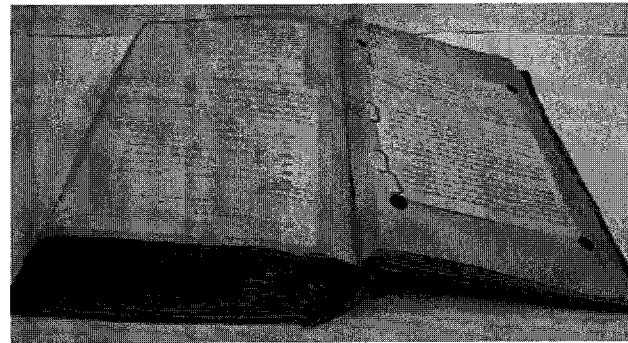
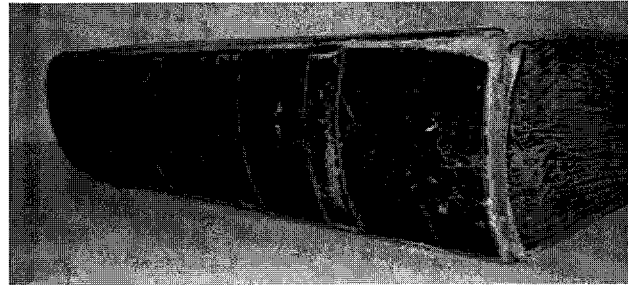
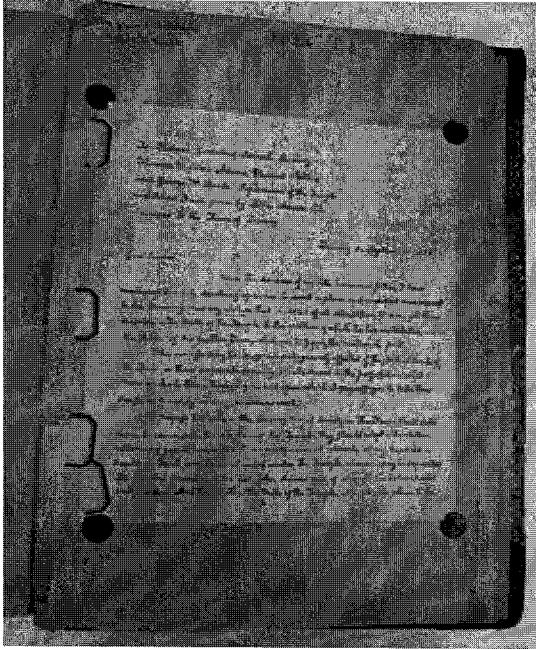
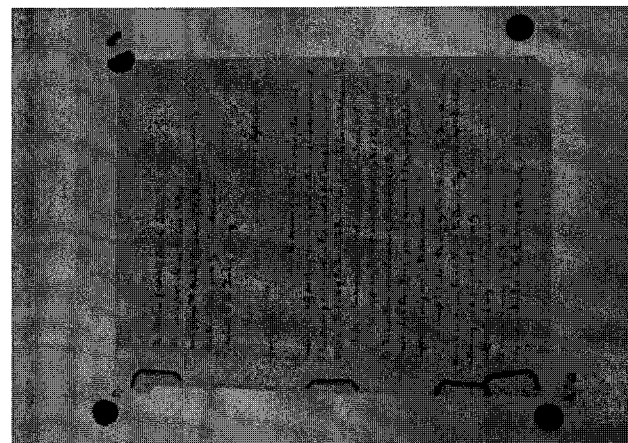
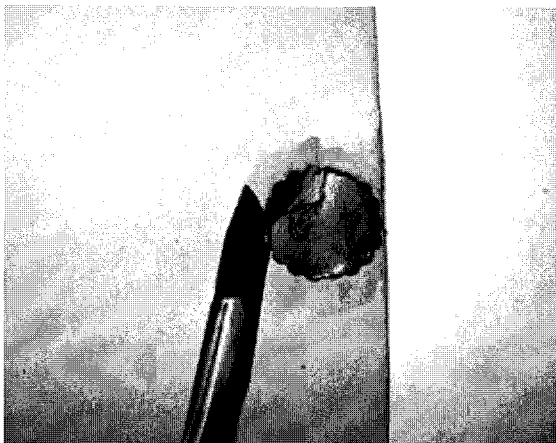


*This project saw the conservation and imaging of 86 Items (volumes, documents, photographs, portraits & framing) from April 2010 to October 2011 for the Town Clerk of Quincy, MA. Project highlights included the preservation and imaging of Kennedy Family-related letters and photographs.*

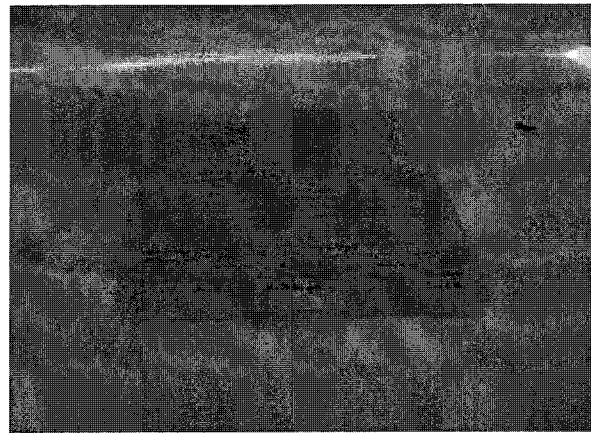
*One of the volumes contained a handwritten letter from President John Quincy Adams in which he discussed the burial plans for his parents, dated September 8, 1826. The existence of this letter was unknown to the world as it had been long buried in the volume.*



