

# BRIDGEPORT LIBRARY

925 Broad Street  
Bridgeport, CT 06604

To: Bernd Tardy, Purchasing Director  
From: Elaine Braithwaite  
Re: Request for Qualified Purchase –  
Date: 10/07/20

## Reason for Needed Purchase:

The BHC needs to start the process of digitizing core parts of the department's extensive newspaper clippings collection. The newspaper clippings range in age from the late 19<sup>th</sup> Century to the 1990s or early 2000s and cover a wide range of heavily researched topics including government and politics, industries and businesses, populations and neighborhoods, organizations and clubs, biographies and many more. Due to the lack of comprehensive digitization of the 20<sup>th</sup> Century run of the *Bridgeport Post and Telegram* by the Hearst Corporation, there is no reliable indexing or key word searching for daily newspapers covering Bridgeport for the last 120 years. Furthermore, the clippings are generally in poor condition and cannot withstand many more years of regular handling by patrons or staff. The clippings are a very popular item from the collections and heavily used by both patrons and staff.

Spending \$7,500.00 on clippings digitization with *Advantage Preservation* in FY2020-2021 will yield roughly 20-21,000 *web accessible* pages from the BHC clippings collections, taking the department's online content offerings to a new level and furthering the preservation of original clippings. This project will move the library forward in its attempt to offer online content in the pandemic age.

## Explanation of Vendor Chosen (should Qualified Purchase be approved):

VENDOR: While many vendors will perform scanning of delicate materials or scan from microfilm, the BHC has located only one vendor that will offer all the services that the BHC would require to conduct a successful digitization project: ***Advantage Preservation in Cedar Rapids Iowa.***\* This company has worked with several Connecticut libraries on similar projects and has a proven record. [please see attached list with CT libraries and urls linking to final products] Due to the COVID-19 situation, Advantage Preservation has lowered its prices considerably (\$.465/page for combined scanning and filming). There has never been a better time to work with this company.

Project specifications would include the following:

- 1) First filming the clippings on silver halide microfilm
- 2) Scanning from the microfilm (much cheaper than original document scanning)
- 3) Vendor stores the master microfilm in climate controlled vault for free
- 4) Vendor makes the scans available in searchable pdf form on a website/server that vendor maintains.

- 5) Waived normal fee of \$650.00 for website set up
- 6) No annual fees imposed by vendor to store BHC materials on vendor server or presenting them on the web to researchers
- 7) BHC gets a massive external hard drive that it can send back and forth to the company as files from completed projects become available
- 8) Vendor provides data from Google Analytics that will show frequency of usage of materials and locations of researchers.
- 9) The BHC would be able to use high resolution TIFF files obtained through this project and make them available on the CT Digital Archive or CTDA, for long term preservation and maximum discoverability.

In order to get three quotes for its proposed project, BHC searched for companies that would provide all of the above mentioned services and was not able to find one. The BHC archivist investigated regional firms such as New England Micrographics, NEDCC, and New England Archive Center. The archivist also spoke to CT State library Professional Development Coordinator Gail Hurley and Digital Projects Manager Anna Newman who suggested FamilySearch, but none of these companies and organizations offer the indexing, storage, and web presentation of digitized *clippings collections*.

What budget is approved for these requested Goods or Services? (Circle 1):

Operating Capital Grant (If no budget approved already for purpose, explain why funding source proposed should be used):

Are Grant fund Requirements involved with this purchase? (Explain if yes): No

Additional information/explanation, if any

Hist. Ref.:

Quote from Vendor and list of Connecticut public libraries that are clients of the vendor *Advantage Preservation* are attached.

Elaine Braithwaite \_\_\_\_\_ City Librarian



**1.) Scoville Memorial Library:**

**Director:** Claudia Cayne

**Email:** ccayne@biblio.org

**Ph:** (860) 435-2838

**City:** Salisbury, CT

**Scoville Digitization Website:** <http://scoville.advantage-preservation.com>

**2.) Farmington Library:**

**Head of Reference:** Laura Horn

**Email:** lhorn@farmingtonlibraries.org

**Ph:** (860) 673-6791

**City:** Farmington, CT

**Farmington Digitization Website:** <http://farmingtonlibraries.advantage-preservation.com>

**3.) East Hampton Public Library**

**Director:** Ellen Paul

**Email:** epaul@easthamptonct.gov

**Ph:** (860) 267-6621

**City:** East Hampton, CT

**East Hampton Digitization Website:** <http://easthampton.advantae-preservation.com>

**4.) James Blackstone Memorial Library:**

**Director:** Debby Troffater

**Email:** dtrofatter@blackstonelibrary.org

**Ph:** (203) 488-1441

**City:** Branford, CT

**Branford Digitization Website:** <http://branford.advantage-preservation.com>

**5.) New Britain Public Library:**

**Director:** Pat Rutkowski

**Email:** prutkowski@nbpl.info

**Ph:** 860-224-3155

**City:** New Britain, CT

**New Britain Digitization Website:** <http://newbritain.advantage-preservation.com>

**6.) Thomaston Public Library**

**Director:** Debra Radosevich

**Email:** dradosevich@biblio.org

**Ph:** (860) 283-4339

**City:** Thomaston, CT

**Thomaston Digitization Website:** <http://thomaston.advantage-preservation.com>





**10/14/2020:**

**Grant Kaestner**

**Account Executive**

**Advantage Archives**

**1035 33rd Avenue SW**

**Cedar Rapids, IA 52404**

Hi Elizabeth:

I am writing to reaffirm your inquiry that Advantage Preservation is in fact a "sole-source provider" of this specific type of digital archival, to our own proprietary based digital history archive. When a library develops an archive with Advantage that archive is the property of said library. Advantage holds no ownership over the content of said database. Said database is fully maintained by Advantage Preservation as a service to said library.

