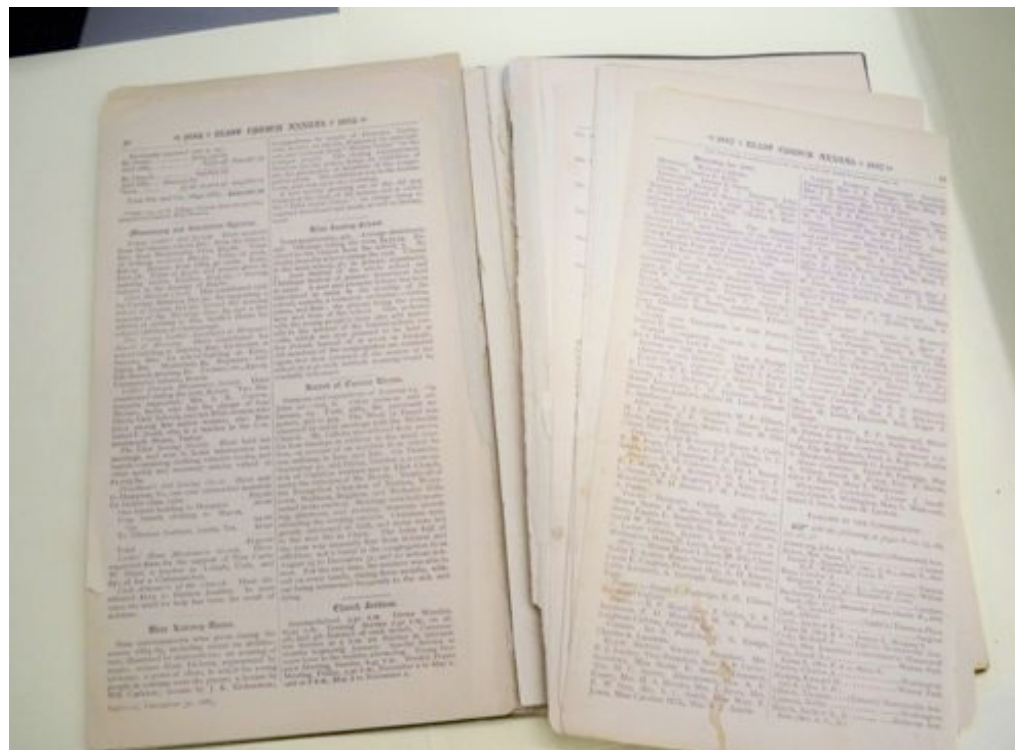


The Samuel Smith Manuscript was eventually published as "History of Newton, Massachusetts: town and city from its earliest settlement to the present time, 1630-1880" in 1880.

His book continues to be a valuable research tool for Newton history questions and genealogy. The original manuscript contains biographical information of the author, captures the research process and includes notes not published in the book.

