



EXHIBIT 1—CCRP 2017-A

ATTACHMENT B-
CONTRACT PRICING

ARLINGTON COUNTY CIRCUIT COURT ITEM CONSERVATION PRICING OVERVIEW						
ITEM NO.	RECORD SERIES TITLE	VOLUME	DATE	PRESERVATION	OPTIONAL REFORMATTING*	LINE ITEM TOTAL
1	Liber (Alexandria County)	U-4	1895-1898	\$3,572.00	\$300.00*	\$3,872.00
2	Liber (Alexandria County)	G-4	1885-1887	\$3,538.00	\$300.50*	\$3,838.50
3	Liber (Alexandria County)	J-4	1888-1889	\$3,369.00	\$299.00*	\$3,668.00
4	Deed Book	162	1919	\$3,158.00	\$342.00*	\$3,500.00
5	Deed Book	177	1921	\$2,780.00	\$300.00*	\$3,080.00
6	Deed Book	184	1922	\$2,780.00	\$300.00*	\$3,080.00
TOTAL				\$19,197.00	\$1,841.50*	\$21,038.50

*Please note that the imaging pricing is only valid in conjunction with the conservation services. Should imaging be required with no conservation services, then imaging pricing is subject to change.

CONDITION REPORT & TREATMENT REPORT

ITEM NO. 1

RECORD SERIES TITLE	Liber (Alexandria County)
VOLUME	U-4
DATE	1895-1898
PAGE COUNT	Library of Virginia: 600 pp. Kofile: 600 pp.
SIZE	18" x 11½"
CONDITION SUMMARY	<p><i>Library of Virginia:</i> Bound. Binding is too tight, text can't be seen in gutter due to oversewing. Detached spine. Pages have chips and tears and some pressure sensitive tape on edges. Some large losses. Linen tape on several pages and some type of laminate on some pages which is peeling off.</p> <p>Kofile: The data is recorded on manuscript and sewn sheets. Pages are brittle and 24 are silked laminated with pressure sensitive tape throughout.</p>
CONSERVATION/TREATMENT PROPOSAL	<p><i>Library of Virginia:</i> Disbind volume. Remove tape and adhesive residue. Remove laminate and all old repair materials. Repair pages. Deacidify, encapsulate and post bind in new canvas binders.</p> <p><i>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</i></p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Lamination Removal Kofile conservators address the "Laminate" process to the fullest extent possible damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. Conservators reverse the process and remove the laminate using organic solvents. Removal depends on careful testing at our conservation lab. If conservators cannot remove the laminate safely, Kofile will contact the LVA directly to discuss alternatives.</p>

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 1

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Liber (Alexandria County) Vol. U-4 1895—1898	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	600	\$4.50	\$2,700.00
		<i>Special Treatments: Removal of Lamination</i>	24	\$8.00	\$192.00
		<i>Special Treatments: Tape Removal</i>	600	\$1.00	\$600.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	600	\$0.50	\$300.00

TOTAL PRICE				\$3,872.00
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RECORD SERIES TITLE	Liber (Alexandria County)
VOLUME	G-4
DATE	1885-1887
PAGE COUNT	Library of Virginia: 596 pp. Kofile: 596 pp.
SIZE	18" x 11½"
CONDITION SUMMARY	<p><i>Library of Virginia:</i> Bound. Binding is too tight, text can't be seen in gutter due to oversewing. Detached spine. Pages have tears and some pressure sensitive tape on edges. Plats glued and taped. Two oversized: p. 190 and p. 574.</p> <p><i>Kofile:</i> The data is recorded on manuscript sewn sheets. Volume has a broken binding with brittle and chipped pages. Pressure sensitive tape is throughout with 2 oversized and glued attachments that required oversized folded encapsulation.</p>
CONSERVATION/TREATMENT PROPOSAL	<p><i>Library of Virginia:</i> Disbind. Remove tape and adhesive residue. Remove glued plats from pages and remove glue residue. Repair pages. Deacidify, encapsulate and post bind. Oversized plats require folded encapsulations.</p> <p><i>Note:</i> Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p><i>Kofile:</i> Document—Make a written and photographic record. Create permanent log including current condition page order and treatments. Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable). Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p>

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Plats—Any enclosed Plats shall be removed, conserved, and separately encapsulated at the correct Book and Page. Oversized Plats are conserved, encapsulated, and inserted into the books as folded encapsulations, if requested.

Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Liber (Alexandria County) Vol. G-4 1885-1887	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	596	\$4.50	\$2,682.00
		<i>Special Treatments: Tape Removal</i>	596	\$1.00	\$596.00
		<i>Special Treatments: Glued Attachment Removal</i>	2	\$40.00	\$80.00
		<i>Special Treatments: Folding Encapsulation</i>	2	\$50.00	\$100.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	596	\$0.50	\$298.00
		<i>Oversized Imaging</i>	2	\$1.25	\$2.50
					TOTAL PRICE

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 3
RECORD SERIES TITLE	Liber (Alexandria County)	
VOLUME	J-4	
DATE	1888-1889	
PAGE COUNT	Library of Virginia: 598 pp. Kofile: 598 pp.	
SIZE	18" x 11½"	
CONDITION SUMMARY	<p>Library of Virginia: Bound. Binding is too tight, text can't be seen in gutter due to oversewing. Detached spine. Pages have chips and tears and some pressure sensitive tape on edges. Some losses to plats.</p> <p>Kofile: The data is recorded on manuscript sewn sheets. Pages are brittle, chipped, and has pressure sensitive tape throughout.</p>	
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Disbind. Remove tape and adhesive residue. Deacidify, encapsulate and post bind in new canvas binders.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p>	

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 3

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Liber (Alexandria County) Vol. J-4 1888-1889	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	598	\$4.50	\$2,691.00
		<i>Special Treatments: Tape Removal</i>	598	\$1.00	\$598.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	598	\$0.50	\$299.00
TOTAL PRICE					\$3,668.00

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 4
RECORD SERIES TITLE	Deed Book	
VOLUME	162	
DATE	1919	
PAGE COUNT	Library of Virginia: 684 pp. Kofile: 684 pp.	
SIZE	18" x 11½"	
CONDITION SUMMARY	<p>Library of Virginia: Bound. Binding is red rotted, detached spine, detached leaves, sewing broken. Tape p. 683. Volume has been previously post bound and oversewn. Some lost pages replaced with copies.</p> <p>Kofile: The data is recorded on typescript sewn sheets. Volume has a broken binding, with brittle and chipped pages.</p>	
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Remove oversewing, disbind. Remove tape and adhesive residue. Repair pages. Deacidify, encapsulate and post bind.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Mend—For items undergoing encapsulation, tears are mended with archival materials.</p>	

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 162 1919	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	684	\$4.50	\$3,078.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	684	\$0.50	\$342.00
TOTAL PRICE					\$3,500.00

RECORD SERIES TITLE	Deed Book
VOLUME	177
DATE	1921
PAGE COUNT	Library of Virginia: 600 pp. Kofile: 600 pp.
SIZE	18" x 11½"
CONDITION SUMMARY	<p>Library of Virginia: Bound. Binding is red rotted, detached spine, detached leaves. Tape p. 380. Some tears. Volume has been previously post bound and oversewn.</p> <p>Kofile: The data is recorded on typescript sheets. Volume is brittle and has some pressure sensitive tape.</p>
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Remove oversewing, disband. Remove tape and adhesive residue. Repair pages. Deacidify, encapsulate and post bind.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p>

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 5

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 177 1921	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	600	\$4.50	\$2,700.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	600	\$0.50	\$300.00
TOTAL PRICE					\$3,080.00

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 6
RECORD SERIES TITLE	Deed Book	
VOLUME	184	
DATE	1922	
PAGE COUNT	Library of Virginia: 600 pp. Kofile: 600 pp.	
SIZE	18" x 11½"	
CONDITION SUMMARY	<p><i>Library of Virginia:</i> Bound. Binding is red rotted, detached spine, detached leaves. Tape p. 373-374. Some tears. Volume has been previously post bound and oversewn.</p> <p><i>Kofile:</i> The data is recorded on typescript sheets. Volume has brittle pages with some pressure sensitive tape present.</p>	
CONSERVATION/TREATMENT PROPOSAL	<p><i>Library of Virginia:</i> Disbind volume. Remove tape and adhesive residue. Mend pages as necessary. Deacidify, encapsulate and post bind in new canvas binders.</p> <p><i>Note:</i> Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p><i>Kofile:</i> Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p>	

