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## Micrographics — A6 size aperture cards

*Micrographie — Cartes à fenêtre de format A6*

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Case postale 56 • CH-1211 Geneva 20  
Tel. + 41 22 749 01 11  
Fax + 41 22 749 09 47  
E-mail [copyright@iso.ch](mailto:copyright@iso.ch)  
Web [www.iso.ch](http://www.iso.ch)

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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established 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. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 10549 was prepared by Technical Committee ISO/TC 171, *Document imaging applications*, Subcommittee SC 2, *Application issues*.

Annex A of this International Standard is for information only.

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## Introduction

A6 size aperture cards can be used under the same handling and storage conditions as microfiche or microfilm jackets. Having a single size for these various types of microforms facilitates their interfiling and their use with the same readers or automatic retrieval systems.

Three categories of card are covered by this International Standard:

- the opaque card, made out of paper identical to that of tabulating-size aperture cards;
- the translucent card, made out of paper which enables the information on the card and the microimage to be duplicated simultaneously;
- the transparent film card with "simulated" aperture, produced with a specific type of camera.

The possibility of duplicating tab-type aperture cards onto A6 size aperture cards is taken into consideration in the dimensioning.

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# Micrographics — A6 size aperture cards

## 1 Scope

This International Standard specifies the physical characteristics of A6 size aperture cards, used for the handling, storage and exchange of information on microfilm. It also defines the characteristics of the materials used for making these cards, as well as appropriate test methods.

This International Standard applies to opaque and translucent adhesive or suspension jacket aperture cards, of even and odd generation, containing a chip of 35 mm microfilm recorded in accordance with ISO 3272-1, ISO 3272-2 and ISO 6199.

In addition, certain characteristics of transparent film cards are given for information in annex A.

## 2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 187:1990, *Paper, board and pulps — Standard atmosphere for conditioning and testing and procedure for monitoring the atmosphere and conditioning of samples.*

ISO 534:1988, *Paper and board — Determination of thickness and apparent bulk density or apparent sheet density.*

ISO 1681:1973, *Information processing — Unpunched paper cards — Specification.*

ISO 1974:1990, *Paper — Determination of tearing resistance (Elmendorf method).*

ISO 2144:1987, *Paper and board — Determination of ash.*

ISO 2471:1977, *Paper and board — Determination of opacity (paper backing) — Diffuse reflectance method.*

ISO 2758:1983, *Paper — Determination of bursting strength.*

ISO 3272-1:1983, *Microfilming of technical drawings and other drawing office documents — Part 1: Operating procedures.*

ISO 3272-2:1994, *Microfilming of technical drawings and other drawing office documents — Part 2: Quality criteria and control of 35 mm silver gelatin microfilms.*

ISO 5466:1996, *Photography — Processed safety photographic films — Storage practices.*

ISO 5629:1983, *Paper and board — Determination of bending stiffness — Resonance method.*

## ISO 10549:2000(E)

ISO 6196-1:1993, *Micrographics — Vocabulary — Part 1: General terms.*

ISO 6196-2:1993, *Micrographics — Vocabulary — Part 2: Image positions and methods of recording.*

ISO 6196-3:1997, *Micrographics — Vocabulary — Part 3: Film processing.*

ISO 6196-4:1998, *Micrographics — Vocabulary — Part 4: Materials and packaging.*

ISO 6196-5:1987, *Micrographics — Vocabulary — Part 5: Quality of images, legibility, inspection.*

ISO 6196-6:1992, *Micrographics — Vocabulary — Part 6: Equipment.*

ISO 6199:1991, *Micrographics — Microfilming of documents on 16 mm and 35 mm silver-gelatin type microfilm — Operating procedures.*

ISO 6342:1993, *Micrographics — Aperture cards — Method of measuring thickness of buildup area.*

ISO 6343:1981, *Micrographics — Unitized microfilm carrier (aperture card) — Determination of adhesion of protection sheet to aperture adhesive.*

ISO 6588:1981, *Paper, board and pulps — Determination of pH of aqueous extracts.*

ISO 9923:1994, *Micrographics — Transparent A6 microfiche — Image arrangements.*

ISO 10602:1993, *Photography — Processed silver-gelatin type black-and-white film — Specifications for stability.*

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### 3 Terms and definitions

For the purposes of this International Standard, the terms and definitions given in ISO 6196 (all parts) apply.

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### 4 Physical characteristics of the cards

#### 4.1 Grain (machine direction)

The grain of the paper shall be in the direction of the card length.

#### 4.2 Dimensions of the card

The external dimensions of the card shall be  $(105 \pm 0,50)$  mm  $\times$   $(148 \pm 0,25)$  mm.

#### 4.3 Thickness

The thickness of the opaque card shall be  $(0,178 \pm 0,01)$  mm to enable processing in automatic sorting machines. The thickness of the translucent card shall be  $(0,146 \pm 0,01)$  mm.

#### 4.4 Edges of the card

All edges shall be smooth and free from burrs. The top and bottom edges should be coated with a substance to add rigidity and seal the edges.

#### 4.5 Preferred corners

All corners shall be square (see 4.6.3).



## 4.6 Dimensional checking

### 4.6.1 Straightness

All points on the edges of the card shall fall between two straight parallel lines 0,08 mm apart.

### 4.6.2 Parallelism

The distance by which the linearized edges depart from true parallelism to each other shall not exceed 0,08 mm.

For the purpose of this measurement, the linearized edge is defined as the outer of the two closest, straight parallel lines that wholly contain all points of the edge of the card.

### 4.6.3 Squareness

The distance by which the linearized right-hand edge and the linearized left-hand edge depart from parallelism with a line perpendicular to the linearized top edge shall not exceed 0,12 mm in total.

Linearized edges are defined in 4.6.2.

Squareness shall be checked by using a flat plate with right-angle guides.

## 4.7 Defects

Cards shall be free from defects which may cause excessive wear or interfere with the normal operation of exposure and handling equipment.

Among these defects are holes, magnetic particles, electrically conductive particles, dust, fibres protruding from edges or surfaces of the card, abrasive materials, residual chemicals, lumps.

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## 5 Characteristics of adhesive type aperture cards

### 5.1 Location of the adhesive tape

On odd-generation cards, the adhesive tape shall be on the face of the card with the microfilm emulsion towards the back; on even-generation cards, the adhesive tape shall be on the back of the card with the microfilm emulsion towards the front. The dimensions and location of the adhesive tape shall be as indicated in Figures 1 and 2.

### 5.2 Build-up thickness

The difference between the thickness of the card itself and the total thickness of the build-up area (card plus aperture adhesive or card plus aperture adhesive plus microfilm, as applicable) shall not exceed 0,005 mm.

## 6 Characteristics of suspension (jacket) type aperture cards

### 6.1 Location of support sheets

The dimensions and location of the support shall be as indicated in Figures 3 and 4.

### 6.2 Build-up thickness

The difference between the thickness of the card itself and the total thickness of the build-up area shall not exceed 0,025 mm when measured in accordance with ISO 6342.