

## Microformat Policy

### Microforms

All microforms purchased should meet ANSI standards for the production, processing, and storage of film as an archival medium.

Before orders are placed or gifts accepted for microformat material, the following points are considered:

- (1) format and size;
- (2) reduction ratio/reader availability;
- (3) film type;
- (4) polarity;
- (5) print reproduction capability; and
- (6) access tools, i.e. printed indexes, magnetic records.

The chart below specifies present capabilities and preferences for the U of M Libraries.

	Microfilm	Microfiche	Ultrafiche***
Size	16 mm# 35 mm*	4 x 6"	3 1/8 x 4 7/8"
Reduction ratio Average size Oversize	12 - 14X on 35mm 16 - 20X on 35mm	20 - 48X 20 - 48X	55X 90X
Film type Silver halide Vesicular Diazo	Yes* Yes Yes#	Yes* Yes Yes#	Yes* Yes No
Polarity ** Negative Positive	Yes* Yes	Yes* Yes	No Yes*
Printers available	No	No	No
Scanners available	Yes	Yes	Yes

\* = preferred      \*\* = continue titles in previously established polarity

\*\*\* = check before purchase      # = currently not purchased

Please send questions/comments/suggestions to  
Steve Knowlton, Interim Head of Collection Management