

INTERNATIONAL STANDARD

ISO 11906

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Micrographics — Microfilming of serials — Operating procedures

*Micrographie — Microfilmage des publications en série — Procédures
opératoires*

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International Organization for Standardization
Case postale 56 • CH-1211 Genève 20 • Switzerland
Internet iso@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.

International Standard ISO 11906 was prepared by Technical Committee ISO/TC 171, *Document Imaging Applications*, Subcommittee SC 2, *Application issues*.

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Micrographics — Microfilming of serials — Operating procedures

1 Scope

This International Standard establishes general principles for microfilming printed serials for preservation and distribution in libraries and other documentation services. It includes requirements for targets to ensure proper bibliographic control and to verify that the film meets International Standards required for archival microfilming.

This International Standard is applicable only to silver-gelatin microfilms that are 16 mm or 35 mm wide, in rolls or strips, and to A6 microfiche, including first-generation (camera negatives), intermediate, or distribution copies.¹⁾

2 Normative references

ISO 11906:1999

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 9:1995, *Information and documentation — Transliteration of Cyrillic characters into Latin characters — Slavic and non-Slavic languages.*

ISO 233:1984, *Documentation — Transliteration of Arabic characters into Latin characters.*

ISO 233-2:1993, *Information and documentation — Transliteration of Arabic characters into Latin characters — Part 2: Arabic language — Simplified transliteration.*

ISO 233-3, *Information and documentation — Transliteration of Arabic characters into Latin characters — Part 3: Persian language — Simplified transliteration.*

ISO 259:1984, *Documentation — Transliteration of Hebrew characters into Latin characters.*

ISO 259-2:1994, *Information and documentation — Transliteration of Hebrew characters into Latin characters — Part 2: Simplified transliteration.*

ISO/DIS 259-3, *Information and documentation — Transliteration of Hebrew characters into Latin characters — Part 3: Phonemic conversion.*

¹⁾ Non-silver-halide microfilms may be used for intermediate or distribution copies.

- ISO 446:1991, *Micrographics — ISO character and ISO test chart No. 1 — Description and use.*
- ISO 543:1990, *Photography — Photographic films — Specifications for safety film.*
- ISO 3297:1986, *Documentation — International standard serial numbering (ISSN).*
- ISO/DIS 3297, *Information and documentation — International standard serial number (ISSN).*
- ISO 3334:1989, *Micrographics — ISO resolution test chart No. 2 — Description and use.*
- ISO 3602:1989, *Documentation — Romanization of Japanese (kana script).*
- ISO 4087:1991, *Micrographics — Microfilming of newspapers for archival purposes on 35 mm microfilm.*
- ISO 5123:1984, *Documentation — Headers for microfiche of monographs and serials.*
- ISO 5127-2:1983, *Documentation and information — Vocabulary — Part 2: Traditional documents.*
- ISO 5466:1996, *Photography — Processed safety photographic films — Storage practices.*
- ISO 6148:1993, *Photography — Film dimensions — Micrographics.*
- 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 6196-7:1992, *Micrographics — Vocabulary — Part 7: Computer micrographics.*
- ISO 6196-8:1998, *Micrographics — Vocabulary — Part 8: Use.*
- ISO 6199:1991, *Micrographics — Microfilming of documents on 16 mm and 35 mm silver-gelatin type microfilm — Operating procedures.*
- ISO 6200:1990, *Micrographics — First generation silver-gelatin microforms of source documents — Density specifications.*
- ISO/DIS 6200, *Micrographics — First generation silver-gelatin microforms of source documents — Density specifications. (Revision of ISO 6200:1990)*
- ISO 8601:1988, *Data elements and interchange formats — Information interchange — Representation of dates and times.*
- ISO 9878:1990, *Micrographics — Graphical symbols for use in microfilming.*
- ISO 9923:1994, *Micrographics — Transparent A6 microfiche — Image arrangements.*
- ISO 10550:1994, *Micrographics — Planetary camera systems — Test target for checking performance.*
- ISO 10602:1995, *Photography — Processed silver-gelatin type black-and-white film — Specifications for stability.*

3 Terms and definitions

For the purposes of this International Standard, the terms and definitions given in ISO 6196 and the following apply.

