



## MILFORD BOARD OF SELECTMEN

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679

Phone 508-634-2303 Fax 508-634-2324

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: **SPECIAL TOWN MEETING**

DATE: August 6, 2019

**THE 2019 SPECIAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, OCTOBER 28, 2019.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [www.milfordma.gov](http://www.milfordma.gov) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until 12 NOON, THURSDAY, SEPTEMBER 12TH, 2019.*

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

Purchase of archival storage for the Paul E Curran Historical Collections Room

B. SOURCE OF FUNDING: Bonding ☒ Approp. ☐ Transfer N/A ☐ AMOUNT: \$ **10,000**

C. SPONSOR (Board or Official) **Board of Trustees Milford Town Library**

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.

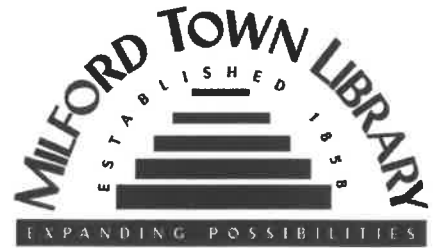
*Include account title(s) and number(s) if transfer of funds is involved.*

Installation of archival quality storage is part of the strategic plan for the Paul E Curran Historical Collections Room. The strategic plan is based on review of the collection conducted by the Northeast Document Conservation Center (NEDCC). The storage will assist in the long term preservation of collection materials.

For office use: BOS \_\_\_\_\_ FinCom \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Submit by Email**



## **Milford Town Library FY2020 Capital Requests**

### **Paul E Curran Historical Collections Room Archival Shelving**

#### Need

Preservation Needs Assessment for the Paul E. Curran Historical Collections Room was completed in 2016 by the North East document Conservation Center (NEDCC). The report highlights areas for improvement to ensure long term preservation of the materials within the Paul E Curran Historical Collections Room. One of the recommendations is the installation of more preservation friendly shelving and storage.

#### Proposal

Installation of shelving which supports the long term preservation of collections within the Paul E Curran Historical Collections Room. The new shelving will be appropriate in size for the collections being stored and provide good support of the materials.

#### Alternatives

The current wood based shelving is not the best choice for long term materials preservation. Wood shelving can produce by- products that react to form acids which can damage paper based materials. The best way to preserve materials is power coated steel storage.

#### Steps Taken

Contacted three library shelving vendors and received three quotes. Tucker Interiors quote includes installation costs.

#### Background Data

- NEDCC Preservation Needs Assessment IV. Collections and Storage Handling
- Tucker Interiors Quote
- Brodart Shelving Quote
- Demo Shelving Quote

## **Report of a Preservation Needs Assessment**

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Milford Town Library – Paul F. Curran Local History Room  
Milford, MA  
October 20, 2015

Submitted on December 31, 2015 by:

Jessica Bitely  
Preservation Specialist  
Northeast Document Conservation Center  
100 Brickstone Square  
Andover, MA 01810  
978.470.1010  
[jbity@nedcc.org](mailto:jbity@nedcc.org)

## IV. Collections Storage & Handling

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### A. Storage and Use Spaces

Collections represent an investment to be maintained in the same way that buildings and equipment are maintained. The most basic element of such maintenance is the provision of safe, appropriate storage and use space. Overcrowding materials on shelves and stacking materials on the floor exposes them to distortion, disfigurement during removal and reshelving, and damage from water.

Sufficient workspace promotes safe handling. Both the processing space and the patron-use spaces should provide enough table space for safe handling of the range of collections held within the institution—for example, tables that can fully accommodate most oversized materials. Ideally, the processing space is within or in close proximity to the collections storage area, while the patron-use space is outside of the collections storage room. Pathways should be free of obstruction and wide enough for carts to move freely between storage, processing, and patron-use areas.

### *Observations & Recommendations*

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The LHR is a relatively large room with ample space for moving collections, and a conference table that could safely be used for processing or viewing of oversized item. It is currently used as a storage space, a patron access area, and a meeting room.

A table is available for processing collections and entering records into the computer in the adjacent reference room.

The storage room is also a multi-use space: Friends of the Milford Library keep their donations in the room alongside the bound volumes of the Milford Daily News and the yearbooks. The abundance of donated materials makes access and safe handling during retrieve difficult.

