

---

## LIBRARY OF CONGRESS COLLECTIONS POLICY STATEMENTS SUPPLEMENTARY GUIDELINES

---

[← Collections Policy Statement Index](#)

### Microforms - Quality

#### Contents

- I. Scope
- II. Exceptions
- III. Approval

#### I. Scope

The Library acquires microforms for its permanent collection which are produced according to recognized standards and practices and the Copyright Best Edition statement which provides guidance for selecting materials to be microformed. (See 1-5 below). Only safety-based films are acceptable for the Library's collections; no exceptions to this provision are permitted.

- 1. Related Materials
  - 1. With indexes, study guides, or other printed matter rather than without.
- 2. Permanence and Appearance
  - 1. Silver halide rather than any other emulsion
  - 2. Positive rather than negative
  - 3. Color rather than black and white
  - 4. Polyester film base rather than any other film base\*
- 3. Format (newspapers and newspaper-formatted serials)
  - 1. Reel microfilm rather than any other microform
- 4. Format (all other materials)
  - 1. Microfiche rather than reel microfilm
  - 2. Reel microfilm rather than microfilm cassettes
  - 3. Microfilm cassettes rather than micro-opaque prints
- 5. Size
  - 1. 35mm rather than 16mm

#### II. Exceptions

The Library acquires nonstandard microforms which are:

- 1. For temporary use (e.g., cumulative indexes to be superseded by new cumulations), or
- 2. Additional copies as needed, when the Library also has a copy on standard film (i.e. service copy is fiche but master negative is film)
- 3. If no other copies in acceptable formats are available

### **III. Approval**

1. Purchase orders and exchange arrangements for the acquisitions of microforms shall be completed only after it is established that the microforms will conform to the quality standards set forth in Section I.

2. When microforms are deposited under the copyright law, the Copyright Office will endeavor to acquire the best edition of the microforms as the deposit copy. The Copyright Office will make exceptions and allow deposit of a microform edition other than the best edition only after consultation with and approval of the division chief with custodial responsibility for the microforms. (See Section 3 below).

3. Acceptance of any microforms not meeting the standard is contingent upon the written approval of the Division Chief with custodial responsibility for the microforms.

4. Suggested topics to be address in the justification required for any microform purchase costing more than \$1,000 is listed in CPC Guideline #1-Recommendng Microform Collections.

\*not part of the Copyright Best Edition statement

Revised by the Humanities and Social Sciences Division, November 2008.