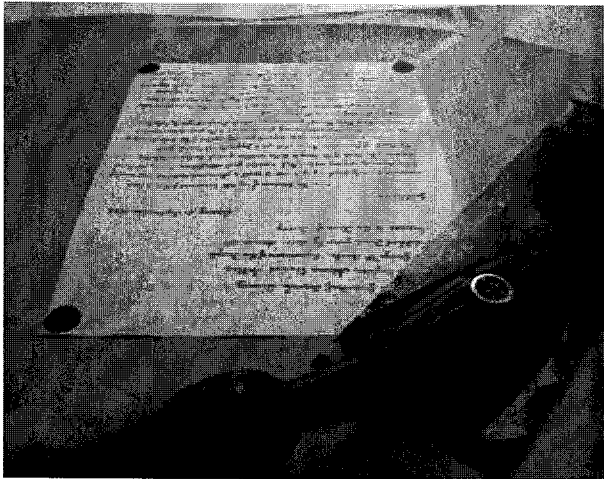
*The President Adams letter was found in Archives Volume 1, 1792—1827, on Page 305.*



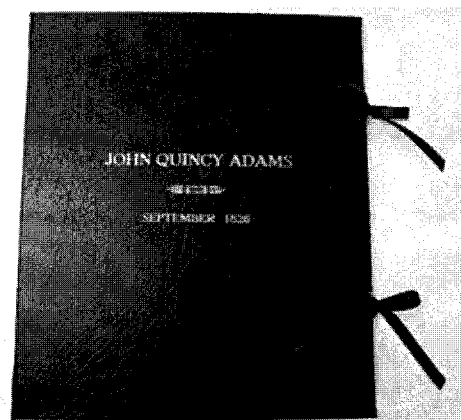
*In order for the preservation of the sheet to commence, the seals were carefully removed. The letter was then removed from the page.*



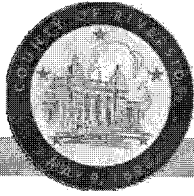
*The letter was humidified in a humidification chamber due to its age and condition.*



*The letter was gently mended, then imaged in a Mylar sleeve.*



*The letter was encapsulated in a custom Mylar sleeve, and a custom enclosure was constructed to house the letter.*



# DEFINITIONS

## PROFESSIONAL TERMINOLOGY

A Records Manager is assigned the task of managing a specific agency's current and historic records. This responsibility includes providing public access to these records. Such a task requires understanding the differences between preservation, restoration, and conservation, and knowing why preservation is the preferred method for county records.

**What is Preservation?** The protection of cultural property through activities that minimize chemical and physical deterioration and damage to prevent the loss of information. The goal is to prolong the existence and useable life of cultural property. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair of the existing resource to protect from further deterioration.

**What is Restoration?** Treatment procedures that aim to return cultural property to a known or assumed state, often through the addition of non-original material. The goal is to eliminate the appearance of aging and restore the media to its original appearance or form (or that of a particular period).

**What is Conservation?** A profession devoted to the preservation of cultural property for the future. Activities include examination, documentation, treatment, and preventive care supported by research and education.

Conservators treat records to preserve them in their original format. They examine records, assess condition/materials, and recommend remedial treatments to arrest deterioration and improve condition. Treatments are documented (in writing and with photographs) to provide information for future archivists and conservators. Conservation is a dynamic and developing field. Conservators perform research on materials and techniques, participate in continuing education programs, and follow the AIC *Code of Ethics & Guidelines*.

**What is Treatment?** The deliberate alteration of the chemical and/or physical aspects of cultural property, aimed primarily at prolonging its existence. Treatment may consist of stabilization and/or restoration. Example treatments include cleaning, removing damaging materials (e.g. mold, tape, or deteriorating adhesives), mending tears, deacidifying records at risk from acid deterioration, and providing custom housing made from stable materials.

**What is Preventative Care?** Also referred to as preventive conservation, it mitigates deterioration and damage to cultural property through the formulation and implementation of policies and procedures for the following: appropriate environmental conditions; handling and maintenance procedures for storage, exhibition, packing, transport, and use; integrated pest management; emergency preparedness and response; and reformatting/duplication.

*Definitions are compiled directly from the following sources:*

- \* AIC Definitions of Conservation Terminology, Directory of the American Institute for Conservation of Historic and Artistic Works (AIC), 1998, p. 22. <<http://aic.stanford.edu/geninfo/defin.html>>
- \* Bellardo, Lewis J. and Bellardo, Lynn Lady, A Glossary for Archivists, Manuscript Curators, and Records Managers, The Society of American Archivists, Chicago, 1992, pp. 8, 26-27.
- \* Ritzenthaler, Mary Lynn, Preserving Archives and Manuscripts, The Society of American Archivists, Chicago, 1993, pp. 1-3.

**Alkalization (Deacidification)**

Alkalization (deacidification) refers to the addition of a finely divided alkaline material to the paper fibers. Alkalization is different from simple water washing, which does remove acid but does not leave an acid-neutralizer in the paper. The addition of an alkaline buffer is recommended for certain papers that would otherwise deteriorate because of their tendency to produce acid, or for acidic papers that cannot be washed.

Where possible, alkalization is achieved aqueously by immersion in an appropriate alkaline solution. If water-soluble media are present, the artifact may be alkalinized non-aqueously with an alkaline salt in an organic solvent. A fine mist of this solution is sprayed on the object.

**Archives**

Records of an individual or organization maintained as a body of documentation after they have fulfilled the purpose for which they were created, because they contain information of enduring value.

**Archival Enterprise**

Refers to the work of the archivist in (1) identifying and acquiring those bodies of records that have enduring value, (2) arranging, describing, and preserving each group of records in a manner that at the same time reflects the form in which the creator kept them and permits every subsequent user to determine readily their scope and content, and (3) providing assistance to customers in locating documentation pertinent to the search that brought them into the archival repository.

**Backing Board**

Wedge-shaped board beveled at the top edge used to form a joint when a book is being backed.

**Bench Shears**

A species of large shears used for cutting book boards, sometimes fastened to a workbench.