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 6

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 184 1922	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	600	\$4.50	\$2,700.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	600	\$0.50	\$300.00
TOTAL PRICE					\$3,080.00



EXHIBIT 2—CCRP 2017-B

ARLINGTON COUNTY CIRCUIT COURT ITEM CONSERVATION PRICING OVERVIEW						
ITEM NO.	RECORD SERIES TITLE	VOLUME	DATE	PRESERVATION	OPTIONAL REFORMATTING*	LINE ITEM TOTAL
1	Deed Book	120	1909	\$3,320.00	\$324.00*	\$3,644.00
2	Deed Book	189	1922-1923	\$3,080.00	\$300.00*	\$3,380.00
3	Deed Book	194	1923	\$3,080.00	\$300.00*	\$3,380.00
4	Deed Book	200	1923	\$3,060.00	\$298.00*	\$3,358.00
5	Deed Book	201	1923-1924	\$3,080.00	\$300.00*	\$3,380.00
6	Deed Book	215	1925	\$3,090.00	\$301.00*	\$3,391.00
TOTAL				\$18,710.00	\$1,823.00*	\$20,533.00

*Please note that the imaging pricing is only valid in conjunction with the conservation services. Should imaging be required with no conservation services, then imaging pricing is subject to change.

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 1
RECORD SERIES TITLE	Deed Book	
VOLUME	120	
DATE	1909	
PAGE COUNT	Library of Virginia: 648 pp. Kofile: 648 pp.	
SIZE	18" x 11½"	
CONDITION SUMMARY	<p><i>Library of Virginia:</i> Bound. Detached spine, a couple of loose leaves with minor tears and old repairs. Paper is brittle. Linen tape in index, sporadic pressure sensitive tape in text block.</p> <p>Kofile: The data is recorded on manuscript and sewn sheets. Volume has a broken binding, loose sheets, brittle pages, and pressure sensitive tape.</p>	
CONSERVATION/TREATMENT PROPOSAL	<p><i>Library of Virginia:</i> Remove all tape and adhesive residue. Repair pages. Deacidify, encapsulate and post bind. Clerk requests digital images. Minimum resolution—300 dpi.</p> <p><i>Note:</i> Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p>	

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 1

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 120 1909	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	648	\$5.00	\$3,240.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	648	\$0.50	\$324.00
TOTAL PRICE					\$3,644.00

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 2
RECORD SERIES TITLE	Deed Book	
VOLUME	189	
DATE	1922-1923	
PAGE COUNT	Library of Virginia: 600 pp. Kofile: 600 pp.	
SIZE	18" x 11½"	
CONDITION SUMMARY	<p>Library of Virginia: Bound. Binding is red rotted, detached spine, detached leaves. Some tears. Volume has been previously post bound while still sewn.</p> <p>Kofile: The data is recorded on typescript sewn sheets. Volume has a broken binding, loose sheets, brittle pages, and pressure sensitive tape.</p>	
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Disbind. Remove tape and adhesive residue. Repair pages. Deacidify, encapsulate and post bind. Clerk requests digital images. Minimum resolution—300 dpi.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p>	

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 2

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 189 1922-1923	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	600	\$5.00	\$3,000.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	600	\$0.50	\$300.00
TOTAL PRICE					\$3,380.00

CONDITION REPORT & TREATMENT REPORT

ITEM NO. 3

RECORD SERIES TITLE	Deed Book
VOLUME	194
DATE	1923
PAGE COUNT	Library of Virginia: 600 pp. Kofile: 600 pp.
SIZE	18" x 11½"
CONDITION SUMMARY	<p>Library of Virginia: Bound. Detached spine, detached leaves. Some tears. Tape p. 1-4. Volume has been previously post bound while still sewn.</p> <p>Kofile: The data is recorded on typescript sewn sheets. Volume has a broken binding, loose sheets, brittle pages, and pressure sensitive tape.</p>
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Disbind. Remove tape and adhesive residue. Repair pages. Deacidify, encapsulate and post bind. Clerk requests digital images. Minimum resolution—300 dpi.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p> <p>Mend—For items undergoing encapsulation, tears are mended with archival materials.</p>

