

## FREQUENTLY ASKED QUESTIONS

1. *What is a micrographic system?*

*An information system that utilizes the special advantages of microimaging in the areas of space saving, reproducibility, durability, file integrity and automated retrieval.*

2. *What are the current standards of microforms used at SIU?*

- ◆ *Roll film - roll film is identical in form to raw film stock, with the exception that the film contains processed microimages ready for viewing and reproduction.*
- ◆ *Microfiche - a sheet of film containing multiple images in a grid pattern.*
- ◆ *Jackets - a transparent plastic carrier for strips of film cut from rolls.*
- ◆ *Aperture cards - a paper card with a rectangular aperture cut into it in which frames or film can be mounted.*

3. *Who can use the SIUC Micrographics Center?*

*Any university department.*

4. *What are the charges to the departments?*

*Micrographics' services are free for all university customers.*

5. *What are the steps in the production of microform?*

- ◆ *Filming*
- ◆ *Processing*
- ◆ *Proofing (roll and jacket)*
- ◆ *Duplicating*

6. *Why should I have my information microfilmed?*

- ◆ *Conversion from paper to microfilm improves space utilization for active as well as inactive materials.*
- ◆ *Saves time in researching information and improves file integrity (less chance of misfiling information).*
- ◆ *Security - access to departmental information by authorized personnel can be completed in minutes via telephone or by hard copy.*
- ◆ *Insurance against disaster.*

7. *How long does it take to have information converted from paper to microfilm?*

*Depending upon the job content, this varies from six to eight weeks.*

8. *How long does microfilm last?*

*Microfilm will last 500 years if stored under the proper conditions. Diazo will last 100 years if properly stored.*

9. *What is imaging and how will it work for me?*

*Imaging is the storage and retrieval of information in digital, computer-processible form. This will provide better and faster access to records for the customer.*

10. *What are the steps involved in imaging?*

*This process uses some of the same steps as microfilming.*

- ◆ *consultation between department and Micrographics*
- ◆ *records data prepped by departments*
- ◆ *target sheets (provided by Micrographics) filled out by the departments and inserted at the beginning of each file*
- ◆ *department calls for pick up*
- ◆ *records scanned and verified*
- ◆ *CD and microfilm created (each holds approximately 15,000 images at 200 dpi)*

11. *Why do I need a roll of microfilm if I have a CD? created?*

*To ensure that departments remain in compliance with the State Records Act, a roll of microfiche is needed.*

12. *How long will my information last on CD?*

*Your information should last as long as your computer can read the program on CD.*

13. *Is my information secure on CD?*

*Your information on CD is secured in a vault at Micrographics along with the microfilm that was made as a back-up to the CD.*