3.1 serial publication

publication in print or non-print form that is issued in successive parts, that usually has numerical or chronological destinations, and that is intended to be continued indefinitely, regardless of the frequency of publication (term 2.1.1.2-01 in ISO 5127-2)

4 Rawstock microfilm

For rawstock microfilm, safety microfilm stock that complies with ISO 543 shall be used.

5 Film thickness

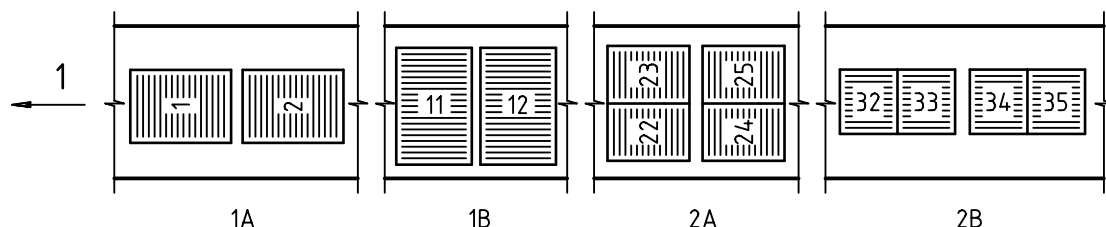
The thickness of the film, including support, sensitive layer, and any protective coating, shall be in accordance with ISO 6148.

6 Image placement and reduction ratios

Image placement and reduction ratios shall be in accordance with ISO 6199 and ISO 9923.

6.1 Image positions

The four typical image positions for 16 mm and 35 mm microfilm are shown in Figure 1.



Key

1 Start of film

NOTE Positions 1A and 1B are single-page exposures. Positions 2A and 2B are double-page exposures. In positions 1A and 2A, the text is perpendicular to the long axis of the film. In positions 1B and 2B, the text is parallel to the long axis of the film.

Figure 1 — Image positions on roll microfilm

Image arrangement on microfiche shall follow ISO 9923. A typical image arrangement is shown in Figure 2.

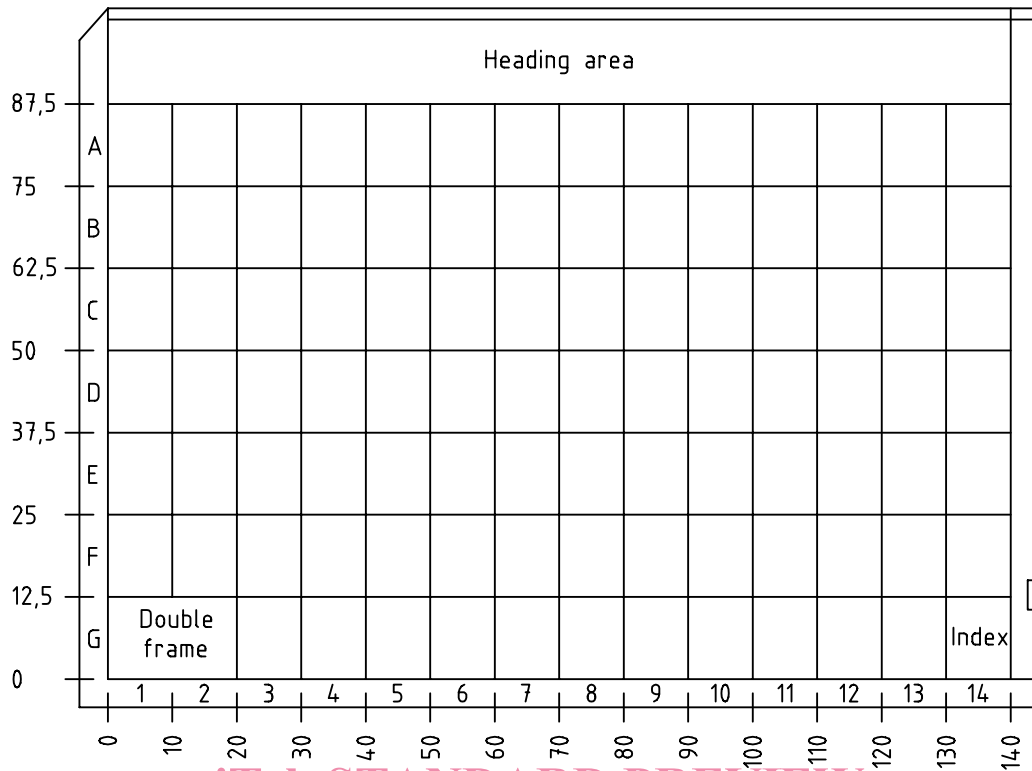


Figure 2 — Image arrangement, 49 or 98 images
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6.2 Progression of text <https://standards.iteh.ai/catalog/standards/sist/beb9784d-f236-4056-8320-4f7a19c0189b/iso-11906-1999>

For serials in languages that read from right to left and for other variations from the usual occidental language arrangement, pages shall be positioned to allow for logical reading progression. See ISO 5123 and ISO 9923.

