

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
NEW JERSEY CAUCUS
CAUCUS ARCHIVAL PROJECTS EVALUATION SERVICE (CAPES)

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 Stricker
mstricker@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 Southhampton 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
ccaaha@ccaaha.org
www.ccaaha.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
biphoto@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
membership@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
nucmc@loc.gov
www.loc.gov/coll/nucmc

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

www.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

J & J Hanrahan
320 White Oak Ridge Road
Short Hills, NJ 07078
(973) 912-8907

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.saveameericastreasures.org/contact.htm>
<http://www.saveameericastreasures.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

(312) 922-0140
www.archivists.org