**Bit Depth**

The number of bits of image information in an image. Black and white images have 1 bit per pixel. Grayscale images typically have 8 bits per pixel. RGB images usually have 24 bits per pixel (eight in each of the three RGB channels) while CMYK images typically have 32 bits per pixel. If the bit per pixel increases in an image, the total image bit depth increases as well. For instance, an 8-bit per color RGB image has a total image bit depth of 24 bits, while a 10-bit per color image will have a total image bit depth of 30 bits. See Capture bit depth.

**Bitmap**

A type of file, usually photos or artwork of some sort, that is composed of pixels. This type of format allows for a continuous tone and fine detail to be possible on the computer. Examples: TIFF, Paint, PICT.

**Book Covers**

A term applied to the covered sides of a book. Protective covers of soft leather, like doeskin, sewed fast to a leather covered book. This custom was in use during the Middle Ages and early Renaissance.

**Bound Book**

A covered book the sections of which have been sewn around cords or some other material, the ends of which are laced through the cover boards.

**Braded Binding**

A type of temporary binding said to have originated in Germany and first adopted in France by a binder named Bradel. Known in France as "cartonnage à la Bradel."

**Capture Bit Depth**

The number of bits per pixel which an image capture device such as a scanner or digital camera can capture. Typical capture bit depths are 8, 10, 12 and 14 bits per pixel. The higher the bit depth the more image information is captured. Often capture bit depth is expressed as the total number of bits captured in a three-channel RGB image, where a 10-bit per pixel capture bit depth is expressed as a 30-bit capture bit depth for the combination of all three channels.

**Calibration**

The adjustment which must be done to make sure that a scanner or digital camera will properly capture an image. Fundamental calibration techniques usually involve linearization and neutralization.

**Channel**

A single, usually 8-bit grayscale portion of an image. There are two kinds of channels, Color and Selection channels. Color channels are the fundamental building blocks of color images, while selection channels are created from selections. Channels are often saved.

**Color Cast**

The presence of color when none should be there. Color cast is typically identified when a neutral or gray portion of an image has unequal amounts of red, green or blue. Fixing a color cast is called neutralization. There are two types of color cast, scanner and image casts, which should be adjusted separately. See Neutralization.

**Commercial Binder**

A term used to denote a binder who turns out publishers' editions in "castings," using machinery for the work. Better termed a machine binder.

**Common Rendition**

Controlling the image tones so detail or information is not clipped or lost. Ensuring accurate tone reproduction (the appropriate distribution of the tones) for digital images by placing selected densities on a grayscale reference target at specific digital levels or aim points (*white point* is the lightest spot in the image and *black point* the darkest spot in the image). Adjusting production master files to a Common Rendition provides significant benefits in terms of being able to batch process and treat all images in the same manner.

**Consolidation and Fixing**

When it is absolutely necessary, flaking or friable material can be consolidated with a synthetic resin or gelatin. Pastels are usually not fixed as color change can result. When it is desirable to wash a paper artifact, water-soluble color can be fixed with applications of a dilute synthetic resin. This treatment is practical only when small areas of soluble media are present.

**Contone**

Abbreviation for continuous tone image. Contone images typically contain a variety of gradually changing grayscale values, unlike a line art images which are typically flat looking with few if any shades of gray. A photograph is a typical example of a contone image. Contrast with line art.

**Curve**

A line graph which controls the ratio of input to output values for grayscale values in an image. A curve is often used to control the brightness and contrast of images and is used to adjust the distribution of grayscale values in individual color channels to accomplish color correction.

**Deckle Edge**

The rough or irregular edge produced on a sheet of paper when in process of being made. Especially characteristic of handmade paper.

**Disbinding**

A word coined to describe the process of reversing the binding on a book. Books are taken apart by hand, by first removing the cover, then removing the glue and all sewing threads. Then the signature is taken apart into individual leaves, which are dismantled into individual sheets.

**DMAX ( Maximum Density)**

Measurement is often used to state the darkest shade of gray which an image capture device can distinguish. Instruments with high dynamic ranges usually have high DMax's as well. See *Dynamic Range*.

**Dot (Halftone Dot)**

The building block of continuous tone-printed images. Halftone dot resolution is usually commonly referred to as line screen or LPI (lines per inch). Typically line screens in commercial printing vary from 133 lpi to 150 lpi. See *Output resolution*.

**Dot Gain**

The tendency for halftone dots to "grow" or enlarge when they are printed. This dot gain occurs because ink and toner tend to spread out when they are applied to printing substrates. Dot gain results in images which print darker than they scan and view.

**Dot Gain Adjustment**

The lightening of an image, usually through the application of a lightening curve, to precompensate for the darkening which will occur when a halftone dot-based image is printed.

**dpi**

A commonly used general term for resolution. DPI is often used when other terms are more accurate and useful. See ppi, Spot, Dot, and Res.

**Diffuse Highlights**

Lightest portion of an image which still has detail. This is the most important highlight portion of an image to be captured and preserved. See *Specular highlight*.

**Dynamic Range**

The range of grayscale values, from black to white, which can be captured by a scanner or digital camera. The dynamic range scale is a logarithmic scale ranging from 0 to 4.0 with 4.0 being the highest. Image capture devices which have high dynamic range can distinguish wider range or grayscale values than devices which have low dynamic range. Low dynamic range devices, with dynamic ranges <3.0, typically have a difficult time distinguishing shadow details in images.

**Edge Reproduction**

The main focus of scanning line art. Reproducing the edge of line art is the key to good line art scans. Using the optical resolution of the scanner is often a key to accurate reproduction of line art edges.

**Electronic Records**

Records created and effectively usable, if not usable only, within the electronic environment. Hard copy printouts, because they lack the manipulability and often the provincial data essential to fully understand a record, or because they are only slices of information in a database, are not the same as the record in electronic form.

**Electrostatic Print**

A method of printing on various types of paper, vellums and films, in which image formation depends on electrical, rather than chemical changes induced by light. A copy machine or Xerox machine uses an electrostatic process.

