

Advantages

- Microforms conserve storage or shelf space by requiring 90-95 percent less space than the print equivalents.
- Purchase of microforms can reduce binding costs of serials, costs of document storage, mailing or shipping costs in acquisitions and interlibrary loan, replacement costs for missing or damaged items, and acquisition costs, as the microform copy is usually less expensive than its print equivalent.
- Collection development needs are furthered through the purchase of microforms because a wide range of materials are available in microforms; rare and out-of-print materials can be made more widely available; microforms can retain the clarity and readability of the original; and an extensive permanent collection can be made available when archival quality film is purchased, properly cared for, and stored. "Rigorously precise studies indicate that the 500+ year life expectancy of microfilm, when properly prepared, stored and managed, far surpasses any other medium in terms of longevity and ability to accurately reformat information."¹⁷
- Using microforms can improve both services to users and administrative functions. For users, microforms are easily converted back to print with reader-printer access; they can be quickly and easily updated or replaced; and they are less likely to be mutilated or removed from the collection. The ease and rapidity of replacement is also helpful in fulfilling administrative functions such as microform catalog updating. With the proper equipment, microforms can also be duplicated from one microformat to another, or be incorporated into computerized retrieval systems and word processing systems.
- Chances of misfiled or lost documents decrease dramatically.¹⁸
- Copies of documents generated from microform are accepted in court.¹⁹
- The type of film stock- silver halide, diazo. or vesicular- should be selected according to the intended uses of the microform. Silver halide film has been determined by the American National Standards Institute to have an indefinite shelf life if properly cared for and stored.