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ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R 260

TERMS RELATING TO MICROCOPIES
AND THEIR BASES
(standards.iteh.ai)

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BRIEF HISTORY

The ISO Recommendation R 260, *Terms relating to Microcopies and their Bases*, was drawn up by Technical Committee ISO/TC 46, *Documentation*, the Secretariat of which is held by the Nederlands Instituut voor Documentatie en Registratuur (N.I.D.E.R) on behalf of the Stichting Nederlands Normalisatie-instituut (NNI).

Work on this question by the Technical Committee began in 1950 and led, in 1960, to the adoption of a Draft ISO Recommendation.

From June to November 1960, this Draft ISO Recommendation (No. 386) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies:

Australia	Hungary	Republic of South Africa
Austria	India	Romania
Belgium	Israel	Spain
Canada	Italy	Sweden
Chile	Japan	Switzerland
Czechoslovakia	Netherlands	United Kingdom
Denmark	New Zealand	U.S.A.
France	Norway	U.S.S.R.
Germany	Pakistan	Yugoslavia
Greece	Poland	

No Member Body opposed the approval of the Draft.

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in May 1962, to accept it as an ISO RECOMMENDATION.

TERMS RELATING TO MICROCOPIES AND THEIR BASES

INTRODUCTORY NOTE

The terminology of microcopies has been developing for the last few years, but does not yet seem firmly established in any language. This makes it all the harder to find exactly equivalent terms in different languages. But microcopies are used essentially for international circulation and must therefore be describable clearly and accurately by people of different languages or countries.

For this purpose, it seems both necessary and adequate to give each form of microcopy in use

- (a) a clear definition accepted in every country,
- (b) a corresponding term in each language.

This ISO Recommendation is to satisfy point (a) and to give an example of what can be done for point (b).

For each language, the choice of the term (b) will depend on the peculiar character of that language. It may be an existing word, a neologism or a periphrasis. The essential point is that there should be a term (b) corresponding to every defined concept (a).

This is what has been achieved, for instance, for English, French and Russian, as the three official languages of ISO.

1. GENERAL TERMS *

- 1.1 *Microcopy*
Copy obtained by means of an optical device which greatly reduces the dimensions of the document(s) photographed.
- 1.2 *Microfilm*
Roll, strip or sheet of transparent film containing a series of microcopies (exceptionally one).
- 1.3 *Micro-opaque (opaque microcopy)*
Opaque roll, strip or sheet containing a series of microcopies (exceptionally one).
- 1.4 *Scale*
Ratio of the corresponding linear dimensions of copy and original.
E.g.: "Scale 1: 5" means the reduction of all linear dimensions of the original to one-fifth in the copy.

* It was decided not to retain as recommended terms; microphotography and photomicrography, since their etymological similarity does not allow a clear differentiation between the two following meanings:

- photographic copy greatly magnified by means of a microscope;
- photographic copy greatly reduced (to microscopic size).

2. USUAL FORMS OF MICROCOPIES *

2.1 *Transparent bases*2.1.1 *Roll microfilm*

Roll of film containing a series of microcopies.

2.1.2 *Strip microfilm*

Strip of film containing a short series of microcopies (exceptionally one) and kept flat.

2.1.3 *Sheet microfilm*

Transparent rectangular sheet on which is arranged a number of microcopies (exceptionally one).

2.1.4 *Film microfiche*

Sheet microfilm of smaller size as used for analytical or bibliographical card indexes.

2.2 *Opaque bases*2.2.1 *Roll micro-opaque (opaque micro-copy)*

Opaque roll containing a series of microcopies.

2.2.2 *Strip micro-opaque (opaque micro-copy)*

Opaque strip containing a short series of microcopies (exceptionally one) and kept flat.

2.2.3 *Sheet micro-opaque (opaque micro-copy)*

Opaque rectangular sheet on which is arranged a number of microcopies (exceptionally one).

2.2.4 *Opaque microfiche*

Sheet micro-opaque of smaller size as used for analytical or bibliographical card indexes.

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* This list is not exhaustive.