



MICROFILM CONVERSION

Vendor Evaluation Checklist

Evaluate the process behind the sample images before selecting a conversion partner.

Organization: _____ Evaluator: _____

Vendor: _____ Date: _____

Project/collection: _____ Estimated volume: _____

RATING KEY M = Meets requirements | P = Partially meets | D = Does not meet | N/A = Not applicable

1 Collection Assessment & Preparation | Quality starts before scanning

Evaluation criterion	M	P	D	N/A
The vendor evaluates film type, format, condition, organization, labeling, and collection volume before production.	☐	☐	☐	☐
Film is inspected for dirt, damage, brittleness, warping, Vinegar Syndrome, Redox, and other deterioration concerns.	☐	☐	☐	☐
The vendor documents how damaged, fragile, spliced, or unusual film will be cleaned, repaired, or otherwise handled.	☐	☐	☐	☐
Inventory controls reconcile reels, fiche, jackets, or aperture cards received, processed, and returned.	☐	☐	☐	☐

2 Image Quality Specifications | Usability matters more than a single number

Evaluation criterion	M	P	D	N/A
Resolution is selected for the source material and intended use, not applied as one setting to every collection.	☐	☐	☐	☐
Density, brightness, contrast, focus, orientation, cropping, and skew are monitored for readable, consistent images.	☐	☐	☐	☐
The vendor can explain how specifications differ for text records, newspapers, maps, drawings, or other content types.	☐	☐	☐	☐
Requested file formats, compression, naming conventions, indexing fields, and delivery requirements are documented.	☐	☐	☐	☐

3 Quality Assurance (QA) | The system designed to prevent defects

Evaluation criterion	M	P	D	N/A
Documented production standards define preparation, scanning, inspection, indexing, correction, and approval steps.	☐	☐	☐	☐
Operators are trained on the equipment, materials, project specifications, escalation rules, and handling procedures.	☐	☐	☐	☐
The vendor identifies the number and timing of QA checkpoints and the personnel responsible for each review.	☐	☐	☐	☐
Equipment calibration, maintenance, test targets, and production settings are documented and monitored.	☐	☐	☐	☐

QA prevents problems. QC finds and corrects them.

A strong conversion program needs both disciplines, supported by documented evidence rather than general assurances.

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Quality Control (QC) & Completeness | Defects must be found, corrected, and verified

Evaluation criterion	M	P	D	N/A
Images are reviewed for focus, readability, density, contrast, orientation, cropping, skew, and other visible defects.	☐	☐	☐	☐
The vendor explains whether inspection is automated, operator-based, sampled, or 100 percent visual verification.	☐	☐	☐	☐
Reel counts, frame counts, sequence, blank frames, duplicates, and missing images are reconciled and exceptions documented.	☐	☐	☐	☐
Defects trigger a documented correction process that includes rescanning, reinspection, approval, and replacement of files.	☐	☐	☐	☐
Index values, file names, folder structure, and links between metadata and images are verified before delivery.	☐	☐	☐	☐

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Handling, Environment & Security | Protect the originals and the digital files

Evaluation criterion	M	P	D	N/A
Temperature, humidity, dust, lighting, and workspace cleanliness are managed appropriately during storage and production.	☐	☐	☐	☐
Film handling minimizes fingerprints, scratches, tears, broken splices, cross-contamination, and unnecessary exposure.	☐	☐	☐	☐
Chain-of-custody procedures track the collection through pickup, transport, storage, production, and return.	☐	☐	☐	☐
Physical access, employee authorization, digital access, file transfer, temporary storage, and file retention are controlled.	☐	☐	☐	☐

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Documentation, Delivery & Accountability | Make the finished records defensible and usable

Evaluation criterion	M	P	D	N/A
The proposal or project plan clearly identifies specifications, inspections, acceptance criteria, exceptions, and responsibilities.	☐	☐	☐	☐
The vendor can provide production records showing what was processed, inspected, corrected, approved, and delivered.	☐	☐	☐	☐
A representative pilot or sample is reviewed and approved before full production begins.	☐	☐	☐	☐
Final delivery is validated for file integrity, organization, searchability, metadata accuracy, completeness, and usability.	☐	☐	☐	☐

Questions to resolve before selection

OVERALL ASSESSMENT

☐ Strong fit ☐ Fit with clarification
☐ Further review ☐ Do not advance

NEXT STEP

☐ Request documentation ☐ Review pilot
☐ Clarify exceptions ☐ Select vendor

FINAL DECISION / NOTES