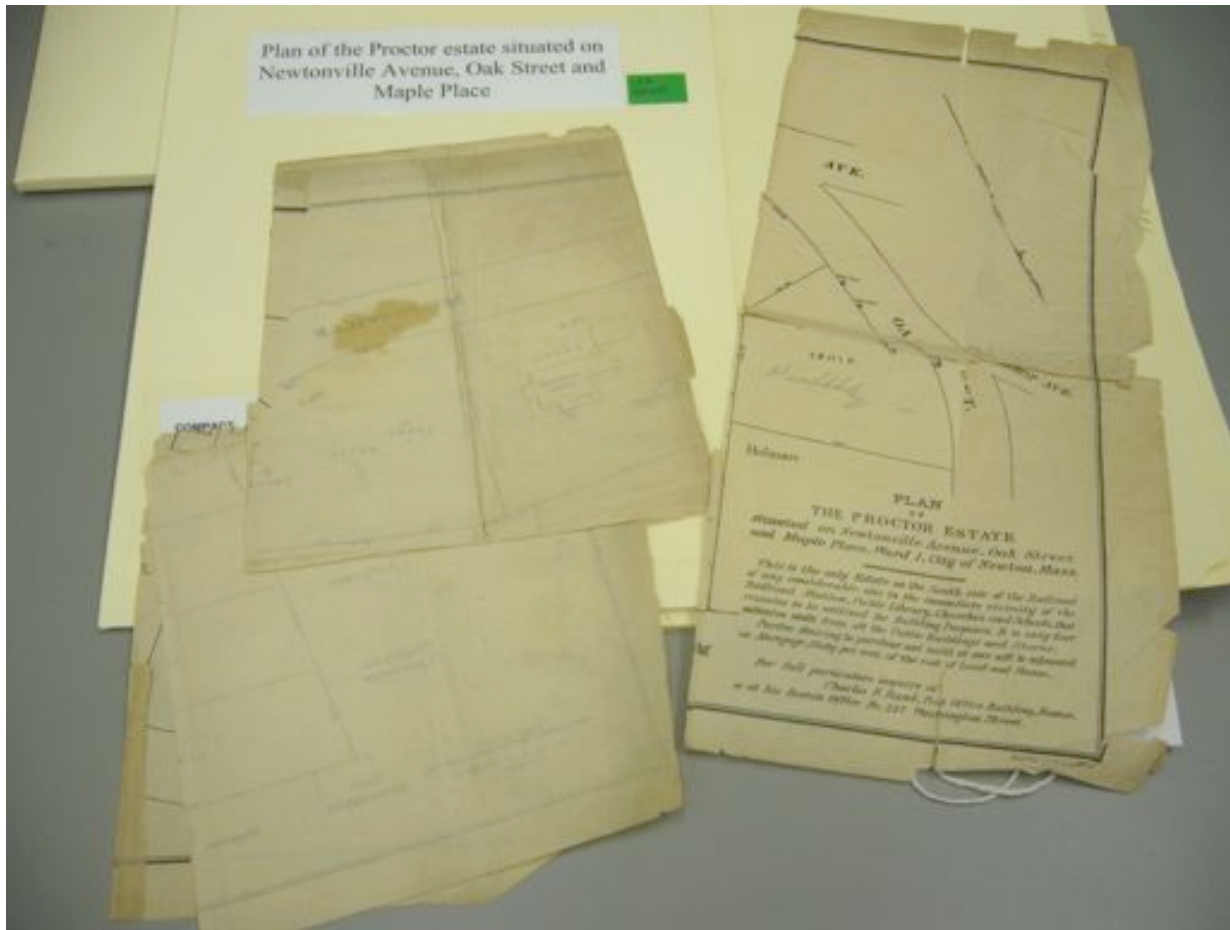
Samuel Smith is also of interest to historians as the author of the lyrics "My Country 'Tis of Thee" (originally titled "America").

Eliot Church Annual recorded annual business including the roll of names and directory of families, church member marriages, deaths and birth, church budgets, literacy clubs, and information related to sermons from 1845-1887.



Newton Maps

Two maps have been selected from the Library's collection that have deteriorated over the past century are in need of preservation.



Plan of Proctor Map has broken into several pieces. Recommended preservation includes de-acidification of the paper & cleaning of soiled areas.



1878 Map of Newton Center risks further rips upon unrolling. Map would be humidified and then stretched on paper to fill losses and provide overall support.

Newton Life & City Scenes Photographs



A few photos in the Newton Corner and Nonantum Square collections have damage including water damage and creases.



Allen House Oversized Photos and Newell Family & Homestead Photos have small tears and breaks and mounts require de-acidification.

Detailed Budget: Spreadsheet

CPA						
Collection #	Owned by	Collection Name	Number of Items in Collection	Preservation Cost	Digitization Cost	Total Cost
1	Library	Plan of Proctor Map	1 map	\$660.00	\$120.00	\$780.00
2	Library	1878 Map of Newton Center	1 map	\$1,410.00	\$455.00	\$1,865.00
3	Library	Samuel Smith Manuscript	250 pages	\$2,950.00	\$2,087.50	\$5,037.50
4	Library	Pictures of Newton Corner/Nonantum Squa	14 photos	\$365.00	\$91.25	\$456.25
5	Library	Eliot Church Annual 1845-1887	64 pages	\$2,170.00	\$690.00	\$2,860.00
6	Library	Allen House Oversized Photos	14 photos	\$1,035.00	\$110.00	\$1,145.00
7	Library	Newell Family & Homestead Photos	7 photos	\$725.00	\$53.75	\$778.75
8	Library, City Clerk's Office & Historic Newton	City Directories with Maps	36 Volumes: 25,360 pages 25,711 items	\$10,150.00 \$19,465.00	\$10,150.00 \$13,757.50	\$20,300.00 \$33,222.50
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> *Preservation performed through Microfilming. </div>						+ 10% Contingency
						\$36,544.75

