SLOVENSKI STANDARD
SIST ISO 5123:1996

01-april-1996

Dokumentacija - Podatki v zaglavju monografskih in periodičnih publikacij na mikrofiših

Documentation -- Headers for microfiche of monographs and serials

Documentation -- En-têtes des microfiches des monographies et des publications en série

Ta slovenski standard je istoveten z: **ISO 5123:1984**

<u>**ICS:**</u>

01.140.20   Informacijske vede   Information sciences

SIST ISO 5123:1996   **en**

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International Standard ISO 5123

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION•МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ•ORGANISATION INTERNATIONALE DE NORMALISATION

Documentation — Headers for microfiche of monographs and serials

Documentation — En-têtes des microfiches des monographies et des publications en série

First edition — 1984-08-15

UDC 778.14.072 : 025.321.3

Ref. No. ISO 5123-1984 (E)

Descriptors : documentation, microfiches, books, serials, layout, information.

ISO 5123-1984 (E)

Price based on 6 pages

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been authorized has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 5123 was developed by Technical Committee ISO/TC 46, *Documentation*, and was circulated to the member bodies in February 1983.

It has been approved by the member bodies of the following countries :

Australia	France	Romania
Austria	Germany, F.R.	South Africa, Rep. of
Brazil	Hungary	Spain
Canada	India	Sweden
Czechoslovakia	Italy	Switzerland
Denmark	Japan	United Kingdom
Egypt, Arab Rep. of	Netherlands	USA
Finland	Poland	USSR

No member body expressed disapproval of the document.

INTERNATIONAL STANDARD

ISO 5123-1984 (E)

Documentation — Headers for microfiche of monographs and serials

0 Introduction

This International Standard has been drafted jointly with TC 171, *Micrographics.*

1 Scope and field of application

This International Standard lays down rules for the presentation of the information to be provided in the header areas of microfiche produced for distribution by, or to, libraries and information centres. It is applicable to original micropublications as well as to microfiche editions of monographs and serials and their contributions. It is applicable equally to complete works as well as to parts of works and to catalogues whether the microfiche are produced by computer output microfilming (COM) or other methods, for example step-and-repeat camera.

For each of the above categories of publication, this International Standard describes the information necessary for simple identification and retrieval. For more complete bibliographic information for other purposes, see 5.3 and clause 6.

This International Standard does not deal with the technical characteristics of microfiche. For these, reference should be made to ISO 2707, ISO 2708 and ISO 5126.

2 References

ISO 4, *Documentation — Rules for the abbreviation of title words and titles of publications.*[1]

ISO/R 9, *International system for the transliteration of Slavic Cyrillic characters.*[2]

ISO/R 30, *Bibliographical strip.*[2]

ISO 233, *Documentation — Transliteration of Arabic characters into Latin characters.*[3]

ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters.*[4]

ISO 690, *Documentation — Bibliographical references — Essential and supplementary elements.*[2]

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters.*[2]

ISO 2108, *Documentation — International standard book numbering (ISBN).*

ISO 2707, *Micrographics — Transparent A6 size microfiche of uniform division — Image arrangements No. 1 and No. 2.*

ISO 2708, *Micrographics — Transparent A6 size microfiche of variable division — Image arrangements A and B.*

ISO 3297, *Documentation — International standard serial numbering (ISSN).*[5]

ISO 5126, *Micrographics — Computer output microfiche (COM) — Microfiche A6.*

ISO 7098, *Documentation — Romanization of Chinese.*

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1) At present at the stage of draft. (Revision of ISO 4-1972.)

2) Under revision.

3) At present at the stage of draft. (Revision of ISO/R 233-1961.)

4) At present at the stage of draft. (Revision of ISO/R 259-1962.)

5) At present at the stage of draft. (Revision of ISO 3297-1975.)

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3 Definitions

For the purposes of this International Standard, the following definitions apply :

3.1 bibliographic element : A word or phrase or group of characters representing a distinct item of bibliographic information.

3.2 contribution : A component part of a document with its own author and/or title.

3.3 document : Any published item, monograph or serial. Specific classes include conference proceedings, reports, theses and memoirs.

3.4 key title : The unique name assigned to a serial by the International Serials Data System (ISDS) and inseparably linked with its ISSN.

NOTE — Information about key titles may be found in the *ISDS Manual.*

3.5 microfiche header : Inscription, readable without magnification, placed at the top of the microfiche to identify its contents. (See ISO 2707 and ISO 2708.)

