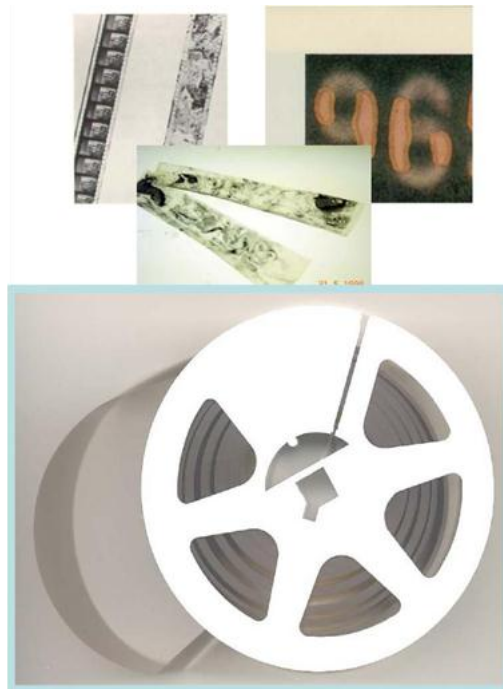


Below are guidelines for inspecting archived microfilm. Included is a list of typical signs of film deterioration along with a picture of the deterioration and suggested resolution to each problem.

- *Film degradation will usually occur from the **outside** to the **inside** of the roll.*
- ***Loosely wrapped** film on a reel will perpetuate degradation faster due to the air pockets within the convolutions.*



Inspection

- Many films have been damaged by *careless handling* that resulted in scratches, tears and surface pollution.
- Handlers must use *gloves*, equipment must be clean and no smoking around film.

