



PROJECT REQUIREMENTS

Name _____

Email _____

Organization _____

What type of microforms do you have?

Roll microfilm?

Sheets of microfiche?

Aperture cards?

.....
Please skip to the appropriate section(s)
.....

Roll Microfilm

Do you know if they are 16mm or 35mm?

16mm's are typically about 5/8" wide

35mm's are typically about 1 3/8" wide

Number of 16mm rolls _____ Number of 35mm rolls _____

Do you have any idea the average image count on each roll? _____

Are they blipped? Blips (see duplex illustration below) are small black squares or blocks on the side of the film. They mark each image or where a multi-page document begins and ends.

Are the rolls duplex? (meaning double rows of images on the rolls, see examples on the next page)

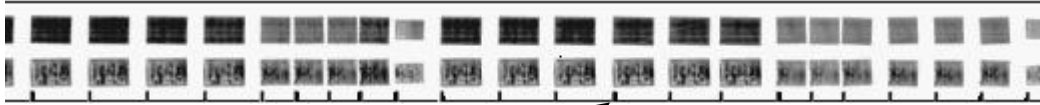
YES

NO



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Duplex



This is a "Blip"

Simplex



What is the length of the rolls if known in feet? _____

What is on the rolls? (Describe the document types)

Sheets of Microfiche


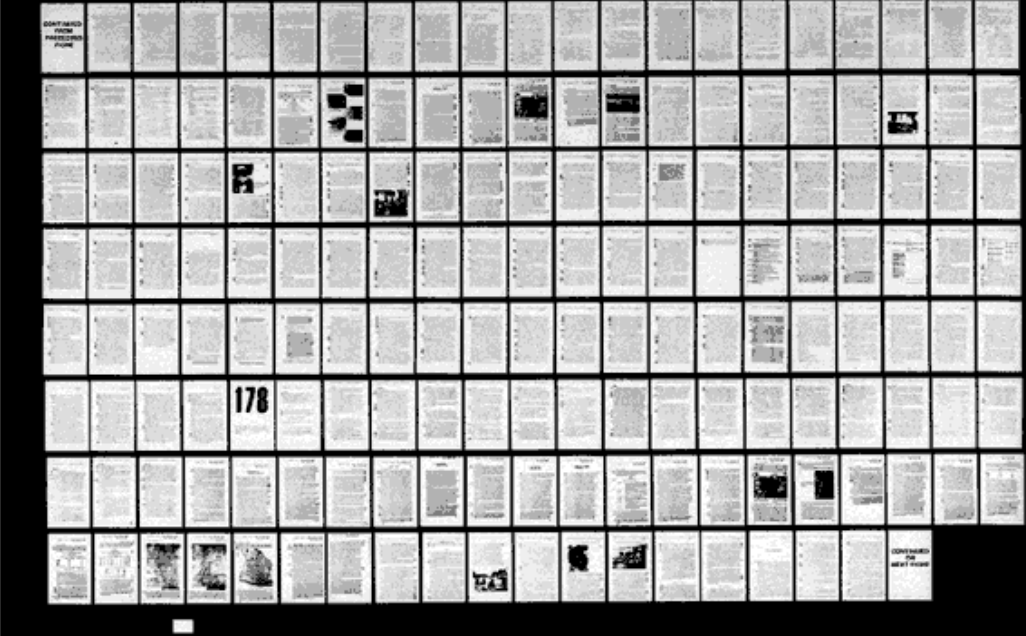
There are 3 different categories of fiche. (Please see examples beginning on the next page)

1. Non computer generated - referred to as "Source" or "Step and Repeat".
2. Computer generated - also referred to as "Com fiche".
3. Jacketed fiche



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Here is an example of Non Com's

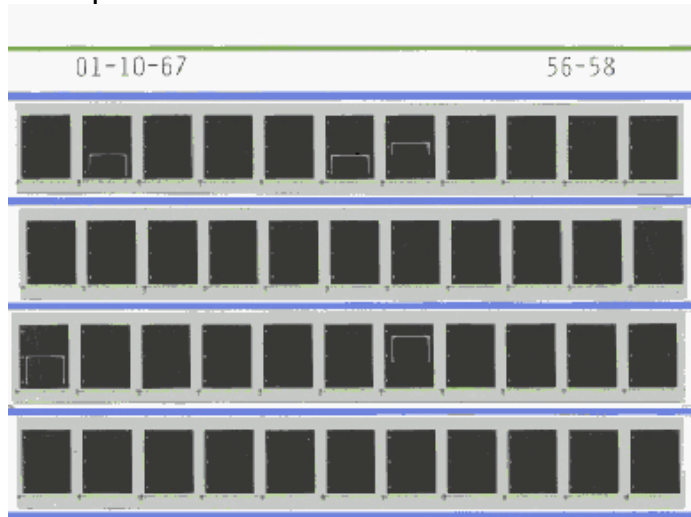
OCM CODE NUMBER (Subject Category)	CARD SERIAL NUMBER	OWC CODE (Geographic Location)	NAME OF CULTURAL UNIT
Category 177-178		SF5 Aymara Card 023	
			