**End Papers**

The extra unprinted papers placed at the beginning and the end of a text, a sheet of which is pasted down on the inside of the front and back book covers.

**Extra Binder**

A hand binder who uses the best materials and employs the soundest methods of construction and who usually decorates each binding with a design especially made for it.

**Extra Binding**

A term used to denote a binding done by hand with especial care.

**Filling Areas of Paper Loss**

Holes or paper losses may be filled with Japanese paper (the least expensive method) or with paper pulp. Pulp fills of extensively damaged papers may be achieved by leaf casting the entire sheet using a specialized machine. Another option is inlaying with a paper carefully chosen to match the original in weight, texture, and color. The latter is the most time-consuming option, reserved for objects of aesthetic value.

**Final Scan**

A scan performed at high resolution after an image has been viewed, cropped, analyzed and set up using a low resolution preview scan. See Preview scan.

**Finishing Press**

A small lying press used for holding a book while it is being tooled, and for some other operations in bookbinding.

**Flattening**

Flattening is necessary following aqueous treatment or when environmental conditions, accidents, or handling have distorted a sheet. After gentle humidification, flattening is done between blotters or felts under moderate pressure. Objects that have been lined can be flattened on a drying screen.

**Fold Endurance**

A method of measuring a paper's ability to fold without breaking the fibers. Paper is folded with enough force to crease paper fibers, creating a memory. Same is folded in opposite direction. Process is continued until paper fibers fatigue and break free from one and another. The endurance is measured by the number of successful folds, without failure.

**Full-bound**

When the entire back and sides of a book are covered with leather.

**Gamut**

The range of reproducible colors which a device has available. A color monitor usually has a larger color gamut than a CMYK printer; therefore there are colors which we can see and produce on a color monitor which we cannot reproduce on the CMYK printer.

**Gang or Batch Scan**

Scanning multiple images in one pass (all images have identical settings).

**Gold Leaf**

A thin leaf of gold beaten out of a block of gold.

**Gray Map**

A chart, usually a histogram, which shows the distribution and frequency of the grayscale value in an image.

**Grayscale Reproduction**

The main focus of scanning contone images, such as grayscale and color photographs. Scanner calibration, linearization and neutralization, as well as the setting of proper highlight and shadow points are keys to accurate reproduction of grayscale values.

**Grayscale vs. Black and White**

Grayscale imaging works best for older documents with poor legibility or diffuse characters, with handwritten annotations or other markings, with low inherent contrast between the text and the paper background, with staining or fading, and with halftone illustrations.

**Guarding**

The process of pasting strips of paper over the folds of the leaves of a book.

**Halftone**

An image built out of a pattern on halftone dots. Continuous tone images (photographs) cannot be printed as a continuous tone on a printing press, so they are reconstructed out of patterns of dots. These patterns are small and appear as a continuous tone image when viewed at the proper distance.

**Highlight Point-Diffuse**

The lightest portion of an image with details. A diffuse highlight area contains significant grayscale value or information, and will print as a light value of grayscale, with details. An example would be the lightest portion of a white shirt. The typical range in which a shadow point will fall is 3% - 15% grayscale.

**Highlight Point-Specular**

The lightest portion of an image which contains NO details. A specular highlight area contains little or no grayscale value or information, and will print as pure white with no details. An example would be a reflection off of a chrome bumper. A typical grayscale value for a specular highlight is 0% gray.

**Histogram**

A chart with highlight, mid-tone and shadow sliders which displays the frequency and distribution of grayscale values in an image. A histogram is often used for setting the highlight and shadow points in an image.

**HSV/L**

Hue, Saturation and Value/Lightness are used to describe the color of a pixel. Hue is the basic color determined by its frequency or wavelength of light. Saturation is a measure of the intensity or purity of the color and is controlled by the amount of white color added to the basic color. Value or Lightness is the measure of the grayscale value of the color.

**Inpainting (Retouching)**

Inpainting is done by judicious application of watercolor, acrylics, gouache, or pastel to filled areas or to surface losses such as scratches, small abrasions, or media losses along tears.

**Input Resolution**

Resolution terminology used to refer to images which have been captured or created as pixel-based images. Usually expressed as the number of pixels per inch (ppi) or pixels per millimeter (Res). See *Input resolution*.

**Intensitometer**

A tool, often called a densitometer, which is used to measure the grayscale values of pixel-based images.

**Iron-Gall Ink**

It is the most common ink used before the 19th Century, both for writing and for drawing, and was made from a concoction of iron sulfate, gall-nuts, and gum Arabic, which was added as a binder. Iron-gall ink may be somewhat less transparent, but is only very obviously distinguishable from bistre when it has been applied in excessive concentration. In these cases, the acidity of the ink eats through the paper to the severe detriment of the artwork. Curiously, it was this quality which first attracted scribes to iron-gall ink in the Middle Ages. It became invaluable for drafting legal documents, since, once it began to eat through the paper fibers, it could not be erased or blurred by scraping or washing.

**Line Art**

Line art images are typically flat looking with few if any shades of gray. A logo and pencil drawing are typical examples of line art images. Contrast with contone image.

**Linearization**

Adjusting, or calibrating, a scanner so that it will capture grayscale values with their proper values. For instance, a linear scanner will create a 35% pixel when it "sees" a 35% grayscale value. A non-linear scanner will capture grayscale values other than 35% when it "sees" a 35% grayscale value. Typically, uncalibrated/ nonlinear scanners create pixels which are darker than the original grayscale values of an image. For example, an original 50% grayscale area may be captured as a 60% gray by a nonlinear scanner.

**Matting and Framing**

Matting is often recommended for works of art or artifacts that are intended for exhibition. Mats are usually composed of a window and backboard of 4-ply 100% rag-board or lignin-free archival board. The object is attached to the backboard with hinges of Japanese paper and starch paste. Once properly matted, an object is ready for framing.