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 3

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 194 1923	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	600	\$5.00	\$3,000.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	600	\$0.50	\$300.00
TOTAL PRICE					\$3,380.00

RECORD SERIES TITLE	Deed Book
VOLUME	200
DATE	1923
PAGE COUNT	Library of Virginia: 596 pp. Kofile: 596 pp.
SIZE	18" x 11½"
CONDITION SUMMARY	<p>Library of Virginia: Bound. Binding is red rotted. Detached spine, detached leaves. Some tears. Tape p. 3, p. 599. Pages 179-182 missing. Volume has been previously post bound while still sewn.</p> <p>Kofile: The data is recorded on typescript sewn sheets. Volume has a broken binding, loose sheets, tears/voids, brittle pages, and pressure sensitive tape. Pages 179-182 are missing.</p>
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Disbind. Remove tape and adhesive residue. Repair pages. Deacidify, encapsulate and post bind. Clerk requests digital images. Minimum resolution—300 dpi.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments. Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable). Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks. Mend—For items undergoing encapsulation, tears are mended with archival materials.</p>

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 4

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 200 1923	CONSERVATION/ TREATMENT	Full Service Specifications	596	\$5.00	\$2,980.00
		Transport	1	\$80.00	\$80.00
	REFORMATTING	Archival Imaging	596	\$0.50	\$298.00
TOTAL PRICE					\$3,358.00

RECORD SERIES TITLE	Deed Book
VOLUME	201
DATE	1923-1924
PAGE COUNT	Library of Virginia: 600 pp. Kofile: 600 pp.
SIZE	18" x 11½"
CONDITION SUMMARY	<p>Library of Virginia: Bound. Binder is rusted. Detached leaves. Tape p. 600. Volume has been previously post bound while still sewn.</p> <p>Kofile: The data is recorded on typescript sheets. Volume has a rusted binding, loose sheets, brittle pages, and pressure sensitive tape.</p>
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Disbind. Remove tape and adhesive residue. Repair pages. Deacidify, encapsulate and post bind.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p> <p>Mend—For items undergoing encapsulation, tears are mended with archival materials.</p>

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 5

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 201 1923-1924	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	600	\$5.00	\$3,000.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	600	\$0.50	\$300.00
TOTAL PRICE					\$3,380.00

CONDITION REPORT & TREATMENT REPORT

ITEM NO. 6

RECORD SERIES TITLE	Deed Book
VOLUME	215
DATE	1925
PAGE COUNT	Library of Virginia: 602 pp. Kofile: 602 pp.
SIZE	18" x 11½"
CONDITION SUMMARY	<p>Library of Virginia: Bound. Detached spine and leaves. Tape p. 1-4, 211-212. Some tears and old repairs. Volume has been previously post bound while still sewn.</p> <p>Kofile: The data is recorded on typescript sheets. Volume has a broken binding, loose sheets, and pressure sensitive tape.</p>
CONSERVATION/TREATMENT PROPOSAL	<p>Library of Virginia: Disbind. Remove tape and adhesive residue and old repairs. Repair pages. Deacidify, encapsulate and post bind. Clerk requests digital images. Minimum resolution—300 dpi.</p> <p>Note: Binders must be Enduro Heritage Record type post binders or equivalent, with heavy duty nickel-plated metal posts and locking bars and heavy canvas or leatherette covering.</p> <p>Kofile: Document—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p>Dismantle—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p>Surface Clean—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p>Tape and/or Adhesive Reduction—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p>

CONSERVATION/
TREATMENT
PROPOSAL

Kofile:

Mend—For items undergoing encapsulation, tears are mended with archival materials.

Deacidify—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Encapsulate—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.

Bind—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.

Quality Control—Final quality check (page-by-page) with reference to original log sheet.

***OPTIONAL, REFORMATTING**

Standards & Formatting—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.

Quality Control—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.

PRICE PROPOSAL

ITEM NO. 6

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Deed Book Vol. 215 1925	CONSERVATION/ TREATMENT	<i>Full Service Specifications</i>	602	\$5.00	\$3,010.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	602	\$0.50	\$301.00
TOTAL PRICE					\$3,391.00