

## FREE RESOURCES

**NEDCC maintains a number of free, online preservation resources that are used worldwide. Visit our website for a complete list: [nedcc.org/free](https://nedcc.org/free).**

**Preservation Leaflets** — Free leaflets with information on a wide variety of preservation topics.

**“Ask NEDCC”** —Free email and phone service for questions about preserving your collections. Contact us at 978-470-1010 or [info@nedcc.org](mailto:info@nedcc.org).

**24/7 Collections Emergency Hotline** — Free phone advice on damaged collections. Call the Hotline at 855-245-8303.

**dPlan | ArtsReady Pocket Response Resource** — Free customizable template that organizes your most important emergency response information on one easy-to-read page.

**Preservation 101 and Fundamentals of Audiovisual Preservation** — Free online textbooks.

**YouTube Videos** — Free educational recordings on preservation and conservation topics.

**Resources for Municipal Clerks** — Free preservation advice and resources for Municipal and Town Clerks.

**Resources for Family Collectors** —Tips on caring for family treasures.



### CONTACT NEDCC

[nedcc.org](https://nedcc.org) | [info@nedcc.org](mailto:info@nedcc.org) | 978-470-1010



NEDCC is a nonprofit 501(c)3 organization.



NEDCC is grateful for support from:



NATIONAL  
ENDOWMENT  
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HUMANITIES



Mass  
Cultural  
Council



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NEDCC | Northeast Document Conservation Center  
100 Brickstone Square, Andover, MA

# Preservation Services



Training  
Assessments  
Consultations  
Disaster Assistance  
Free Resources



**NEDCC**  
NORTHEAST DOCUMENT CONSERVATION CENTER

**NEDCC's Preservation Services Department offers a variety of services and resources to help institutions and individuals care for their collections.**

### **Serving:**

- Archives
- Arts Organizations
- Corporate Archives
- Government Agencies
- Historical Organizations
- Libraries
- Museums
- Regional Consortia/Networks
- Religious Organizations
- Students and Educators
- Tribal Organizations
- Individuals and Families



## **TRAINING**

**We can develop programs to meet the interests and training needs of your institution and region.**

### **Workshops**

Onsite workshops can include interactive, hands-on activities or topics that require in-depth exploration and group discussion.

### **Webinars**

Our 1-2 hour webinars address preservation topics ranging from collections care to digitization to AV preservation. We also offer multi-session series and courses to help fill in the gaps in your preservation training.



### **Digital Directions: Fundamentals of Creating and Managing Digital Collections**

NEDCC's conference on best practices and practical strategies for the creation, curation, and use of digital collections is presented annually.

## **ASSESSMENTS & CONSULTATIONS**

**An assessment helps kick-start your preservation program. The resulting comprehensive report can serve as the basis for future preservation initiatives and successful grant applications.**

### **Preservation Needs Assessments**

A Preservation Specialist will make an on-site visit and produce a report that assesses overall collection management for physical collections; building and environmental conditions; storage, handling, and exhibit practices; security; and disaster preparedness.

### **Digital Preservation Needs Assessments**

A Preservation Specialist will meet with stakeholders, then produce a report that addresses standards, best practices, and guidelines for digital collections; acquisition and management; rights and usage considerations; and institution-appropriate storage strategies.

### **Emergency Preparedness Consultations**

A Preservation Specialist will conduct an on-site visit and produce a report with recommendations for mitigating risks, taking emergency preparedness actions, and completing a disaster plan.



### **Consultations**

NEDCC Preservation Specialists and Conservators provide customized consultation services on collection storage and housing, exhibit practices, collection moves, emergency preparedness, and a range of other conservation and preservation issues.