Here is an example of a jacketed fiche.



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Strips of film in rows of sleeves on the card.



Here is an example of computer generated microfiche or Com Fiche.

It's more like a print out on the film instead of copy of a document.



What type of microfiche do you have? _____

What is the physical size of the cards? (Most are about 4" x 6") _____



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How many do you have? _____

How many images per card? _____

What are the images? _____

What is the condition of the cards? _____

Are they badly scratched from repeated use? _____

Do the images read horizontally or vertically?

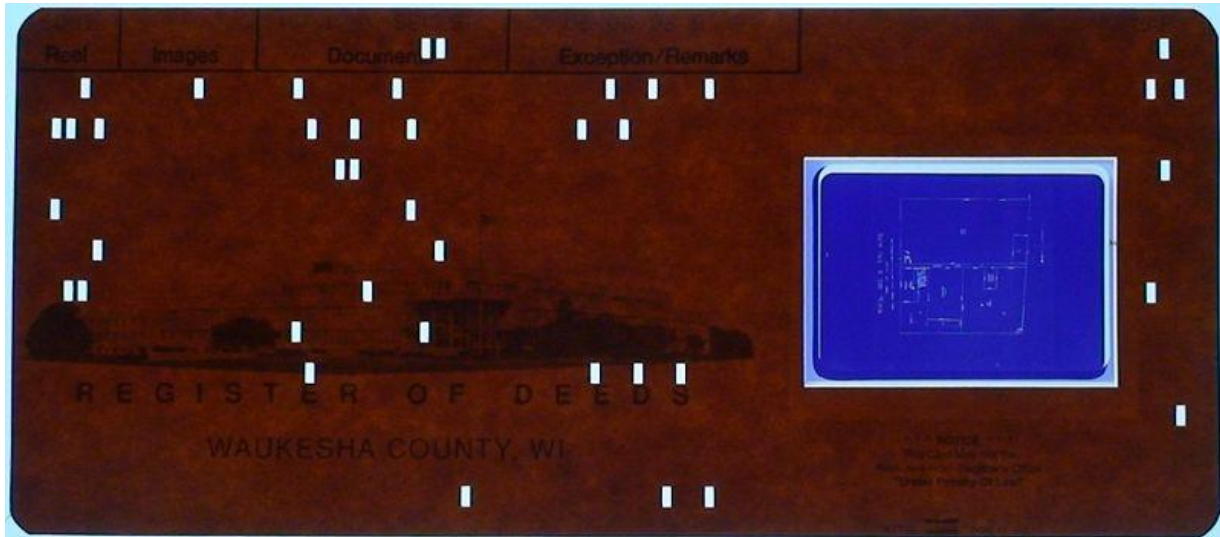
HORIZONTAL

VERTICAL

Aperture Cards

Hollerith

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Some confuse aperture cards for fiche. Usually these are about **7 3/8"** by **3 1/4"** in size. Some have just one image, usually an engineering drawing. But can have more than one.

Are your cards Hollerith aperture cards, please describe? (Cards with punch holes in them)?

How many images are there on each aperture card? _____

What is the drawing size (A, B, C, D, E, F, G, H, J, K)? _____

How many aperture cards do you have? _____

Indexing/Naming

Are you currently using a Computer Aided Retrieval Systems (CARS) of some kind to retrieve your images?

YES

NO



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***CAR System** - Computer Assisted Retrieval relies on a computer index and cross-index that is pre-assigned to the microfilm to locate a record on a roll. The operator then uses a Reader-Printer, which may allow for automated printing of filmed images.

How do you currently locate or search for your images at this time?

Please describe your indexing or naming requirements for this project?

Free sampling is available. Will you be able to send us a few of each type of microform for us to sample and provide you with digital image to see?

YES

NO



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Do you want your images back in PDF or TIFF or another file format (please describe)?
