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February 26, 2005

Proposal to Process Point Pinos Lighthouse Collection

Project Background

152 images and/or negatives of the Point Pinos Lighthouse and ships that have an association with the Lighthouse are in the Museum's collection. While there are additional research copies of Lighthouse-related images included in the collection, I have not included these, as the Museum has no rights to license these. The images that are processed will be available for research and purchase by the public. The same use fees and conditions for this collection will apply as for the Tuttle Collection.

Work Plan

- ◆ Under Museum Director's supervision, archivally process photographic prints and negatives. This process will include: if necessary, updating Tuttle use fees & policies to include these images, Ordering required archival materials, making 300 dpi x 100% scans of each image, printing two sets (one for Museum archives, the other for the PG Library) of working prints on the Epson Stylus Photo R800, burning the images onto archival and working cds, adding data about images to Museum's photographic database, placing the two sets of working prints and annotations into binders for public access, archivally processing the original sets for long-term storage in the collection area, and posting images and annotations on the Museum's website.
- ◆ Publicize availability of additional Tuttle images in binders and online.

Cost & Timing

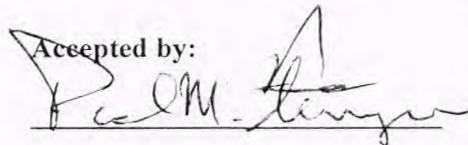
I will perform the above tasks within two months from the date of acceptance of this proposal. I will perform the work for \$3,040, payable in two parts: the first payment (\$1,520) due by March 31, 2005, and the second payment (\$1,520) due at the completion of the work. Costs for archival materials, blank cds, and computer paper & ink are not included in this price.

Thank you for the opportunity to offer this proposal.

Esther B. Trosow



February 26, 2005

Accepted by:


Date:

2-26-05