

### Microform Types

It is important to define what type of microform you have, as that will be a key factor in how you properly care for and preserve your film.

Through the years, microforms have appeared on various film bases, including acetate and polyester. *Acetate Film* is not acceptable for preservation, as it naturally degrades over time. *Polyester Film* is the only one currently recommended for preservation filming, and under proper storage conditions has a life expectancy of 500+ years.

Microform has three main types, including Silver-Gelatin, Diazo, or Vesicular, and can either be an Original or Duplicate, and have Positive or Negative polarity. The most familiar sizes are 16mm by 100' or 215' roll, 35mm by 100' roll, or 105mm by 148mm microfiche, the latter resembling a plastic file card. Fiche Jackets are also common in 16mm film.

Reductions are also an important factor in determining what type of microform you're dealing with, and the most common reductions are 24X, 42X, 48X.

### Storage Basics

Some common containers to house microfilm include Open Rolls in Acid-Free Cardboard Boxes, Open Rolls in Open Inert Plastic Boxes, Open Rolls in ANSI Clips, 3M Cartridges, Jackets, Aperture Cards, and Acid-Free Envelopes.

Where you choose to store your microform is an important decision, as proper storage is key to preservation. Keep in mind, relative humidity, temperature, air pollution, and light exposure are all key elements to successful preservation. Some common choices include Microfilm/

Microfiche Cabinets by Russ Bassett, Steel Filing Cabinets, Carousels, and Fiche Boxes.

### Microfilm Don'ts

We have compiled a list of "insider tips" from our industry experts on what not to do with your microfilm.

- Never store mixed types of microforms (for example, silver originals and diazo duplicates) in the same drawer. Try not to save them in the same cabinet if possible. These films decay at different rates, and the ammonia gases mixes with originals and it causes decay.
- Never use a rubber band around a roll of microfilm to hold it in place. It deteriorates the film.
- Never store microfilm with the annual relative humidity higher than 50%.
- Never store microfilm in areas that can get higher than 70°F.
- Never expose your microfilm to gaseous air contaminants like: paint fumes, ammonia, peroxides, ozone and formaldehyde.
- Never store your microfilm near a photocopier, as it releases ozones which ruin film.
- Never compress fiche in filing. Use space dividers to prevent curling.

### Microfilm Do's

We have compiled a list of "insider tips" from our industry experts on how to properly care for your microfilm.

- Always individually box microfilm reels, with the film held in the wound position by a preservation-quality

paper tag secured with a string and button tie.

- Always clean your microfilm reader, reader printer or scanner before use. Dust can get onto the microfilm and obscure the image or even damage the film. The same can be said for the carrier with its glass-flats. They need to be cleaned for dust and grime on a daily basis.

- Always put a dust cover over the reader, reader printer or scanner when not in use.
- Always keep the film free from fingerprints or other foreign substances
- Always keep the film free from scratches in the emulsified area
- Always keep fiche and film in acid/lignin free envelopes and boxes
- Always wear thin, cotton gloves when handling microfilm
- Always handle microfilm by it edges
- Always store microfilm in closed containers made of an inert material such as paper, plastic or metal (Must conform with ANSI standards for such products)
- Always keep microfilm in dark conditions

### Why Store Film With Naviant?

Here are the Top 10 Reasons to store your microfilm with Naviant Inc:

1. Temperature & Humidity Controlled Vaults
2. 24 Hour Access--We Will Provide You Scanned Image of Your Film Anytime
3. No Equipment Investment or Maintenance Costs



Process focus. Excellence.

## Microfilm Storage Dos & Don'ts

### Why Store Film With Naviant? (cont.)

- 4. Regain Valuable Floor Space
- 5. Eliminate Cost of Annual Preventative Maintenance Agreement
- 6. Regain Valuable Time Spent Making Prints From Microfilm
- 7. Eliminate Toner, Drums, or Replacement Lamp Costs
- 8. Ensures Film Preservation Is Optimal
- 9. No Need To Digitize Entire Microfilm Library. Pay As You Go Imaging.
- 10. High Security. No More Worrying On Lost, Stolen , or Misfiled Microfilm

### Scan-on-Demand Delivery

Naviant's Scan-On-Demand services provide customers the cost-saving benefits of offsite storage of microform along with immediate secure access.

Upon request by authorized personnel, Naviant can scan and distribute the requested microform to the customer within as little as one hour via Naviant's secure portal.

Simply pay as you go, and begin building an imaging archive over time, without having to scan entire volumes of information all at once.

### Naviant Incorporated

Naviant is a locally owned and operated Physical Records Center dedicated to serving Southern Wisconsin and surrounding communities. Naviant's state-of-the-art Records Center services over 1700 customers, ranging from large corporations to smaller family-owned and local businesses.

With more than 20 years of experience, customers put their trust in Naviant to provide superior service and standards, along with the most efficient and cost-effective solution for records management.

If you are unsure what kind of film you have, or need some help deciding what makes the most sense, please contact our Microfilm Experts at 888.686.4624 or [sales@naviant-inc.com](mailto:sales@naviant-inc.com).