

Microforms Storage Checklist

| Action | Needed? | Priority | Notes |
|---|---------|----------|-------|
| Inspect older microfilm to identify the film base | | | |
| Inventory film to determine whether all unique films (e.g., preservation microfilm) have a silver gelatin master negative | | | |
| Ensure that all master negatives of unique films are stored offsite | | | |
| Estimate time/costs/supplies for housing/rehousing | | | |
| House/rehouse microfilm into preservation-quality containers | | | |
| Replace rubber bands on film rolls with button-tie paper tags | | | |
| House/rehouse microfiche into preservation-quality enclosures | | | |
| Isolate diazo, vesicular, and silver gelatin films from each other | | | |
| Set up program to monitor acetate microfilm for signs of deterioration | | | |
| Other | | | |
| Other | | | |
| Other | | | |