Recommended Resource List

Revised
August 2008

Authorized at CAPES Advisory Committee Meeting, July 26, 2006. Compiled by Gary Saretzky from lists developed by Chris Jochem, Chad Leineweaver, Gary Saretzky and Carla Zimmerman, with the assistance of Shelagh Reilly. Vendors not included on this list may have comparable qualifications to provide goods/services.
Appendix A
Professional Archival, Library and Museum Organizations

American Association for State and Local History
1400 Eighth Avenue South
Nashville, TN 37203
www.aaslh.org
Books and pamphlets on preserving various types of materials and on administrative issues.

Central Jersey Regional Library Cooperative
4400 Route 9 South, Suite 3400
Freehold, NJ 07728-1383
(732) 409-6484
connie@cjrlc.org
www.cjrlc.org
Regional library cooperative that covers central New Jersey and offers many educational programs.

Highlands Regional Library Cooperative
66 Ford Rd., Suite 124
Denville, NJ 07834
(800) 638-4752
jroukens@hrlc.org
www.hrlc.org
Regional library cooperative that covers Somerset and other counties and offers many educational programs.

INFOLINK (The East New Jersey Regional Library Cooperative)
44 Stelton Road, Suite 330
Piscataway NJ 08854
(866) 505-5465
lyu@infolink.org
www.infolink.org
Regional library cooperative that covers North Jersey and sponsors educational programs.

League of Historical Societies of New Jersey
P. O. Box 909
Madison, NJ 07940
(973) 377-7023
barths@att.net
www.lhsnj.org
Professional organization of all of the historical societies in the state that meets to discuss administrative, preservation, interpretation, and other issues ties into their museums and archives. The group puts out a good newsletter and holds several conferences throughout the year in North, Central and South Jersey.
Mid-Atlantic Association of Museums (MAAM)
The Carroll Mansion
800 East Lombard Street
Baltimore, MD 21202
(410) 223-1194
2006@midatlanticmuseums.org
www.midatlanticmuseums.org

Mid-Atlantic Regional Archives Conference (MARAC)
www.lib.umd.edu/MARAC/
New Jersey Caucus: www.lib.umd.edu/MARAC/caucuses/newjersey.html
Bi-annual professional meetings, workshops, newsletter, publications. MARAC New Jersey Caucus
meets about four times per year and manages the free CAPES consultant service with funding from the
NJ Historical Commission.

New Jersey Library Association (NJLA), History and Preservation Section
c/o Joe Da Rold
Plainfield Public Library
800 Park Avenue
Plainfield, NJ 07060
(908) 757-2305
joseph.darold@plfdpl.info
www.njla.org/sections/history
Professional organization of librarians that meets to discuss preservation issues and New Jersey history.
The group puts out a useful newsletter and provides programming throughout the year as well as at the
NJLA annual conference every April.

New Jersey State Library
185 West State Street
Trenton, NJ 08625-0520
(609) 292-6220
www.njstatelib.org

Preservation Initiative Program
Michele Strickler
mstrickler@njstatelib.org
Library Development Bureau
NJ State Library
P. O. Box 520
Trenton, NJ 08625-0520
(609) 278-2640 x164
PALINET
3000 Market Street
Suite 200
Philadelphia, PA 19104-2801
(215) 382-7031
PALINET@palinet.org
www.palinet.org
Professional collaborative organization that provides cataloging resources locally to the Northeast. Most of their work is tied into the cataloging of library materials but they do regularly offer programs concerned with archival and library issues at their center in Philadelphia or at various libraries around the region. Expensive to join if establishing a library catalog, but non-members can attend the programming with modest fees.

Princeton Preservation Group
c/o Monmouth County Archives
125 Symmes Drive
Manalapan, NJ 07726
(732) 308-3772
Professional group that meets regularly in the Central Jersey area with programs centered around paper and photographic preservation issues.

