

# FEDLINK Preservation Services

## Alert Summary

***The FEDLINK Preservation Services Basic Ordering Agreement (BOA) provides options for libraries and information centers which do not have in-house expertise or facilities to address the preservation needs of their collections. The primary goal of preservation is to prolong the existence of library and archival material for use, either in their original physical form or in other ways. It has broader implications than “conservation” (which is included in preservation activities), and encompasses binding, reformatting, rehousing, physical support, cleaning, environmental stabilization and related technical and facility issues that work together to provide for longevity of an institution’s collections.***

The FEDLINK BOA includes the major facets of preservation and is divided into six categories, or lots – Conservation of books and flat paper (Lots 1 and 2); Photocopying/Scanning of Books, which includes digitization (Lot 3), Microfilming, which includes digitization (Lot 4), Duplication of Photographs and Negatives (Lot 5); and Training and Consultation (Lot 6). In FY2005-FY2006 using the BOA, contracts were awarded for a variety of projects:

- Digitization and the creation of hard copy facsimiles of military operations manuals
- Digitization and microfilming of selected historical journal articles
- Microfilming and conservation of scrapbooks, photos, and other archival materials
- Duplication of deteriorating microfilm of battle accounts, followed by digitization
- Conservation of rare books

## Preservation Services Available

Following is a list of services available, the FEDLINK vendors which supply the service, and the vendor’s service ID.

### Conservation (Lots 1 and 2)

Conservation includes the description, examination, documentation, and treatment of important artifacts as well as the stabilization, strengthening, restoration, or housing of materials in specialized ways aimed at sustaining survival of the objects as long as possible in their original form. In the FEDLINK BOA, there are two conservation specifications: for books, bound documents, and other material found within these items such as maps, photographs, and illustrations; and for flat and other unbound objects such as manuscripts, architectural drawings, photographs, maps, wallpaper, globes, and other documents. Vendors may also supply protective enclosures to store and protect fragile books and other objects or artifacts. (Sculpture, paintings, and other works of art are excluded.)

The BOA's specifications do not encompass deacidification of collections. However, federal libraries and information centers may contract for deacidification services through FEDLINK; see the paragraph on deacidification below.

#### FEDLINK Vendors

- Carino Conservation of Books and Paper (PC)  
<http://www.loc.gov/flicc/svcdir/pc.html>
- Conservation Center for Art and Historic Artifacts (AA)  
<http://www.ccaha.org>
- Gerald R. Ford Conservation Center (RF)  
<http://www.nebraskahistory.org/fordcenter>
- The HF Group / Etherington Conservation Center (EK)  
<http://www.thehfgroup.com/ecsover.htm>
- Intermuseum Conservation Association (IT)  
<http://www.ica-artconservation.org>
- Northeast Document Conservation Center (NO)  
<http://www.nedcc.org>

### **Preservation Photocopying/Scanning of Books and Digitization (Lot 3)**

In this category, vendors produce preservation facsimile copies of books, that is, monographs and volumes from serials, series, or multi-volume monographs (usually via scanning). Vendors may also supply services such as cataloging, labeling, and creating digital files.

#### FEDLINK Vendors

- Acme Bookbinding Company (PB)  
<http://www.acmebook.com>
- The HF Group / Etherington Conservation Center (EK)  
<http://www.donetherington.com>
- The HF Group / Heckman Bindery (HB)  
<http://www.thehfgroup.com/ecsover.htm>
- Northern Micrographics (NMT Corp.) (NM)  
<http://www.normicro.com>
- OCLC Preservation Service Center (PO)  
<http://www.oclc.org/preservation/default.htm>

## Preservation Microfilming and Digitization (Lot 4)

Under this category, vendors reformat library and archival materials onto preservation quality film. Many types of library material may be reformatted this way—books, volumes from serials, manuscripts, works of art on paper, and other documents such as scrapbooks. Vendors may also supply ancillary services such as cataloging, labeling, and creating digital files.

### FEDLINK Vendors

- Northeast Document Conservation Center (NO)  
<http://www.nedcc.org>
- Northern Micrographics (NMT Corp.) (NM)  
<http://www.normicro.com>
- OCLC Preservation Service Center (PO)  
<http://www.oclc.org/preservation/default.htm>
- Preservation Archives (PJ)  
<http://www.loc.gov/ficc/svcdir/pj.html>

## Preservation Duplication of Photographs and Negatives (Lot 5)

With this service, vendors create preservation quality copies of photographs and photographic negatives on stable material. Vendors may also supply ancillary services such as creating digital files. (Motion picture film and filmstrips are excluded.)

### FEDLINK Vendors

- Northeast Document Conservation Center (NO)  
<http://www.nedcc.org>
- Chicago Albumen Works (AW)  
<http://www.albumenworks.com>

## Preservation Training and Consultation (Lot 6)

Workshops and seminars are available on preservation and conservation topics including technician training. Vendors also offer consultations and assessments on general preservation needs, collections, and/or individual objects.

### FEDLINK Vendors

- Carino Conservation of Books and Paper (PC)  
<http://www.carinoconservation.com>
- Chicago Albumen Works (AW)  
<http://www.albumenworks.com>

- Conservation Center for Art and Historic Artifacts (AA)  
<http://www.ccaha.org>
- Gerald R. Ford Conservation Center (RF)  
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## Deacidification and Other Preservation Services

To protect your general or special collections from becoming embrittled, you may wish to take advantage of FEDLINK's service of competing and awarding open market contracts based on your requirements. If you are interested in deacidification or other preservation related services, processes, or technologies not specifically mentioned above, contact FEDLINK at (202) 707-4834; [anha@loc.gov](mailto:anha@loc.gov).

## Selecting a FEDLINK Preservation Services Vendor

If you intend to request preservation services using the qualified vendors under the FEDLINK Basic Ordering Agreement, you will need to choose one of the following options when registering through FEDLINK's Online Registration System. (Projects over \$2,500.00 must meet competition requirements.) Please call Anne Harrison (202-707-4834) or send email to [anha@loc.gov](mailto:anha@loc.gov) to discuss preservation projects and beginning any synopsis and RFQ processes.

- A single preservation project totaling \$2,500.00 or less: Enter the service ID for the vendor you wish to select and the desired dollar amount.
- Multiple projects, using more than one preservation services vendor: Enter the service IDs and dollar amounts for the vendors you wish to select.
- A single preservation project totaling between \$2,500.00 and \$100,000.00: Enter the service ID "PZ" and the desired dollar amount.
- A single preservation project totaling \$100,000 or more. A more formal competition is required for such a project. Enter the service ID "PZ" and the desired dollar amount.