LSTA							
Collection #	Owned by	Collection Name	Number of Items in Collection	Preservation Cost	Digitization Cost	Total Cost	
1	Library	Jersey Stock Club Album	22 photos	N/A	\$137.50	\$137.50	
2	Library	Newell Family Album	225 photos	N/A	\$1,406.25	\$1,406.25	
3	Library	NHS Yearbook 1895	41 photos	N/A	\$256.25	\$256.25	
4	Library	NHS Yearbook 1890	28 photos	N/A	\$175.00	\$175.00	
5	Library	Newton Oversized Photos: Auburndale, Grocery Store	3 photos	N/A	\$30.00	\$30.00	
6	Library	Newton Oversized Photos: misc	6 photos	N/A	\$60.00	\$60.00	
7	Library	Waban Photos	35 photos	N/A	\$218.75	\$218.75	
8	Library	NHS Yearbook 1900	63 photos	N/A	\$393.75	\$393.75	
9	Library	Newton Trade Cards	24 cards	N/A	\$150.00	\$150.00	
10	Library	Auburndale Trade Cards	8 cards	N/A	\$50.00	\$50.00	
11	Historic Newton	Newton Forrestry Dept 1908-1918 Photos	50 photos	N/A	\$312.50	\$312.50	
12	City Clerks Office	Engineering Dept Photos	25 photos	N/A	\$156.25	\$156.25	
				533 items	N/A	\$3,346.25	\$3,346.25

Detailed Budget: Spreadsheet

Library						
Collection #	Owned by	Collection Name	Number of Items in Collection	Preservation Cost	Digitization Cost	Total Cost
1	Library	Hunnewell Club Photos	16 photos	N/A	\$100.00	\$100.00
2	Library	Lantern Slides of City Scenes	17 slides	N/A	\$255.00	\$255.00
3	Library	Newton Illustrated Photos	28 photos	N/A	\$175.00	\$175.00
6	Library	Newton Post Cards	162 cards	N/A	N/A	\$0.00
7	Library, City Clerk's Office & Historic Newton	1835 Map	1 map	N/A	N/A	\$0.00
8	Library, City Clerk's Office & Historic Newton	1848 Map	1 map	N/A	N/A	\$0.00
9	Library, City Clerk's Office & Historic Newton	1855 Map	1 map	N/A	N/A	\$0.00
Digital Commonwealth Expenses:						
	FY10: First Year					\$2,200.00
	FY11: Second Year					\$1,300.00
	FY12: Third Year					\$1,300.00
			226 items	N/A	\$530.00	\$5,330.00

Grand Total Costs	
CPA	\$36,544.75
LSTA	\$3,346.25
Library	\$5,330.00
Total	\$45,221.00

Detailed Budget: Description

The Newton Free Library, Historic Newton and the Newton City Clerk's Office have partnered together to preserve and digitize Newton History Collections detailing life in Newton from the 19th and early 20th Century. The collections can be grouped into 6 formats: City Directories, Manuscripts, Maps, Postcards, Tradecards & Photographs including Yearbooks & Albums. This project is seeking grant funding from the CPA and LSTA and the Library is also committed to contributing funds from their annual budget. Below describes why the collections were selected for its source of funding.

CPA

Grant permits funding for preservation. Preservation through digitization is included.

- **City Directories: 1868-1934 (Microfilming Preservation & Digitization)**
 - This continues the City Clerk's Birth, Death & Marriage Licenses from 1635-1899 Preservation with Digitization Project. City Directories from 1868-1934* will offer more information on residents and businesses of the time in Newton.
**Covers years through 1934 since they do not require copyright permissions.*
- **2 Maps (Preservation & Digitization)**
 - This continues the City Clerk's Historical Map Preservation with Digitization Project.
- **5 Additional Collections that detail Newton life in Newton during the 19th and early 20th Century (Preservation & Digitization):**
 - Samuel Smith Manuscript
 - Pictures of Newton Corner/Nonantum Square
 - Eliot Church Annual 1845-1887
 - Allen House Oversized Photos
 - Newell Family & Homestead Photos

LSTA

Grant funds are permitted for digitization only. Collections that have already been preserved or stabilized (following industry standards) from the organization's annual budgets or preservation grants were selected for digitization.

- Jersey Stock Club Album
- Newell Family Album
- Newton High School Yearbooks (3 Collections: 1890, 1895 & 1900)
- Newton Oversized Photos: Auburndale, Grocery Store & Misc.
- Waban Photos
- Newton Tradecards
- Auburndale Tradecards
- Newton Forestry Department 1908-1918 Photos
- Engineering Department Photos

Library Funds

Collections that have already been preserved or stabilized (following industry standards) from the Library's annual budgets or preservation grants were selected for digitization. Additionally, collections that were already digitized will only need descriptive records to be posted online. More items and funds will most likely be added as the year progresses and staff is trained to create the metadata (descriptions).