Society of American Archivists
600 S. Federal
Suite 504
Chicago, IL 60605
(312) 922-0140
www.archivists.org
Professional educational meetings and workshops. Publications list on all phases of archival work.
Appendix B
Professional Archival Suppliers

Allergy Buyer’s Club
(888) 236-7231
www.allergybuyersclub.com
Humidifiers/dehumidifiers

The Archival Company (Division of University Products)
P.O. Box 1239
Northampton, MA 01061-1239
(800) 442-7576
www.archivalco.com
Including personalized albums, Mylar pocket pages, and storage for collectibles. Some overlap with University Products catalog, which is longer.

Archival Methods
235 Middle Road
Henrietta, NY 14467
(866) 877-7050
Dennis Inch, President, formerly of Light Impressions, with similar product line.

Archival Products
A Division of Library Binding Service
P.O. Box 1413
Des Moines, IA 50305-1413
(800) 526-5640
www.archival.com

Atlantic Protective Pouches
P. O. Box 1191
Toms River, NJ 08754
(732) 240-3871
High quality Mylar enclosures for valuable items. Somewhat expensive to use for routine items, but worth the extra cost for important materials. Can also make customized enclosures for odd sizes. Successor to Taylor Made Co.

B&H
bhphotovideo.com
Source for archival polypropylene negative and print top loaders and albums, including Safe-T-Binders, an album that closes up to keep out dust and light (also available from Print File, Inc.). Also economical source for photo and video equipment and supplies.

Bags Unlimited
7 Canal Street, Rochester
New York, NY 14608
(800) 767-BAGS
Polyethylene bags and sleeves (inexpensive and safe for photos, but not as protective as polyester [a.k.a. Mylar] or polypropylene); also cardboard inserts (some identified as acid-free).
Bill Cole Enterprises
P. O. Box 60
Dept. SAA
Randolph, MA 02368-0060
(800)-99-GARDS
bcemylar@internetmci.com
www.bcemylar.com
Makes Mylar sleeves

Calright Instruments
(866) 363-6634
sales@calright.com
www.calright.com
Hygrometers

Conservation OnLine
List of suppliers: palimpsest.stanford.edu/bytopic/suppliers/
The main page has much other information about conservation of archival records and museum collections.

Conservation Resources International
8000 H Forbes Place
Springfield, VA 22151
(800) 634-6932
Folders and boxes, including special boxes for photographic storage with Microchamber technology.

Court Record Services
Frankford Arsenal Building
210-3 Tacony and Bridge Streets
Philadelphia, PA 19137-0920
(215) 535-7790
Contact: David Powers
Microfiche and microfilm

Dorlen Products, Inc.
6615 West Layton Avenue
Milwaukee, WI 53220
(414) 282-4840
Supplier of Water Alert sensing equipment used in archival storage facilities and computer rooms.

Gaylord Bros.
P. O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160
Storage materials and conservation supplies. Offerings include large polypropylene sleeves for oversize photographs.
www.gaylord.com
Hollinger Corporation
(800) 634-0491
hollingercorp@erols.com
www.hollingercorp.com
Storage materials and conservation supplies.

Howard Glass
379 Southwest Cutoff
Worcester, MA 01604
(508) 753-8146
Replacement glass in various thicknesses to match those in daguerreotypes, autochromes, lantern slides, etc.

Humidifier World
www.humidifierworld.com
Humidifiers/dehumidifiers

Image Permanence Institute
Rochester Institute of Technology
70 Lomb Memorial Drive
Rochester, NY 14623-5604
(716) 475-5199
Source for toner treatment for microfilm permanence, acetate film storage guide, and test strips to determine stage of acetate negative degradation (vinegar syndrome).

Light Impressions
P. O. Box 787
Brea, CA 92822-0787
(800) 828-6216
www.lightimpressionsdirect.com
Suppliers of products for photographic storage. Also UV sleeves for fluorescent lights, UV filtering glass and acrylic for frames, other framing materials, and many other archival supplies

Metal Edge, Inc.
6340 Bandini Blvd.
Commerce, CA 90040
(800) 862-2228
www.metaledgeinc.com
Archival storage materials

National Safety Products Inc.
(877) 412-3600
www.testproducts.com
Hygrometers
OCLC Preservation Resources (formerly Mid-Atlantic Preservation Service)
Nine S. Commerce Way
Bethlehem, PA 18017-8916
(610) 758-8700
President: Meg A Bellinger
meg_bellinger@oclc.org
Microfilming, storage of microfilm masters, OCLC cataloging, consultation, and training