An object can be placed into a new frame or it can be put back in the existing frame. The old frame may have to be enlarged so that the edges of the object do not come in contact with the wood. Some frames must be made deeper to accommodate a mat, glazing, and the backing layers needed to protect the artifact. Frames can be made deeper by building up the back of the frame with strips of wood screwed in place. Ultraviolet-filtering acrylic or glass is recommended as a glazing. Please note that acrylics carry a static charge so is not appropriate for objects with powdery or loosely-attached media such as pastels.

**Mending**

Tears are carefully aligned and reinforced on the reverse with thin strips of Japanese paper and a starch-based adhesive. With double-sided documents, the thinnest papers are used to avoid obscuring writing on the reverse.

**Midtone**

Tonal range of an image which centers around 50% gray scale. Grayscale values in an image roughly in the range of 35% to 65% gray scale are considered to be in the mid-tone region.

**Multiple Scan**

Scanning multiple images in one pass with each image having its own separate scan settings.

**Mold and Insect Treatment**

Mold and insect deposits are best removed mechanically. A small vacuum aspirator is recommended for lifting mold. It is not always possible to remove all traces of mold, since the mycelia may deeply root in the paper. Fumigation, once a standard treatment for mold and insects, is now seldom done. This is because chemical fumigants can have adverse effects both on works of art and on people. Moreover, fumigation is ineffective in the long run if the objects are returned to storage conditions that promoted mold growth in the first place.

**Neutralization**

Adjusting, or calibrating, a scanner so that neutral portions of an image will be captured as neutral, rather than having a color cast. A neutral area will have equal RGB values. A non-neutral area will have unequal RGB values. For instance, a neutral 5% gray area should have RGB values each equal to 5%.

**Optical Resolution**

The true or hardware resolution of an image capture device such as a scanner. Using the hardware resolution of a scanner results in faster and more accurate scans. Scanning at other than the optical resolution of a scanner results in interpolated pixels, which are manufactured and therefore less accurate.

**Output Resolution**

Resolution terminology used to refer to images which have been recreated or printed as spot-based and dot-based images. Usually expressed as the number of spots or dots per inch (dpi) or halftone dots per inch or lines per inch (lpi).

**Overcasting**

A sewing operation. Section leaves are bound together by thread. Sometimes called "whipping" or "whipstitching."

**pH Testing**

pH is a numeric scale used to express a solution's acidity or alkalinity, terms that refer to concentration of hydrogen ions. The greater the concentration of hydrogen ions, the more acidic the solution; fewer hydrogen ions and a solution is considered alkaline. The pH scale ranges from 0 to 14. Seven is the mid-point at which a solution (such as distilled water) is neither acid nor alkaline. A pH lower than seven indicates acidic solutions, while pH values higher than seven represent alkaline solutions.

**Photographic Activity Test (PAT)**

This is a worldwide standard (ISO Standard 14523) for archival quality in photographic enclosures. Developed by IPI, this test predicts possible interactions between photographic images and the enclosures in which they are stored. The PAT is also used to test the components of enclosures, such as adhesives, inks, paints, labels, and tapes. The test involves incubating materials in temperature and humidity-controlled chambers to simulate aging and takes from four to six weeks. After incubation and sample evaluation, a final report is provided.

**Pixel**

Basic building block of a bitmap image.

**Polyester Film Encapsulation**

This method of protection and reinforcement is most appropriate for archival materials. Encapsulation sandwiches the object between two sheets of polyester film (3 or 4 mil). The envelope is sealed at all edges ultrasonically or with heat. Encapsulation is not usually recommended for materials that are not deacidified.

**PPI (Pixels Per Inch)**

The most common term used to express correctly the resolution of a digital image. Ppi refers to the number of pixels per inch both horizontally and vertically in an image. See *input resolution*.

**Preservation Administration**

It is the corpus of actions taken to extend the life of information to serve the purpose for which the information is maintained. Preservation administrators focus on such matters as the environment (levels of temperature, humidity, and light) in which records are maintained, disaster preparedness, and ways of handling material compatible with extending its life. It is identifying and implementing measures that, taken as a whole, extend the useful life of archival repository holdings at the lowest cost.

**Preview Scan**

Low resolution, usually 72 ppi, overview scan which is done at the beginning of a scan session. This previewed image is used to locate and crop the image to be scanned and set up the scanner for the final high resolution scan. See *Final scan*

**Production Master**

Production master files document the image at the time of scanning, not what it looks like if restored to original condition. Additional versions of the images can be produced for other purposes with different reproductions renderings. Any techniques done in a traditional darkroom may be done in the digital images (contrast and brightness adjustments, dodging, burning, sporing, etc).

**Quartertone**

Tonal range of an image which centers around 25% gray scale. Image grayscale values in the range of 15% to 35% gray scale are considered to be in the quartertone region.

**Records**

Documents in all media written, received, or accumulated by organizations and individuals for the purposes of carrying forward and documenting life.

**Records Management**

An administrative function within an organization designed to: (1) have information at the right place at the right time in the right form for efficient functioning; (2) manage in a fiscally responsible way all those records that are continuing to fulfill the purpose for which they were created; (3) protect the integrity of the organization and its clients.

**Removal and Replacement of Backings**

Where a backing is destructive or inadequate, we recommend separating it from the object. Sometimes the backing is removed in a water bath. If water-soluble media are present, mechanical means are necessary. Use of steam or careful application of moisture can assist. Removing fragile paper from a solid backing is time consuming and costly. It is often difficult for a conservator to know how long a backing removal will take.

If necessary, the removed backing is replaced with Japanese tissue or paper of appropriate weight. These are adhered with a diluted starch-based paste, may be handmade or machine-made of high-quality cellulose fibers such as pure kozo. The weight of the paper chosen will vary according to the size and weight of the artifact and the extent of the damage.

**Removal of Old Repairs**

Old repairs have often been made with materials harmful to paper, such as those with unstable or staining adhesives. Water-based adhesives are removed in a water bath, with moisture, or with steam. Sometimes, synthetic adhesives and pressure-sensitive tapes must be removed with an organic solvent.

