



Imaging Centre
Microfilming Standards
The University of Melbourne

FILMING PROCEDURES

AS/NZS 4589: 1999 Micrographics – Microfilming of documents on 16mm and 35mm silver-gelatin type microfilm – Operating procedures.

This standard gives an overview of the requirements of good microfilming practice and refers to other essential quality standards.

DENSITY

Camera Master films complies with *ISO/DIS 6200 Micrographics – First generation silver-gelatin microforms of source documents – density specifications and method of measurement.*

Duplicate (back-up silver and various reference copies) must comply with *ISO/DIS 8126 Micrographics – Duplicating films, silver, diazo and vesicular – Visual Density – specifications and measurement.*

RESOLUTION

Check that minimum resolution requirements are achieved or exceeded using;

ISO 3334: 1989 Micrographics – ISO resolution test chart No. 2 – Description and use as a guide to reading charts, and;

AS/NZS 4589: 1999 Micrographics – Microfilming of documents on 16mm and 35mm silver-gelatin type microfilm – Operating procedures annex E as a guide to minimum acceptable resolution in 1st & 2nd generation silver films and reference copies.

PROCESSING

Silver films (including duplicates) are tested for residual chemistry using the methylene blue test detailed in *ISO 18917: 1999 Photography – Determination of residual thiosulphate and other related chemicals in processed photographic materials – Methods using iodine-amylose, methylene blue and silver sulfide* to ensure chemical stability and contribute to film longevity.

STORAGE PRACTICES

To ensure longevity of microfilms in storage, the procedures and conditions detailed in *ISO 18911 Imaging materials – Processed safety photographic films – Storage practices* are followed.

MICROFILM INSPECTION

In order to know if the combination of microfilm production and storage is having the desired effect of providing longevity and security for the records we have filmed, a rigorous program of inspection is carried out as detailed in *ANSI/AIIM MS45-1990 American National Standard for Information and Image Management – recommended Practice for Inspection of Stored Silver-Gelatin Microforms for Evidence of Deterioration.*