6.3 Reduction ratios for smaller pages and sectional filming

Pages that are smaller than the normal spread of the serial shall be filmed at a reduction ratio that is the same as, or if necessary to achieve legibility, lower than, the reduction ratio used for other parts of the serial. If inserts or foldouts are too large to be accommodated in position 1A (see Figure 1) without using a reduction ratio that is too high to provide a legible image, the material must be filmed in sections. The sections shall be filmed from left to right and from top to bottom, as shown in Figure 3 (unless in oriental orientation) and shall provide an overlap with adjacent material of at least 25 mm. The reduction ratio used shall provide the desired number of sections with the proper overlap.

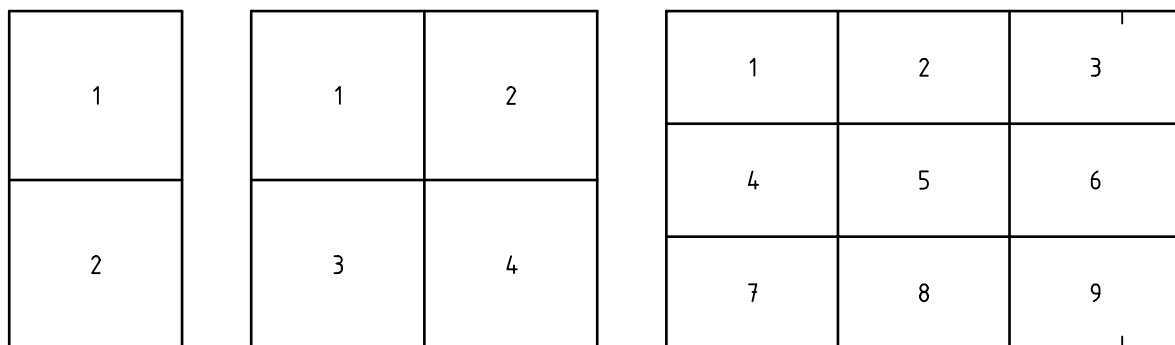


Figure 3 — Sectional sequences

7 Filming procedures

7.1 Show-through

Serials shall be photographed in such a way that show-through from the backs of pages is minimised.

7.2 Filmed area

Serials shall be placed on the document holder and illuminated so that all printing on the page is recorded, even when the serials are in bound volumes.

7.3 Direction of lines of text

Type lines shall be parallel to the long axis of the roll film in positions 1B and 2B or perpendicular to the long axis of the film in positions 1A and 2A (see Figure 1). For microfiche, the lines of text shall usually be parallel to the rows.

7.4 Editorial targets

Editorial targets shall be used to denote material filmed out of sequence for bibliographical or practical reasons. See also ISO 9878.

7.5 Graphic symbols

In accordance with ISO 9878, symbols shall be used to give information concerning the condition of the original document and the production and use of microforms.

7.6 Chronological order of filming

Serials shall be microfilmed in chronological order. The divisions between rolls or microfiche shall be systematic and bibliographically acceptable. See ISO 4087 for details on roll film.

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8 Film targets

8.1 Identification and bibliographic lettering

The microfiche headings and information targets on roll films intended to be read without magnification shall comply with ISO 4087 for roll film and ISO 5123 for microfiche. Such headings and information targets shall also comply with the following requirements:

- lettering shall be clear black on a white background or vice versa;
- the minimum letter height on the film shall be 2 mm for roll film and 1.6 mm for microfiche.

Uppercase letters are preferred.

8.2 Language

The language of the targets shall be the language of the serial to be microfilmed or one of the official ISO languages, i.e., English, French, or Russian.

8.3 Calendar dates

Calendar dates in all-numeric forms shall be written in accordance with ISO 8601.

8.4 Sequence and content of targets

Figure 4 illustrates the sequence and content of targets on roll microfilm.