**Res**

A less commonly used input resolution term which designates the number of pixels per millimeter in a digital image.



**Resolution**

The number of an image's components per unit distance, such as dots per inch (dpi) or pixels per inch (ppi). Distinguish resolution as either input or output resolution. See *Input resolution* and *Output resolution*.

**RIP: Raster Image Processor**

The hardware and/or software device through which all document components, including line art, contone images and text, are processed in order to convert them into printed images.

**Scan Mode**

Determines the pixel depth and color space in which an image will be captured or converted, including: 1-bit (B&W lineart), 8-bit (grayscale), 24-42-bit (RGB), 32-bit (CMYK).

**Scanner**

Capture device which converts analog images into digital pixels.

**Shadow Point**

The darkest portion of an image which still has details in it. Typical range in which a shadow point will fall is 85% - 100% grayscale.

**Specular Highlight**

A featureless highlight portion of an image containing no details. See *Diffuse highlight*.

**Spot**

The smallest block of a text or line art image. Often expressed as dpi (dots per inch). A 300 dpi laser printer has spots which are 1/300" across, while a 2400 dpi image setter has spots which are 1/2400" across. See *Output resolution*.

**Stain Reduction**

Stain reduction that does not respond to washing can sometimes be done by bleaching. This is a time-consuming and tricky operation. It is warranted only in the case of disfiguring staining on objects of aesthetic value. Bleaching may be done by exposure to artificial light or with chemicals. The former method is preferable since no bleaching chemicals are needed. Some stains, however, require the use of chemicals.

Chemical bleaching of paper is considered safe if an appropriate bleaching agent is used under controlled conditions and thoroughly removed from the paper after treatment. Chemical bleaching is followed by thorough water rinsing of the treated area. Whenever possible, the chemical is confined to the area of stain, but sheets with overall staining or discoloration may have to be bleached overall.

**Stainless Steel**

The generic name commonly used for that entire group of iron-base alloys which exhibit phenomenal resistance to rusting and corrosion because of chromium (Cr) content. Contents of Cr exceeding 10%, with carbon (C) held suitably low, make iron effectively rustproof.

**Streamline**

An Adobe Inc. program which converts pixel-based images into vector-based line art. As in "streamline an image."

**Surface Cleaning**

Superficial grime, dirt, and soot are removed from paper with a soft brush or, where possible, with a latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning fragile artifacts and works of art requires sensitivity and experience, and is best done by a conservator, but non-rare material that is reasonably sturdy can be cleaned by a non-conservator. Instructions for surface cleaning are given in the NEDCC leaflet, "Surface Cleaning of Paper."

Accretions, including insect deposits and mold growth, are best mechanically eliminated by a conservator. A small vacuum aspirator is used for removing mold. It is often not possible to eliminate the staining caused by mold.

**Three-Quartertone**

Tonal range of an image which centers around 75% grayscale. Grayscale values in an image roughly in the range of 65% to 85% gray scale are considered to be in the quartertone region.

**Tone Compression**

Setting the highlight and shadow points of an image which will determine where the captured grayscale values will be placed in an image.

**Turned Grain**

Leather that has been dampened and has had its grain turned over with an agate polisher is said to have a turned grain.

**Unsharp Mask**

A software filter used to increase the sharpness or focus of an image. Most digitally-captured images need to have sharpening applied in order to return an image to its original sharpness.

**Washing**

Many documents and works of art can be washed in water. When desirable, all media are tested for sensitivity. When the materials permit, objects are immersed in filtered water. On occasion, a carefully controlled amount of an alkaline material is added to the water to raise the pH to facilitate the cleaning process. This must be carefully controlled, as excessive alkalinity can damage paper and media. Soluble artifacts are not immersed, but may be partially washed, float washed, or washed on a suction table or wet blotters. Washing removes dirt and aids in stain reduction, and reduces acidity. It can relax brittle or distorted paper. Certain artifacts may benefit from washing even when this procedure does not reduce discoloration to any noticeable extent.

**Whipping, or Whipstitching**

Same as *overcasting*.

# KOFILE TECHNOLOGIES

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is <http://www.gsadvantage.gov>

SCHEDULE TITLE: Federal Supply Schedule 070: General Purpose Commercial Information Technology Equipment, Software, and Services

CONTRACT NUMBER: GS-35F-275AA

CONTRACT PERIOD: April 1, 2013 - March 31, 2023

Price List Current through Modification PO-0009, dated March 21, 2018.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

CONTRACTOR: Kofile Technologies, Inc.  
6300 Cedar Springs Rd.  
Dallas, TX 75235-5809  
Phone number: 214-351-4800  
Fax number: 214-442-6669  
Email: [Susanna.Records@kofile.us](mailto:Susanna.Records@kofile.us)

CONTRACTOR'S ADMINISTRATION SOURCE: Kofile Technologies, Inc.  
6300 Cedar Springs Rd.  
Dallas, TX 75236-5809  
Phone number: 214-351-4800  
Fax number: 214-442-6669  
Email: [Susanna.Records@kofile.us](mailto:Susanna.Records@kofile.us)

BUSINESS SIZE: Other than small.