Photofile
P. O. Box 123
Zion, NJ 60099
(312) 872-7577
Mylar sleeves

Print File
P. O. Box 607638
Orlando, FL 32860-7638
(407) 886-3100 / (800) 508-8539
www.printfile.com
Archival storage materials, especially for photographic materials

RGB Broadcast Video Services
1234 Southampton Road
Philadelphia, PA 19116
(215) 464-3158
Videotape duplication and restoration

TALAS
20 W. 20th Street
New York, NY 10001-1996
(212) 736-7744
Specialty tools and products for preservation of archival materials, many hard to find elsewhere.
Includes bookbinding and book repair, Japanese mending papers, equipment, boxes.

University Products
P. O. Box 101
517 Main Street
Holyoke, MA 01040
(800) 628-1912
Wide range of products for archives, including mat board, boxes, encapsulation supplies and equipment

VidiPax
450 W. 31st
New York, NY 10001
(800) 653-8434
Videotape restoration, duplication, and archival quality storage cases. Also motion picture
film/videotape conversions.
Appendix C

Conservators

The American Institute for Conservation of Historic and Artistic Works (AIC)
1717 K Street NW
Suite 200
Washington, DC  20036-5346
(202) 452-9545
aic.stanford.edu
Membership directory of professional conservators

Paper materials – Major conservation work

These two institutions provide a great deal of information on their web sites concerning the preservation, storage and handling of paper and photographic collections. When in doubt about any preservation issue, check the web sites of these two major Northeastern conservation centers first. They also offer workshops on preservation and conservation topics.

Conservation Center for Art and Historic Artifacts
264 South 23rd Street
Philadelphia, PA  19103
(215) 545-0613
ccaha@ccaha.org
www.ccaha.org

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810-1494
(508) 470-1010
www.nedcc.org

Other Conservation Resources

Chicago Albumen Works
P. O. Box 805
174 Front Street
Housatonic, Massachusetts 02136
(413) 274-6901
info@albumenworks.com
www.albumenworks.com
Wide range of conservation and restoration services, including photographic conservation, glass plate negative digitization, and continuous tone microfilming. Also publications on preservation.
Local New Jersey Conservators
Note: This is a partial list, check with AIC for members in New Jersey.

Julia Dennin Ream
Wenonah, NJ
(856) 415-0891

Joanna S. Pietruszewski
Belle Mead, NJ
(908) 359-5200

Janet W. Koch
Rehoboth Beach, DE
(302) 226-1527

Konstanze Bachmann
Bordentown, NJ
(609) 291-9187

The Better Image
P. O. Box 48
Milford, NJ 08848
(908) 995-2600
biphotom@ mindspring.com
Photographic Conservator Peter Mustardo

Ocker & Trapp, Inc. -- Suter Conservation
17C Palisade Avenue
P. O. Box 229
Emerson, NJ 07630-0314
(201) 265-0262
Appendix D
Other Resources

American Association for State and Local History
1717 Church Street, Nashville, TN 37203-2991
(615) 320-3203
mcmembership@aaslh.org
www.aaslh.org

National Union Catalog of Manuscript Collections (NUCMC)
Special Materials Cataloging Division, NUCMC Team
101 Independence Ave., S.E.
Stop 4375
Washington, D.C. 20540-4375
(202) 707-7954
nuccmc@loc.gov
www.loc.gov/coll/nuccmc
Most libraries and archives in New Jersey can send finding aids to NUCMC for entry in the online Research Libraries Information Network (RLIN)

Disaster Recovery

American Freeze Dry, Inc
39 Lindsey Ave
Runnemede, NJ 08078
John M. Zionce, President
(800) 817-1007
Freeze drying of water damaged materials, ozone treatment to sanitize and deodorize records, etc.

Munters Moisture Control Services
160 Raritan Center Parkway
Raritan Center
Edison, NJ 08837
(800) 959-7442
Environmental control and disaster recovery.

