

Microfilming

1. The Basics of Microfilming
2. Choosing Microfilming Applications
3. Production Filming and Processing Control
4. Microfilm Inspection, Duplication, Indexing and Retrieval
5. Microfilm Maintenance
6. Monitoring equipment use and maintenance requirements 6
7. Trouble-shooting to identify equipment problems

Suggested Books:

1. Avedon, Don M. and Rodd Exelbert, All About Micrographics. Avedon Associates Inc. Maryland 1990.
2. Fox, Lisa L., Preservation Microfilming: A Guide for Librarians and Archivists, 2nd edition. American Library Association, Chicago and London 1996.
3. Jones, Virginia A., Handbook of Microfilm Technology and Procedures, 4th edition. QP Publishing, Crestview 1995.
4. Justrell, R., Michael Roper and Herbert White, Guidelines for the Preservation of Microforms. International Council on Archives, Paris 1996.
5. National Library of Australia. Guidelines for Preservation Microfilming in Australia and New Zealand. Canberra 1998.
6. Ricks, R., Ann Swafford and Kay Gow, Information and Image Management – A Records Systems Approach, 3rd edition. South-Western Publishing Co., Ohio 1992.
7. Saffady, William. Micrographics Systems, 3rd edition. Association for Information and Image Management, Maryland 1990.
8. Vilhauer, Jerry. Introduction to Micrographics. Association for Information and Image Management, Maryland 1991.