



NEDCC Curbside Service Procedures

Due to the Covid-19 pandemic and in accordance with Massachusetts state guidelines, we are unable to receive clients inside our office space until further notice.

To accommodate in-person visits, NEDCC will provide curbside service to its clients for the delivery and retrieval of conservation, digital imaging, and audio preservation projects.

Shipping

We also encourage clients to ship projects to NEDCC whenever it is appropriate and we are happy to provide guidance. Instructions for packing and shipping methods can be found here for packing and shipping paper artifacts: www.nedcc.org/packing-paper; and here for packing and shipping audio recordings: www.nedcc.org/packing-audio. You may also consult our registrar, Jonathan Goodrich.

Visiting

Prior to visiting NEDCC, we suggest you discuss your project and goals with one of our department directors or conservators-of-the-day. Call us at (978) 470-1010, email us at info@nedcc.org, or view our staff contact list here: www.nedcc.org/staff. When you have settled on a date and approximate time, please notify us so we can ensure a staff member is available to assist you. Same-day visits are possible, so long as we have some advance notice.

Parking

Several designated visitor parking spaces, numbered A25-A29, are located to the left of the main entrance to Building 100 on the Route 133 (Haverhill Street) side. Please call our receptionist when you arrive at (978) 470-1010 and allow 5-10 minutes for a staff member to get down to your vehicle.

Safety Protocols

NEDCC staff will wear face masks and we respectfully ask you to do the same. Social distancing should be observed by maintaining a 6-foot distance and a clean cart will be used to transport collections.

Payments

Payments can be accepted by check or credit card. NEDCC staff will record your card information on paper for processing by our staff accountant. All card information will be safely destroyed thereafter and emailed receipts are available upon request.

QUESTIONS?

Contact:

NEDCC Registrar Jonathan Goodrich

jgoodrich@nedcc.org

(978) 470-1010, extension 215