Blackmon Mooring (BMS)
Cherry Hill, NJ
(800) 433-2940
Global disaster recovery services,

Insurance Restoration Specialists, Inc.
26 Kennedy Boulevard
East Brunswick, NJ 08816
(800) 634-0261
FAX 732-295-6680
Contact: Tom Licker
tlicker@irs-restoration.com
Appraisers for collection items – museum items and general

International Society of Appraisers
1131 SW 7th Street
Suite 105
Renton, WA  98055
(206) 241-0359
isa@isa-appraisers.org
www.isa-appraisers.org
Professional organization of appraisers pertaining to many fields of study from clothing, jewelry, furniture to photographs and paper items. Many members of this Society will do appraisals of objects or collections for a fee. Several of the members are in New Jersey.

Appraisers for collection items – books and manuscript items

Antiquarian Booksellers Association of America
www.abaa.org
Professional organizations of dealers in rare and used books. Many members of this Association will also do appraisals of rare books (and sometimes even manuscript material) for a fee. Several of the members are in New Jersey.

The Manuscript Society
www.abaa.org
Professional organization of dealers in rare and used books. Many members of this Society will also do appraisals of documents or manuscript collection material for a fee. Several of the members are in New Jersey.

Appraisers and dealers in NJ for historic documents and books

Brian Kathenes, National Appraisal Consultants
P. O. Box 482
Hope, NJ  07844-0482
(908) 459-5996
(800) 323-5996
brain@nacvalue.com

James Crawford
1017 Park Avenue
Collingswood, NJ  08108-3236
(856) 854-3049
Crawford@eticomm.net

Joe J. Felcone, Inc.
P. O. Box 366, Princeton, NJ  08542
(609) 924-0539
www.felcone.com
Appendix E
Funding Institutions

National Endowment for the Humanities
Preservation Assistance Grants for Smaller Institutions
1100 Pennsylvania Avenue NW
Washington, DC 20506
(800) NEH-1121
info@neh.gov
http://www.neh.gov/grants/guidelines/pag.html

National Historical Publications and Records Commission (NHPRC)
National Archives and Records Administration
700 Pennsylvania Avenue NW
Room 111
Washington, DC 20408-0001
(202) 501-5610
nhprc@nara.gov
www.archives.gov/grants/index.html

New Jersey Historical Commission
New Jersey Department of State
P. O. Box 305
Trenton, NJ 08625-0305
(609) 292-6062
njhc@sos.state.nj.us
www.newjerseyhistory.org

Caucus Archival Projects Evaluation Service (CAPES)
contact information same as New Jersey Historical Commission

Save America’s Treasures
National Trust for Historic Preservation
1785 Massachusetts Avenue
N.W., Washington, D.C. 20036
(877) 873-2787
http://www.saveamericastreasures.org/contact.htm
http://www.saveamericastreasures.org
Appendix F.
Sources of Archival Education and Training

MARAC (Mid-Atlantic Regional Archives Conference)
www.lib.umd.edu/MARAC

National Archives Modern Archives Institute
West Moat
National Archives Building
700 Pennsylvania Avenue, NW
Washington, DC 20408
(202) 501-5390, ext. 279
mary.rephlo@nara.gov
www.archives.gov/preservation/modern-archives-institute

New Jersey Library Association
4 West Lafayette Street
Trenton, NJ 08608
(609) 394-8032
www.njla.org

New Jersey State Library
P. O. Box 520
Trenton, NJ 08625
(609) 292-6220
www.njstatelib.org

New Jersey State Historical Records Advisory Board (NJ SHRAB)
New Jersey Dept. of Archives and Records Management
225 West State Street
P. O. Box 307
Trenton, NJ 08625-0307
(609) 777-3598
www.state.nj.us/state/darm/links/shrab.html
Statewide board of archivists from around the state that meet to determine policy and planning for statewide collections of historical records. It has offered some of the best programming on archives and preservation in the last few years and has a very modest cost for the quality of the information provided. SHRAB also makes recommendations on proposals to NHPRC for funding.

Rutgers University
School of Communication Information and Library Studies
4 Huntington Street
New Brunswick, NJ 08903
(732) 932-7169
www.scils.rutgers.edu

Society of American Archivists
600 S. Federal Street, Suite 504
Chicago, IL 60605