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBER (SIN)

SIN	DESCRIPTION
132-51	Information Technology Professional Services

1b. HOURLY RATES: N/A

2. MAXIMUM ORDER\*:

132-51 \$500,000 per order per SIN

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this

contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$600.00
4. GEOGRAPHIC COVERAGE: 48 States, D.C.
5. POINT(S) OF PRODUCTION: Dallas, TX
6. DISCOUNT FROM LIST PRICES: All prices included here-in are NET. Discounts have been deducted.
7. QUANTITY DISCOUNT(S): None
8. PROMPT PAYMENT TERMS: Net 30 Days
- 9a. GOVERNMENT PURCHASE CARDS MUST BE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.
- 9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.
10. FOREIGN ITEMS: No
- 11a. TIME OF DELIVERY: 60 Days after receipt of order
- 11b. EXPEDITED DELIVERY: Contact Contractor
- 11c. OVERNIGHT AND 2-DAY DELIVERY: Contact the Contractor for rates.
- 11d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. FOB POINT: Destination
- 13a. ORDERING ADDRESS: 6300 Cedar Springs Rd., Dallas, TX 75235-5809
- 13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (PBA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. PAYMENT ADDRESS: 6300 Cedar Springs Rd., Dallas, TX 75235-5809
15. WARRANTY PROVISION: N/A
16. EXPORT PACING CHARGES: N/A
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CHARD ACCEPTANCE: (any thresholds above the micro-purchase level)
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LIST AND ANY DISCOUNTS FROM THE LIST PRICES (IF APPLICABLE): N/A

- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficiency, and/or reduced pollutants): None
- 24b. SECTION 508 COMPLIANCE FOR EIT: N/A
- 25. DUNS NUMBERS: 07-829-6441
- 26. KOFI TECHNOLOGIES, INC., is registered in the System for Award Management (SAM) database.

EXPERIENCE/EDUCATION SUBSTITUTIONS

2 Years Experience	Equals	AA Degree
2 Years Experience + AA Degree	Equals	BS Degree
4 Years Experience	Equals	BS Degree
3 Years Experience + BS	Equals	Masters Degree
7 Years Experience	Equals	Masters Degree
4 Years Experience + MS	Equals	PhD

<b>Commercial Job Title: CUSTOMER SUPPORT SPECIALIST/BUSINESS HOURS</b>
Minimum/General Experience: Two years of related experience.
Functional Responsibility: Responsible for tracking and responding to customer support issues. Familiar with call tracking software. Good customer interface skills. Detail oriented and good at follow ups. Thorough knowledge of supported applications. Technical and functional understanding of networks, databases, client and server hardware and operating systems, and application software.
Minimum Education: Bachelor's Degree or equivalent.
<b>Commercial Job Title: CUSTOMER SUPPORT SPECIALIST/OFF HOURS</b>
Minimum/General Experience: Two years of related experience.
Functional Responsibility: Responsible for tracking and responding to customer support issues. Familiar with call tracking software. Good customer interface skills. Detail oriented and good at follow ups. Thorough knowledge of supported applications. Technical and functional understanding of networks, databases, client and server hardware and operating systems, and application software.
Minimum Education: Bachelor's Degree or equivalent.
<b>Commercial Job Title: CERTIFIED DIGITAL IMAGING ARCHITECT (CDIA+)</b>
Minimum/General Experience: Two years of related experience.

Functional Responsibility: Expertise in the technologies and best practices used to plan, design, and implement a document imaging management solution. Competency in document imaging, document management, and enterprise content management. Ability to develop a system for scanning, storing, and retrieving digital versions of documents.

Minimum Education: Bachelor's Degree or equivalent. CDIA Certification.

**Commercial Job Title: DATABASE ADMINISTRATOR (DBA)**

Minimum/General Experience: Two years of relevant experience.

Functional Responsibility: Provides database support, optimization, backup and recovery, and troubleshooting for customer engagements. Fully trained and certified for databases such as Microsoft SQL Serve or Oracle.

Minimum Education: Bachelor's Degree or equivalent. Database Certification.

**Commercial Job Title: GRAPHICARTIST I**

Minimum/General Experience: One year of related experience.

Functional Responsibility: Provides computer graphics by work on a graphic console. This includes, but is not limited to, timely and effective color processing of computer graphics with a reversal film processor. Supports the proper preventive maintenance for all the computer graphic facility hardware.

Minimum Education: High school diploma or equivalent.

**Commercial Job Title: GRAPHICARTIST II**

Minimum/General Experience: Two years of related experience.

Functional Responsibility: Provides computer graphics by work on a graphic console. This includes, but is not limited to, timely and effective color processing of computer graphics with a reversal film processor. Supports the proper preventive maintenance for all the computer graphic facility hardware. Effectively interprets information in graphic form to meet the communications requirements of administrators, managers, or other technical personnel. Executes graphics assignments using a variety of media in a production environment.

Minimum Education: Associate's Degree or equivalent.

**Commercial Job Title: INFORMATION ASSURANCE ENGINEER I**

Minimum/General Experience: One year of related experience.

Functional Responsibility: Utilizes specialized knowledge to conduct quality assurance tests, repairs, calibrations, and inspections. Performs preventive maintenance checks on digital content, data, and content management systems.

Minimum Education: High school diploma or equivalent.

**Commercial Job Title: INFORMATION ASSURANCE ENGINEER II**

Minimum/General Experience: Two years of related experience.

Functional Responsibility: Utilizes specialized knowledge to conduct quality assurance tests, repairs, calibrations, and inspections. Performs preventive maintenance checks on digital content, data, and content management systems.

Minimum Education: High school diploma or equivalent.

**Commercial Job Title: PROJECT ARCHITECT**

Minimum/General Experience: Five years of related experience. Seen by peers as an expert in domain