- **As indicated in Section III.H, the Library should consider whether the current storage/use space is the best possible solution.** While the LHR has ample room for collection processing and for use of materials by patrons, the multipurpose nature of the room exposes collections to some risk. Ideally, the storage space (especially for priority collections) is separate from use space, and accessible only to authorized staff.

### B. Storage Furniture

Shelving and other storage furniture should be appropriate in size for the collections to be stored and provide good support for the materials. For example, oversized shelving may be required for some materials so that they do not project into the aisles where they can be bumped and damaged. Specialized furniture may be required to store maps, architectural drawings, and other oversized materials.

The choice of shelving materials is also important. In the presence of moisture and oxygen, storage furniture made of wood can produce by-products that react to form acids and other damaging chemicals. This may be a serious problem in closed furniture like map cases, file drawers, locked bookcases, or exhibit cases, where pollutants can build up. Storage furniture should be chemically inert; shelves and drawer units made from powder-coated steel or anodized aluminum are the best choice.

## ***Observations & Recommendations***

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The shelving used by the LHR is largely appropriate to the materials being stored. While wooden bookcases and cabinets are used throughout the room, the materials being stored on them are primarily widely-published bound volumes or are materials housed in protective archival boxes.

File cabinets are also used to store collections. These can be appropriate for documents and pamphlets/thin booklets when items are housed in archival enclosures and hanging file folders; however, they are not appropriate for storage of loose bound volumes.

Flat file cabinets are available. These are appropriate for oversized materials and are of sufficient quantity for the current amount of material held by the LHR.

In the storage room, metal shelving is used to hold the bound newspapers and the yearbooks. These shelves are of sufficient depth to fully support these oversized volumes.

- **As funds become available, the LHR should consider replacing any wooden units holding materials of lasting value with steel shelving.** If the LHR is converted into a storage and processing space, and a new space is found for meetings and patron access, the room could be fitted to accommodate what is anticipated to be a growing collection. The bound volumes and yearbooks in the mixed use storage room could also be secured in the LHR. Ideally, new shelving would be powder coated steel. 16" deep shelves should be considered to fully support document boxes, records storage cartons, and oversize items. See, for example, shelving options offered by Brodart (<http://bit.ly/VPikLI>).

## **C. Preparing Collections**

### ***Protective Enclosures***

Protective enclosures serve several purposes. They facilitate intellectual control of collections by providing a means of keeping like materials together, slow chemical deterioration caused by light exposure, limit water damage in the event of a disaster, and protect against dust and pests.

Two principles should be kept in mind when selecting protective enclosures. First, they should be chemically stable. Paper enclosures should be acid-free and lignin-free, and in most cases, buffered with an alkaline reserve. The purpose of the buffer is to neutralize acids as they form in storage materials through contact with acidic items and atmospheric pollution. Plastic enclosures should be composed of polyethylene, polypropylene, or archival-grade polyester (often sold under the trade name "Melinex"). Enclosures should not contribute to the deterioration of the materials they house. For this reason, buffered enclosures are generally *not* recommended for blueprints, cyanotypes, diazotypes, color photographs, or works of art on paper with alkaline-sensitive pigments. These items can be damaged through reaction with the alkaline buffering agent.<sup>12</sup>

The second principle to keep in mind is that enclosures should keep their contents reasonably stationary, and provide them with good structural support. Boxes that are significantly larger than their contents will allow items to shift, making damage more likely to occur as the box is moved on and off the shelf. Boxes that are too small will compress items, causing creases and tears. For flat file drawers, folders selected should match the size of the drawer (with about 1/2" to spare on each edge), rather than the size of the item, to prevent contents from sliding out of folders as drawers are opened and closed.



