

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			