field.
Functional Responsibility: System architect for complex solutions. Solutions involve combination of hardware, software, networks, storage, and business processes. Designs custom solutions. Provides reports, documentation, and analysis to customers and business partners. Extraordinary degree of domain experience and knowledge.
Minimum Education: Bachelor's Degree or equivalent. Domain certifications in related technology or business field.
<b>Commercial Job Title: PROJECT MANAGER</b>
Minimum/General Experience: Minimum five years of related experience.
Functional Responsibility: Manages projects and programs. Serves as the primary customer interface. Produces status reports, customer briefings, reports, schedules, and cost estimates. Provides contractual input and tracking.
Minimum Education: Bachelor's Degree or equivalent.
<b>Commercial Job Title: SOFTWARE PROGRAMMER</b>
Minimum/General Experience: Four years of related experience.
Functional Responsibility: This position requires computer programming, analyses, and design knowledge of various degrees, as well as designing software and implementing databases. Possesses and applies broad knowledge of concepts practices and procedures. Able to write specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Designs system to meet objectives. Broad assignments allow for considerable latitude to determine appropriate methods of completing assignments.
Minimum Education: Bachelor's Degree or equivalent.
<b>Commercial Job Title: SYSTEM CONSULTANT</b>
Minimum/General Experience: Three years of related experience.
Functional Responsibility: Applies strong business skills and consulting methodologies to collect and analyze data. Responsible for leading the design, development, and implementation of solutions architecture at a high level to meet the user's business needs. Exhibits a deep understanding of the industry and a broad knowledge of all service offerings within a practice area.
Minimum Education: Bachelor's Degree or equivalent.
<b>Commercial Job Title: TECHNICAL WRITER</b>
Minimum/General Experience: Two years of related experience. Superior writing skills and knowledge of grammar and word processing tools.
Functional Responsibility: Proficient in writing technical documents. Develops documentation for customer engagements. Prepares proposals, user guides, administrator guides, and technical guides. Possesses expertise in as-built documentation, specifications, and functional and technical requirement documents.
Minimum Education: Bachelor's Degree or equivalent.
<b>Commercial Job Title: TRAINER</b>
Minimum/General Experience: Two years of related experience.
Functional Responsibility: Provides customer training. Prepares training materials such as training guides, presentations, audio-video media, and computer-based course materials. Prepares any necessary course syllabi and agendas.

Minimum Education: Bachelor's Degree or equivalent.			
PART NO.	ITEM	UNIT	PRICE
<b>TECHNICAL CONSULTING SERVICES</b>			
TCS001	Customer Support Specialist/Off Hours	Per Hour	\$208.84
TCS002	Customer Support Specialist/Business Hours	Per Hour	\$167.16
TCS003	Certified Digital Imaging Architect	Per Hour	\$174.03
TCS004	Database Administrator (DBA)	Per Hour	\$183.97
TCS005	Graphic Artist I	Per Hour	\$66.30
TCS006	Graphic Artist II	Per Hour	\$75.77
TCS007	Information Assurance Engineer I	Per Hour	\$66.30
TCS008	Information Assurance Engineer II	Per Hour	\$75.77
TCS009	Project Architect	Per Hour	\$183.97
TCS010	Project Manager	Per Hour	\$183.97
TCS011	Software Programmer	Per Hour	\$208.84
TCS012	System Consultant	Per Hour	\$157.12
TCS013	Technical Writer	Per Hour	\$125.30
TCS014	Trainer	Per Hour	\$157.12

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1.Contract ID Code

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Amendment/Modification No.

PO-0006

3. Effective Date:

Apr 01, 2018

4. Requisition/Purchase Req. No.

5. Project No. (If Applicable)

70

**6. Issued By:**

General Services Administration  
OFFICE OF IT SCHEDULE PROGRAMS  
1800 F ST. NW  
WASHINGTON DC 20405

**7. Administered By: (If Other)**

GSA/FAS/QVOCC  
10 CAUSEWAY ST  
BOSTON MA 02222

**8. Name and Address of Contractor (No. Street, County, State and Zip Code)**

KOFILE TECHNOLOGIES, INC.  
6300 CEDAR SPRINGS RD

DALLAS, TX 752355809

9A Amendment of Solicitation No:

9B. Dated (See Item 11)

10A. Modification of Contract/Order No.

GS35F275AA

10B. Dated (See Item 13)

Apr 01, 2013

Code

Facility Code

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  is extended  is not extended.

Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods.

(a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b). Type of contract modifications Unilateral

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority): See Block 13 Notes...

E. **IMPORTANT:** Contractor: is not  is  required to sign this document and return, \_\_\_ copies to the issuing office.

**14. DESCRIPTION OF MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

A. Pursuant to Clause I-FSS-163, the option is hereby exercised to extend the term of the contract. The five (5) year period of performance for Option #1 is from April 1, 2018 to March 31, 2023. The total contract period is now April 1, 2013 to March 31, 2023.

B. The pricing during this option period will be based on the following approved price list:

Kofile Commercial Price List, effective date: September 27, 2012

Continue next page...

15A. NAME AND TITLE OF SIGNER (Type or Print)

GSA Initiated Mod

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print)

Cathy T. Nelson

15B. CONTRACTOR/OFFEROR

**Signature Not Required**

(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

By **Signed electronically** See above

(Signature of Contracting Officer)

16C. DATE SIGNED

Mar 22, 2018



Continuation of Description...

C. Kofile Technologies, Inc., is required to update all electronic catalog submissions (GSA Advantage) and issue a new GSA price list or price list addendum incorporating the changes described in this modification. One supplemental price list shall be submitted to this office and one copy shall be submitted to the National Customer Service Center. The preferred method of distribution is electronic in accordance with your contracting officer's instructions and to the National Schedules Information Center at [schedules.infocenter@gsa.gov](mailto:schedules.infocenter@gsa.gov).

D. The Industrial Funding Fee (IFF) is a separate collection mechanism and any increase or decrease in the fee does not change the price discount relationship stated above. The current IFF is .75% and should be calculated as follows:

Negotiated price divided by (1 minus .0075) which equates to Negotiated price divided by 0.9925. Example:  $(\$100,000 / 0.9925) = \$100,755.67$

E. All other terms and conditions remain in effect as originally accepted or subsequently changed by modification.

F. This modification is issued at no cost to either party.

G. The following are other terms applicable to this contract:

GSA

Payment Terms: Net 30 Days

Quantity/Volume Discount: None

Minimum Order: \$600.00

FOB: Destination

Normal Delivery Time: 30 DARO.

Expedited Delivery Time: As negotiated on task order basis

Warranty: SCW

Point of Contact: Lincoln Strunk, 817-978-7162, [shade.strunk@gsa.gov](mailto:shade.strunk@gsa.gov)