**TUCKER**  
LIBRARY INTERIORS  
L.L.C.

27 HARVEY RD  
UNIT 1 & 2  
BEDFORD, NH 03110

# QUOTATION

9/23/2019

Anne Berard, Reference & Outreach Services Librarian  
Milford Town Library  
80 Spruce Street  
Milford, MA 01757

P: 508-473-2145  
Ext 2

Shelving for Local History Room  
Via MHEC Contract  
As per the attached drawing

<u>Item #</u>	<u>Model #</u>	<u>Description</u>	<u>List Ea.</u>	<u>Qty</u>	<u>Ext. List</u>
S1	MJ36121284	84"h x 36"w x 12"d single face unit includes (6) 12"d adjustable shelves above a closed base Installed on right-hand wall.	\$564.13	6	\$3,384.78
	MJWIRE12	6"h x 12"d wire book support	\$6.16	36	\$221.76
ME1	MJEND1284	84"h x 12"d single face metal end panel	\$181.29	1	\$181.29
S1A	MJ30121284	84"h x 30"w x 12"d single face unit includes (6) 12"d adjustable shelves above a closed base Installed on left-hand wall, and move the existing metal end panel.	\$564.13	2	\$1,128.26
	MJWIRE12	6"h x 12"d wire book support	\$6.16	12	\$73.92
Total List:					\$4,990.01
MHEC Contract #MC11-C07 discount: less 42%:					-\$2,095.80
MHEC Contract net product price:					\$2,894.21
Freight from the factory:					\$395.00
Delivery & assembly:					\$940.00
Shelving Subtotal:					\$4,229.21

All prices are net, delivered, and assembled during normal working hours by non-union installers.  
MJ Industries lead time is 8-10 weeks upon receipt of order and all approvals.  
Shelving color: #1210 Autumn White to match previous orders.

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Prices are firm for acceptance for 30 days, subject to reconfirmation thereafter. PAYMENT TERMS: NET 15 DAYS.  
Deliveries are subject to delays from fire, strikes, or other causes beyond our control. Tucker Library Interiors, L.L.C.  
assumes no liability for delay due to causes beyond its control.

Accepted By:

Title:

By:

Title:

*Chip Hagg*  
Sales Consultant



Create Quote

1

Shipping

2

Payment

3

Review

9

Quote Total

\$3,491.24

Shipping Details

Based on the items in your quote we have found the following rates for you:

Shipment #1

\$413.33

TRUCK SHIPMENT \$413.33 ⓘ

Call Ahead - Delivery Appt. add \$10.00 ⓘ

Power Lift Gate add \$70.00 ⓘ

Inside Delivery add \$40.00 ⓘ

1 Items in shipment ▼

[BACK TO CART](#)

Quote Summary

1 Item in Cart	▼
Merchandise Total	\$3,419.91
Sale Discounts	-\$342.00
Shipping	\$413.33
Tax	TBD

Quote Total \$3,491.24

NEED SOME HELP?

Give us a call: 800-356-1200

Continue

Feedback

Need help?

[Home](#) > Cart

CHECKOUT

Remove	Product	Options/Customizations	Weight	Price	Quantity	Total
	<a href="#">Estey Single-Faced Open-Style Steel Flat Shelving</a> SKU #: 73658000	Number of Flat Shelves: 7 Unit Depth: 12" Unit Height: 84" <a href="#">Edit</a>	101 Lb	\$424.00	<input type="text" value="9"/>	\$3,816.00
UPDATE						

Enter a catalog # to add the item to your cart.

ADD TO CART

Have a Discount Code?

APPLY

01757 ZIP Code

\* ESTIMATE SHIPPING

Ship: \$763.20  
Total: \$4,579.20

Subtotal: \$3,816.00

Tax: (will be applied when order is invoiced unless tax exempt) \*N/A

Total: \$3,816.00

\*Tax will be applied after the order is placed.

\* Shipping Estimates are valid for the Contiguous 48 US States Only

- [Get a quote on these items](#)

CHECKOUT

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**ESTEY DOUBLE-FACED  
CLOSED-STYLE STEEL  
DIVIDER STARTER  
SHELVING**  
Price: \$939.00 -  
\$1,710.00  
Double-faced closed-style  
shelving starters with divider  
shelves



**ESTEY SINGLE-FACED  
STEEL END PANELS**  
Price: \$104.00 - \$167.00  
12"D steel end panels



**ESTEY DOUBLE-FACED  
STEEL END PANELS**  
Price: \$189.00 - \$297.00  
24"D steel end panels



**ESTEY STEEL SINGLE-  
FACED CANOPY TOP**  
Price: \$41.00  
Create your own shelving units  
to fit your needs at an  
economical price

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