THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Preservation Unit
New York State Library
Cultural Education Center, Albany, New York 12230
(518) 474-5872 / www.nysl.nysed.gov

Newspaper Microfilm Deed Agreement

The New York State Library acknowledges receipt of master microfilm from:

Repository / Individual name
Contact person / Title
Address
Telephone
E-Mail
Microfilm to be deeded

The microfilm listed above is hereby deeded to the New York State Library. The State Library reserves the right to produce copies for its collection and for interlibrary loan, and for sale to interested parties on a cost recovery basis.

Signed (Donor)	*Date*
Signed (NYSL)	*Date*

TERMINOLOGY

Generations of Microfilm
Camera (or Archival or Original) Master denotes the original microfilm taken directly from the microfilm camera. This is the generation that is considered for permanent archival storage.

Master negatives will be housed in secure, archival storage at the New York State Archives and Records Administration (NYSARA) Record Center in Albany, New York.

Print (or Duplicate Negative) Master denotes the second generation of microfilm, which is a copy taken directly from the Camera Master. It is treated as a master regarding storage. It is used to make other copies of the microfilm.

Service (or Positive) Copy is a third generation microfilm, normally produced from the Print Master. It is the only copy that should be used in a microfilm reader to access content.

Polarity of Microfilm
Negative denotes any generation where the lettering appears light text with a black (or dark) background. Normally, all masters are negative. Some service copy may be produced in negative to allow the user to view finer details.

Positive normally denotes service copy only. It appears as black (or dark) text with light background.

Types of Microfilm
Silver is a chemical process to create microfilm/microfiche. It can be detected by observing one shiny side (base) and one dull finish (emulsion) side. The images are applied to the emulsion side. This side of the film is susceptible to scratches and wear. This process is always used for camera and print masters, and often used to make service copies.

Diazo is an ammonia-based process in creating microfilm/microfiche copies only. It can be detected by observing both sides as shiny, with no emulsion side.