Once Advantage develops a hosted webpage, and backup hard drive for your library, said database can only be altered, added to, or amended by Advantage Archives, or our subsidiaries. No other software firm can alter, add to, or change the database we develop for your library.

While the database and archive are the property of your said library, Advantage Preservation is the only firm that can maintain and recreate said database. Advantage is the sole source provider in that we are the only company in existence that will create such database without taking ownership over your archive, or your historical data. Similar type services (I.E. Newsbank, ProQuest, Newspaper Archive, Newspapers.com) can digitize images, but they are restrictive to newspaper content only. They also only charge monthly, or annual subscriber fees to use the databases they develop. Meaning, once you give them permission to digitize your content (and your library, or individual home users pay their monthly subscriber fees) they then maintain ownership over your historical content. They can then sell your images to other firms for their own profit, such as Ancestry, Genealogy Bank, etc. Advantage is the only digital

archival firm that does not monetize your historical content to third party companies.

Advantage creates your archive, without limitation, because the archive is your library and community owned archive with completely free web hosting. You can add maps, photos, yearbooks, newspapers, city directories, and any type of document you wish. Being that the archive is the property of the library, Advantage cannot sell, charge subscriber fees, or redistribute the content to third party companies/users in any way. Advantage Preservation is the only company that can amend, add to, or further develop this type of searchable database, while still maintaining the integrity that said database is fully the property fo the Bridgeport Public Library.

Grant Kaestner

Account Executive

Advantage Preservation

855-303-2727 ext. 152

[grant@advantagearchives.com](mailto:grant@advantagearchives.com)



# Advantage Preservation

1025 33rd Ave SW, Cedar Rapids, Iowa 52404

**Quotation:**

Advantage Preservation Is Pleased To Provide This Quote To Bridgeport Public Library Scrapbook Filming & Digitization For The Bridgeport Public Library

**Prepared For:**

Elizabeth Vantuyl  
Bridgeport Public Library  
Bridgeport, CT  
06604

**Prepared By:**

Grant Kaestner  
On: Jul 29, 2020 05:09 PM  
Valid Until: Dec 31, 2020

**Project Summary:**

Microfilm 16,000 pages of historical scrapbooks (16 reels of content). Create 1 silver halide positive service copy, per reel filmed, and send to client. Scan, Index, & OCR all 16 reels to client's own indexed, key word searchable, newspaper database. Online database to be linked and freely hosted at <https://bridgeport.advantage-preservation.com>. Client to receive backup hard drive of all images, as well. Send books back to client upon completion of project.

Service	Details	Qty	Price	Extended
Preservation Microfilming - Capture To 35MM Microfilm: 1925 - 2016	Preservation microfilming of source materials originally published between 1925 and 2016. Price inclusive of all labor and materials to produce 1 (one) first generation 35MM silver halide microfilm camera master.	16	\$ 255.000	\$ 4,080.000
35MM Microfilm Silver Duplicate - Positive	A direct duplicate of the original 35mm reel, produced with a positive polarity & created at the time the camera master microfilm is processed – this duplication will have the opposite polarity of the original (a negative original changed to a positive copy).	16	\$ 65.000	\$ 1,040.000
Microfilm Digitization - 35MM: Bitonal - After 1925 (up to 1000 images per reel)		16	\$ 130.000	\$ 2,080.000
Community History Archive - Project Set Up & Management		1	\$ 0.000	\$ 0.000
Microfilm Digitization - Delivery: Digital Images Provided On HDD: Processing		1	\$ 100.000	\$ 100.000
Shipping - 1st Standard Box		8	\$ 25.000	\$ 200.000

**Total Price: \$ 7,500.000**

**Agreement:**

Your signature below indicates acceptance of this proposal to Bridgeport Public Library Scrapbook Filming & Digitization for the Bridgeport Public Library, and agree to the terms and conditions herein.



**Terms & Conditions:**

Payment terms are net thirty (30) days from the date of the invoice. Invoice will be sent at the completion of each phase of the project.

By signing this quote, you acknowledge that you agree to the terms and conditions. Any details not included in writing in this quotation are not binding upon either party. If the source materials are in a condition unknown or undisclosed by the client at the time of quotation, it will be voided and a new estimate will be issued to more accurately outline the Scope Of Work for this project.

Advantage Preservation strictly adheres to Federal Copyright Law and will not digitally reproduce any content that is not in the Public Domain without written permission from the rights holder.

We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any question at 1-855-303-2727

**Accepted By:** \_\_\_\_\_ On \_\_\_\_/\_\_\_\_/\_\_\_\_ Of Bridgeport Public Library

**Return To:**