To Be Digitized:

- Hunnewell Club Photograph
- Lantern Slides of Newton Scenes
- Newton Illustrated

Already Digitized:

- Newton Postcards
- City Maps from 1800s
 - These maps are already posted on the City website. This project will post this material on the state repository (the Digital Commonwealth), increasing access.

Digital Commonwealth Expenses:

- **Items will be made available electronically on the state's digital repository, the Digital Commonwealth (www.digitalcommonwealth.org), with the exception of the City Directories since it would not be cost effective to post the 25,360 pages of the directories on this forum. Alternatively, they will be posted on the City of Newton's website.**
- **The cost for the Digital Commonwealth the first year includes posting of 1,000 items in 2 batches and set-up fees. The following years include maintenance fee for material already posted and adding up to an additional 1,000 items.**

Staff Time

Along with the conservation and digitization work being carried out for this project, a combination of staff and volunteers will be scheduled to create the descriptions, known as metadata, making rich and useful records that are searchable and accessible online. Staff will also coordinate digitization efforts with vendors.

Staff hours to complete the project will be arranged within the departments existing budget. Historic Newton and the Library have pledged additional volunteer hours. Current digitization plans will be carried out over 3 fiscal budget cycles.

Volunteers and staff have already begun training in how to create these descriptions. Depending upon the item, this work can be very time consuming. We anticipate that the average time to generate 1 record will take 15 minutes.

Total Hours for Metadata (Record Descriptions): 210 hours, 45 minutes

- **CPA Records: 83 Records= 21 hours, 45 minutes**
 - **City Directories will only require 1 record for each of the 36 volumes**
 - **Smith Manuscript will require about 6 records for each part of the manuscript**
 - **Eliot Annual will only require 1 record for the manuscript**
 - **Plus 40 additional records for remaining items**
- **LSTA Records: 530 Records= 132 hours, 30 minutes**
- **Newton Free Library: 226 Records= 56 hours, 30 minutes**

The Newton Free Library, Historic Newton and the Newton City Clerk's Office are not requesting funding for staff time but are including figures to show the time pledged to complete this project. Additional hours will be needed for project management and vendor coordination.

Qualifications/Experience

Organizations' Mission Statements

Library: The mission of the Newton Free Library is to provide in an accessible and equitable manner the widest possible range of library services for the informational, educational, cultural and recreational enrichment of all members of the Newton Community.

City Clerk: The Office of the Clerk of the Board of Aldermen/City Clerk has two distinct functions, each of which is vital to the working of Newton city government. The Department strives to fulfill these functions to the highest possible standards.

Historic Newton: The mission of the Newton History Museum is to encourage the inquiry and exploration of Newton within the broad context of American history. To accomplish this mission the Museum maintains an historic property that interprets Newton's past and present. The Museum collects, preserves and exhibits historical artifacts of local significance and presents public programs that involve the diverse population of Newton and the region.

Description Of Similar Projects Completed

Library:

Successfully completed the following LSTA funded projects:

- 2002: Awarded funds to conduct a preservation survey of Newton History Collection
- 2005: Awarded funds to conduct preservation of Newton History Materials

Ongoing: Library funds used to preserve Newton History materials

City Clerk:

Worked on the following CPA funded projects:

- Newton City Archives Phase 1 (completed)
- Newton City Archives Phase 2 (completed)
- Newton's Historic Burying Grounds Phase 1 (completed)
- Newton's Historic Burying Grounds Phase 2 (initiated)

Historic Newton:

Worked on the following CPA funded projects:

- 2008: Newton History Museum Archives Preservation and Access Project (in progress)

Summary of Managers' /Staff Relevant Training, Education, Experience

Ryan Hanson

Newton Free Library: *Assistant Director, 2008-Present*

Assist Director with day-to-day operation of the Library. Develop and implement technology plans for the benefit of staff and patrons. Execute grant programs, chair committees and steward additional Library functions as needed.

Newton Free Library: *Assistant Supervisor of Reference, 2004-2008*

Responsible for Library staff's training program including teaching how to use and support electronic resources and general software applications. Manage Library's Information Technology help desk. Assist with supervising, scheduling, recruiting and hiring Library's Reference Staff. Perform research and information services to the public in-person, over-the-phone and via email.

