



Memorandum

To: Committee on Community Preservation

From: David A. Olson, Newton City Clerk
 Ryan Hanson, Newton Free Library

Re: CPA Application – Preservation of 19th & 20th Century Newton Documents

Date: September 19, 2011

Community Preservation Committee Members,

Our CPA project to preserve and digitize select 19th and 20th century maps, plans, letters, photographs and city directories in the collections of the City Archives, Newton Free Library and Historic Newton is nearing completion and we have been able to stay well within our budget, due primarily to a very favorable quote on the digitization and microfilming of the City Directories.

All of the components outlined in the project application have been completed and we are currently approximately \$12,000 under budget. We write to let you know that we would like to add two additional components to this project. Both of these components fall within the scope of the project and preserve additional materials.

The first component is the digitization and rehousing of an additional 335 images of 19th and 20th century scenes of Newton life which are in the collection of the Newton City Archives. The scanning of these images will preserve them and make them more easily accessible for researchers. After scanning, the images will be interleaved with acid free paper and stored in acid free boxes. The cost of this project will be approximately \$2,000.

The second component is the repair, cleaning, scanning, and rebinding in mylar sleeves, of an 1874 Newton City Atlas by the Gerard Hopkins. This atlas, copies of which reside in the City Archives and Newton Free Library, was not included in the archives project completed in 2009 as the Engineering Department did not have a copy of it in its possession. With the preservation of this additional atlas, a copy of all currently known editions of bound Newton City Atlases will be scanned, preserved and made available on line. The cost of this component will be approximately \$1,500.

Balance of funds in the project account:	\$12,000
Scanning and housing of additional images	-\$2,000
Repair and Preservation of 1874 atlas	-\$1,500
Expect to return to CPA	\$8,500