3.6 monograph : A non-serial publication, i.e. a publication either complete in one part or complete, or intended to be completed, in a finite number of separate publications.

3.7 serial : A publication in print or non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely.

Serials include periodicals, newspapers, annuals (yearbooks, directories, etc.), series of reports and transactions of institutions, series of conference proceedings, and series of monographs. This definition does not include works produced in successive parts for a period predetermined as finite, and allows the inclusion of unnumbered series.

3.8 subordinate responsibility : Persons or bodies performing a secondary function, for example editors, translators, illustrators, sponsoring bodies, etc.

4 General requirements

4.1 The polarity of the information in the header area may be positive (that is, dark letters on a clear backgound) or negative (that is, clear letters on a dark background).

4.2 All header information shall be readable without magnification.

4.3 Numbers shall be given in arabic form, with the exception of roman numerals appearing as part of a title.

4.4 Capitalization and punctuation are not prescribed. Examples of capitalization and punctuation in this International Standard are illustrative and not prescriptive.

5 Header area : layout and content

5.1 Subdivision of header area

The microfiche header consists of three distinct areas (see figure 1). The widths of these areas are not fixed and may be varied to meet differing requirements. (See also 5.2.) The areas are as follows :

a) **left area** : Identification (i.e. alphanumeric filing) area (see 5.2);

b) **central area** : Bibliographic area (see 5.3);
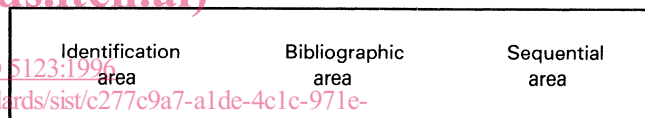
c) **right area** : Sequential area (see 5.4).

Identification area	Bibliographic area	Sequential area

Figure 1 — Subdivision of header area

5.2 Identification area

This area is reserved for identification (filing) letters and/or numbers and for information concerning limitations or restrictions on the use of the microfiche. The area shall be at least 30 mm wide. The top half of the area shall be left blank for end user convenience, for example to insert internal filing numbers. The lower half of the area may be filled with identification numbers and/or restrictions on use when the microfiche is made (see 5.2.1 and 5.2.2).

5.2.1 Identification numbers

Identification numbers, for example report numbers, ISBN, ISSN, document numbers, microfiche numbers assigned by the producing agency, etc., uniquely identifying a document and differentiating it from other documents of a set, may be entered in the lower half of this area to facilitate filing the microfiche with the other members of the set. (See the examples in figure 2.)

2

OSTI 5206	COST EFFECTIVENESS AND COST/BENEFIT ANALYSIS IN INFORMATION SCIENCE/Flowerdew, A.J.; Whitehead, C.M.E. 1974	
ED 055 592	Collecting and reporting real costs of information systems/ by Douglas S. Price	1/3
NASA SP-7037	AERONAUTICAL ENGINEERING : a special bibliography with indexes Supplement no. 90, Dec. 1977	1/2 p. 499-547

Figure 2 — Examples of identification areas in microfiche headers

5.2.2 Limitations and restrictions on use or reproduction

The bottom line of the identification area shall be used to indicate any limitations or restrictions on use or reproduction. If additional space is required, the information may be abbreviated, or it may continue into or be placed in the bibliographic area.

Examples :

Government use only

Restricted

Duplication prohibited

5.3 Bibliographic area

This area shall be used for bibliographic information which briefly, but uniquely, describes the document reproduced on the microfiche. More complete bibliographic information for other uses, such as acquisitions, classification and cataloguing, shall appear in the first frame(s) of the microfiche, which should contain the title page and preliminary pages.

Words in foreign scripts may be converted by transliteration or transcription in accordance with the relevant International Standards. If the converted form is given in addition to the original form, it shall appear in square brackets immediately after the original form.

5.3.1 Bibliographic elements

The elements used vary according to whether the reference is to a monograph, a serial, or a contribution. For each category, the elements used and their sequence shall be in accordance with tables 1 and 2. Bibliographic elements may be abbreviated if necessary, with the exception of the essential part of the author information.

Table 1 — Monographs and serials[1] [2]

Monographs	Serials
Author(s)[3]	—
Title	**Title**
Other titles	Other titles
Subordinate responsibility	Subordinate responsibility
Edition	**Edition[4]**
Place of publication	—
Publisher	—
Year of publication	—
Volumes, pages, etc.	—
Series statement(s)	—
—	—
—	**Date(s)**, volume(s)
Notes	Notes
ISBN	ISSN

1) For references to contributions, see table 2.