Sarah Feldman

Newton Free Library: *Assistant Supervisor of Reference, 2008-Present*

Responsible for Library staff's training program including teaching how to use and support electronic resources and general software applications. Manage Library's Information Technology help desk. Assist with supervising, scheduling, recruiting and hiring Library's Reference Staff. Perform research and information services to the public in-person, over-the-phone and via email.

Newton Free Library: Assistant Supervisor of Circulation, 2005-2008

Responsible for supervising, training, scheduling, recruiting and hiring library's Circulation staff. Produced, assessed and acted on collection maintenance reports. With Circulation Supervisor, managed and selected new fiction budget.

Newton Free Library: Senior Library Assistant, 2002-2005

Performed a wide range of customer service and circulation tasks. Assisted in training staff with computer system. Assisted patrons with selecting and locating materials.

David Olson

The City of Newton, MA: City Clerk/Clerk of the Board of Aldermen, 2006 – Present

Serve as the chief staff officer for Newton's Board of Aldermen and as the City Clerk overseeing the governmental archives of the City of Newton. Develop and manage an annual budget within the guidelines provided by the Mayor and the Board President

The Newton History Museum at the Jackson Homestead: Executive Director, 2001 – 2006

Responsible for the general operations of the museum including collections and archives care and the oversight of staff.

The House of the Seven Gables Historic sites, Salem, MA: Museum Director, 1997 - 2001

Oversaw the departments of Interpretation, Research, Exhibits, Visitor Services, Public Programs, Curatorial, Archives and Educational Programs. Responsible for creating the yearly budgets and long range plans.

Susan Abele

Historic Newton, Jackson Homestead Museum and Archives: Curator of Manuscripts and Photographs, 1992 - Present.

Manage the museum's archives and two-dimensional collections, provide research and reference service to the public and to city departments; support exhibition development, design, and installation; develop and contribute to publications.

City of Newton, Acting City Archivist 2003-2005

Developed collections database, collaborated with Jackson Homestead and the Newton Free Library to provide comprehensive reference to city departments and to the public.

Jackson Homestead Trustee, 1990-1993

Newton Historical Society, President, 1988-1990

Volunteer, Jackson Homestead, 1980 - 1990

Recent Organizational Annual Budget Or Audit Summary

Library:	\$5,272,556.00
City Clerk:	\$1,112,224.00
Historic Newton:	\$248,820.00

LIBRARY SERVICES AND TECHNOLOGY ACT

FY11 DIGITIZING HISTORICAL RESOURCES

PROJECT TITLE: Preservation of 19th and Early 20th Newton Documents/Collection

YOUR AGENCY: Newton Free Library
(LIBRARY/AGENCY/INSTITUTION)

330 Homer Street
(ADDRESS)

Newton MA 02459
(CITY/TOWN AND ZIP CODE)

AGENCY DIRECTOR: Nancy Perlow
(NAME)

(SIGNATURE)

AGENCY GOVERNING AUTHORITY: Beth Wilkinson – Trustees Chair
(NAME AND POSITION)

(SIGNATURE)

PROJECT DIRECTOR: Ryan Hanson – Assistant Director
(NAME AND POSITION)

617-796-1404 | rhanson@minlib.net
(TELEPHONE AND E-MAIL)

TOTAL L.S.T.A. FUNDS REQUESTED: \$3,346.25

**ORIGINAL PLUS SEVEN (7) COPIES MUST BE POSTMARKED TO THE MBLC BY:
Wednesday, March 3, 2010**
An electronic copy should also be e-mailed to rachel.devin@state.ma.us with subject line:
LSTA 2011 Application
FAXED APPLICATIONS WILL NOT BE ACCEPTED.

LIBRARY SERVICES AND TECHNOLOGY ACT

FY11 DIGITIZING HISTORICAL RESOURCES

ABSTRACT

Describe the essence of your project succinctly and accurately in 150 words. Tell what materials the library plans to digitize, how the choice was made, and what the impact doing so should have on access to the information. Also, describe how the results will impact the users' skills, behavior, knowledge, or attitude.

The Newton Free Library, Historic Newton and the Newton City Clerk's Office are partnering together to digitize historic collections from the 19th and early 20th Century that speak to the community's social, cultural and governmental past. The collections include family & club albums, school yearbooks, trade & post cards and city scenes. These items will be posted on Massachusetts's online digital repository, the Digital Commonwealth.

