

Contents

Foreword xiii

Preface xv

1 What Is a Micrographic System? 1

Elements of a Basic System 2 / The Microform 4 /
Filming 12 / Processing 13 / Duplicating 18 / Display and
Reproduction Equipment 24

2 System Objectives 25

Some Representative Systems 26 / Advanced Systems 31

3 Classification of Systems 35

Archival Versus Active 35 / Manual Versus Automated 36 /
Reference Versus Reproduction 37 / Unitized Versus
Collective 37 / Centralized Versus Decentralized 38

4 Search Aids and Automated Retrieval 41

Retrieval Aids 41 / Electronic Logic 44 / Semiautomated
Systems 46 / Fully Automated Systems 47 / Computer-
Aided Retrieval 53



5 Ancillary Technologies 57

COM 57 / CIM 61 / EAM Handling 62 / Computer-aided Retrieval 64 / "Intelligent" Cameras, Duplicators 64 / Electronic Graphic Transfer 66

6 Micrographic Standards 73

Standards Organizations 74 / Universal Standards 79

7 Matching the System to the Need 81

Nature of the Input 82 / Desired Output 83 / System Capacity and Frequency of Use 93 / Maintenance Activity 94 / Miscellaneous Considerations 95

8 Economics 101

Elements of an Economic Analysis 103 / Filming and Processing 106 / Filing and Retrieval Facilities 115 / Duplicating and Distribution 122 / Display and Reproduction Equipment 126 / Miscellaneous Items 131

9 Component Selection and System Design 133

Selecting the Microform 133 / Microform Production Considerations 141 / File Design Considerations 153 / User Hardware 159 / General Design Considerations 164 / Preparing a Flow Chart 169 / Implementation Scheduling 174 / Operational Considerations 177

10 Selling the System 179

Who Is the "Buyer" 179 / Likely Questions 180 / Essential Points 181 / Proposal Format 183

11 Recent Advances, Emerging Technologies 187

Recent Advances in Micrographics 187 / Coming Events in Micrographics 190 / Recent Advances in Other Media 196 / Coming Events, Interfacing and Competing Technologies 202

Suggested Additional Readings 211**Glossary of Terms: Micrographics and Related Technologies 225**

English/Metric Conversion Tables 249

Index 253