

Preservation Microfilming Checklist

Action	Needed?	Priority	Notes
Identify collections in need of preservation microfilming			
Determine whether materials to be filmed have been filmed elsewhere			
Become familiar with ANSI & AIIM microfilming standards and RLG guidelines			
Establish filming standards and guidelines for your institution			
Investigate funding sources for microfilming projects			
Choose microfilm vendor, and write/review/revise contract			
Review existing preservation film for adherence to standards			
Set schedule for refilming as needed			
Identify any master microfilm in research use; duplicate/send master copy to offsite storage			
Review/create/implement quality control inspection of film			
Acquire microfilm reader/printer			
Create/implement regular maintenance for reader/printer			
Improve housing for microfilm/fiche			
Enter original preservation filming in national database			
Other			