The collections selected for digitization include items that have already been preserved or stabilized following industry standards (by reducing acidity exposure and placing in archival containers) from previous grants and annual budgets. They also conceptually match items the Library plans to digitize using other resources.

Posting these collections on the World Wide Web in an organized repository of cataloged digital materials will increase their discoverability and accessibility. This work will enrich the collective knowledge and experience of the community, from City planners to history enthusiasts.

SERVICE AGREEMENT
CONTRIBUTING MEMBER AND NELINET, INC.

This Agreement is to extend Digital Commonwealth (or "DigComm") services to Newton Free Library ("Contributing Member") under the agreement between NELINET, INC. (or "Contractor") and the Digital Commonwealth.

NELINET is responsible for the management of and compliance with the policies and procedures set forth by the Digital Commonwealth. The Contributing Member is responsible for upholding the rights and responsibilities set forth by the Digital Commonwealth as outlined in Attachment A.

1. **NELINET Services to be Provided to Contributing Member.** NELINET will make available to the Contributing Member the following services:
 - a. **Support.** NELINET will provide a reasonable level of email and phone support for questions related to participation in the shared repository. NELINET reserves the right to determine the level of support, and may recommend additional training or consulting (on a fee basis) in cases where support needs are greater than can be provided under this agreement.
 - b. **Implementation.** NELINET will provide technical assistance and support in the initial setup of the Contributing Member's collection.
 - c. **Database.** NELINET will maintain the software used to create the shared repository and portal.
 - d. **Education.** NELINET will provide standard educational offerings designed to help Contributing Members participate more effectively in the project. Contributing Members can also take any Digital Library related course at NELINET at the Contractor's Unlimited Member rate.
2. **Continued Agreement.** This Agreement is dependent upon the continuation of the Agreement between NELINET, Inc. and the Digital Commonwealth to provide the services referenced above. Should this Agreement terminate or expire, NELINET will notify the Contributing Member at least 60 days prior to such termination or expiration so that the Contributing Member can make other arrangements, if needed.
3. **Term.** This Agreement shall begin on 9/28/09 and terminate on 10/1/10. This Agreement will automatically renew each year unless one of the parties chooses to discontinue the Agreement by providing written notice 60 days prior to termination.
4. **Invoicing and Payment.** The Member shall pay the fee for participation as invoiced. All fees shall be due thirty (30) days from the date of receipt of the invoice.
5. **Entire Agreement; Modification; Assignment.** This Agreement and its attachments, along with the Digital Commonwealth agreement with NELINET and any attachments to that agreement, contain the entire understanding of the parties with respect to the subject matter contained herein and supersede all terms and conditions in any quotations, purchase orders, acknowledgements, or other documents exchanged by the parties. There are no promises, covenants, or undertakings other than those expressly set forth therein. This Agreement cannot be modified except by a writing signed by the relevant parties.

I have read and agree to the terms above. I am duly authorized, in the capacity described below, to execute contracts on behalf of the Contributing Member identified below, and, in such capacity, I hereby agree to the foregoing terms on behalf of the Contributing Member identified below.

Contributing Member: Newton Free Library
Name: Nancy Perlow Title: Director
Address: 330 HOMER STREET
Newton MA 02459
Nancy N. Perlow 9/27/09
Signature and Date

157 Lowell Avenue
Newtonville, MA 02460
October 14, 2009

Nancy Perlow
Library Director
Newton Free Library
300 Homer Street
Newton, MA 02459

Dear Ms. Perlow,

I am writing this letter to support the grant application to begin digitization of some of Newton Free Library's extensive historic collections. We are fortunate to have some of our materials archivally preserved so that they are accessible to a wide range of researchers, historians and interested citizens. It will be wonderful to have more materials available to a wider audience on the Internet.

As a former trustee of the Newton Free Library (under our city charter we are limited to two five-year terms) I became aware of Newton's history collection and the unique materials we are privileged to share. As a volunteer helping to bring the listing of some of these items online, I became aware of the breadth of interests these items depict.

Newton citizens have been active (and continue to be) in diverse ways: the Jersey Stock Club (bringing milk to children); educating all (from Horace Mann to the Allen and Peabody sisters); and Reading Clubs. The historically rich collections from the turn of the 19th century show the biographical, architectural and horticultural distinctions of the 13 villages that comprise the City of Newton.

It would be useful to have these special items available to as many scholars as possible and I look forward to the accessibility of these items on the Internet in the future.

Sincerely yours,

Joan E. Harrington
Former NFL Trustee