2) Essential elements for the header are printed in bold characters.

3) Alternatively, author information may appear after the title preceding subordinate responsibility.

4) Indication of the edition is essential for serials if the key title has not been used as the title and if there are variant editions, for example a Canadian edition.

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Table 2 — Contributions in monographs and serials[1) 2)]

	Monographs	Serials
Contribution	**Author(s)**[3)] **Title of contribution** Subordinate responsibility	**Author(s)**[3)] **Title** Subordinate responsibility
Host document	**Author(s)**[3)] **Title** Other titles Subordinate responsibility **Edition** Place of publication Publisher **Year of publication** ISBN	— **Title** Other titles Subordinate responsibility **Edition**[4)] — — — ISSN
Location within host document	**Volume containing contribution** **Pagination of contribution**	**Date of volume/issue** **Number of volume/issue** **Pagination of contribution**
Contribution and/ or host document	Notes	Notes

1) For references to monographs and to serials as a whole, see table 1.

2) Essential elements for the header are printed in bold characters.

3) Alternatively, author information may appear after the title preceding subordinate responsibility.

4) Indication of the edition is essential for serials if the key title has not been used as the title and if there are variant editions, for example a Canadian edition.

5.3.2 Examples of bibliographic areas

See figure 3.

NOTE — The examples are illustrative and not prescriptive.

CEA-R-4693	Contribution à l'interprétation des phénomènes explosifs dans les réacteurs de recherche à eau ordinaire. LeBerre, Françoise, 1975	3/→
HD38	Electrical and electronics abstracts 1973, September, v. 70, no. 909 Abstracts Z8665-29606	1/4
CONF-751216 UNCLAS	Energy conservation : a national forum, Fort Lauderdale, Florida 1975	1/8
72-CNA-100	Canadian Nuclear Association. Proceedings of the 1972 annual conference, Ottawa, June 1972	1 of 2
ISSN 0021-8561	Journal of Agricultural and Food Chemistry, March-April 1975, v. 23, no. 2, p. 132-215	1/3

Figure 3 — Examples of bibliographic areas in microfiche headers

4

5.4 Sequential area

5.4.1 General

When a microfiche is part of a set with each piece having the same information in the bibliographic area, the sequential area shall be used to indicate which part of the document described in the bibliographic area is contained in the microfiche and/or the sequence of the microfiche in the set.

This sequence shall indicate both the position of the microfiche within the set and the total number of microfiche in the set, either as a fraction where the position within the set is given as the numerator and the total number of microfiche in the set is given as the denominator or by means of a phrase such as 1 of 5.

Examples :

1/5, 2/5,... 5/5, or

1 of 5, 2 of 5,... 5 of 5

If the total number of microfiche in the set cannot be determined at the time of filming, the denominator shall be replaced by a dash (—) or an arrow (→). When the final frame of the microfiche or of the set of microfiche is filmed, the denominator on the last microfiche should indicate the number of microfiche in the set.

Examples :

1/—, 2/—... 7/—, 8/—; 9/12,... 12/12, or

1/→, 2/→,... 7/→, 8/→; 9/→,... 12/12

Volume number(s), if applicable, and the page numbers or other identification of the portion of the original on the microfiche should be indicated below the sequential identification (but see also 5.4.2).

Examples :

3/12
P. 181-240

1/4
A-K

In cases where there is only one microfiche, it may be desirable to indicate this fact by the identification 1/1.

5.4.2 Serials

The filing sequence shall be indicated by the volume and/or issue numbers and/or the date of publication. This information may be given in the sequential area or the bibliographic area. Inclusive page numbers should be given for clarity if necessary, for example if the microfiche contains part of a continuously paginated volume or issue. (See the examples in figure 4.)

6 Use of the first frame(s) of the microfiche

The first frames should contain the title page(s) and other preliminary page(s) and, for contributions, the title page(s) and other preliminary page(s) of the host document.

For all types of publication, an identification of the agency from which the microfiche are available, including its full address, shall be given in the first frames, together with notice of copyright, if applicable.

Journal of agricultural and food chemistry	1/3 v. 23, no. 2 p. 132-215
Journal of agricultural and food chemistry, vol. 23, no. 2	1/3 p. 132-215

Figure 4 — Examples of microfiche headers for serials