

Statement of Work

Condition Report / Treatment Requirements

Locality Montgomery County

Clerk Erica Williams

Consulting Archivist Jane Q. Doe

Date 12/09/2014

Item title Deed Book S, 1868-1871 (limit one title per form)

No. of items/volumes 1 vol.

Item type (bound materials, plats, etc) Bound, 656 pp.

Condition problems:

Bound Materials

broken hinges spine detached pages chipped/torn pages brittle pages loose sewing loose/broken tape old repairs surface soiling lamination mold water damage insect damage ink corrosion other Scotch tape on p. 403; pp. 215-218 re-sewn in at different page height than other pages; pp.654-656 old glue/tape residue

Flat Materials

tears cracking/brittleness cockling creases soiling tape old repairs lamination mold water damage insect damage ink corrosion oxidized pigment other _____

Condition Summary:

Volume previously rebound. Linen hinges put in at that time sometimes cover text in the gutter.

Lots of chipping around most page edges. Some tears, one mended with Scotch clear tape.

Sewing generally coming apart. Individual pages cannot be removed for photocopying.

