

INTERNATIONAL STANDARD

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Micrographics — Microfilming of newspapers for archival purposes on 35 mm microfilm

*Micrographie — Enregistrement des journaux sur microfilm de 35 mm
pour l'archivage*

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Reference number
ISO 4087:1991(E)

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.

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 4087 was prepared by Technical Committee ISO/TC 171, *Micrographics and optical memories for document and image recording, storage and use*.

This second edition cancels and replaces the first edition (ISO 4087:1979), which has been technically revised.

ISO 4087:1991

<https://standards.iteh.ai/catalog/standards/iso/a518216d-2342-496f-ae15-c28d44758fe8/iso-4087-1991>

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International Organization for Standardization

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Micrographics — Microfilming of newspapers for archival purposes on 35 mm microfilm

1 Scope

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

It is applicable only to silver microfilms 35 mm wide, in rolls or strips, whether first generation (camera negatives), intermediates, or distribution copies¹⁾.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 9:1986, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*

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

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

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 3334:1989, *Micrographics — ISO resolution test chart No. 2 — Description and use.*

ISO 3602:1989, *Documentation — Romanization of Japanese (kana script).*

ISO 4331:1986, *Photography — Processed photographic black-and-white film for archival records — Silver-gelatin type on cellulose ester base — Specifications.*

ISO 4332:1986, *Photography — Processed photographic black-and-white film for archival records — Silver-gelatin type on poly(ethylene terephthalate) base — Specifications.*

ISO 5466:1986, *Photography — Processed safety photographic film — Storage practices.*

ISO 6196-1:1980, *Micrographics — Vocabulary — Section 01: General terms.*

ISO 6196-2:1982, *Micrographics — Vocabulary — Section 02: Image positions and methods of recording.*

ISO 6196-3:1983, *Micrographics — Vocabulary — Part 03: Film processing.*

ISO 6196-4:1987, *Micrographics — Vocabulary — Part 04: Materials and packaging.*

ISO 6196-5:1987, *Micrographics — Vocabulary — Part 05: Quality of images, legibility, inspection.*

ISO 6196-6:—²⁾, *Micrographics — Vocabulary — Part 06: Equipment.*

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

2) To be published.

ISO 6199:—²⁾, *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 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 10550:—²⁾, *Micrographics — Planetary camera systems — Test target for checking performance*.

3 Definitions

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

3.1 newspaper: Serial publication that contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week.

NOTE 1 Newspapers usually appear without a cover, with a masthead, and are normally larger than A3 (297 mm × 420 mm) in size.

3.2 principal edition: The edition that, usually for a specific reason, is either identified or recognized as the most important.

3.3 target

(1) Any document or chart containing identification information, coding or test charts.

(2) An aid to technical or bibliographic control that is photographed on the film preceding or following the document.

3.4 roll microfilm: Microfilm that is, or can be, put on a reel.

4 Rawstock microfilm

Safety microfilm stock that complies with ISO 4331, or ISO 4332 and ISO 7830 shall be used.

5 Film thickness

Thickness of the film, including support, sensitive layer, and any protective coating, will form the subject of a future International Standard (ISO 6148), and shall be compatible with the equipment used.

6 Image placement and reduction ratios

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

NOTE 2 The normal reduction ratio for newspapers is between 1:14 and 1:24.

6.1 Image positions

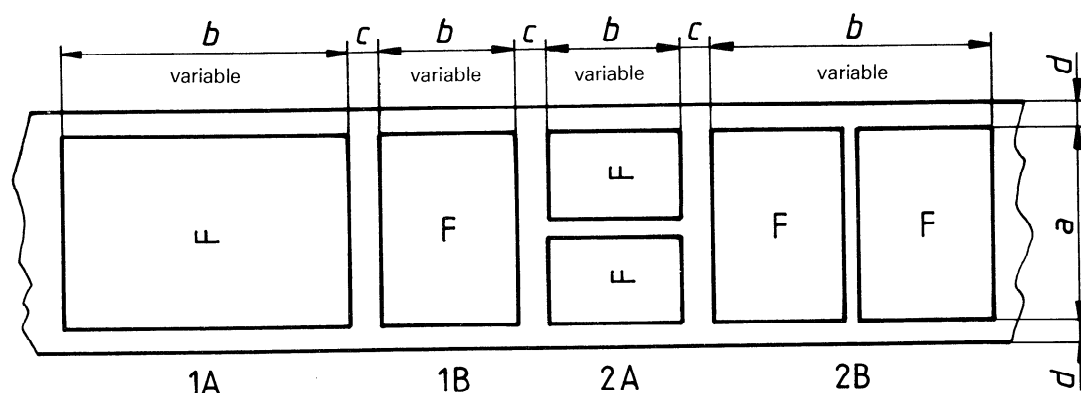
The four usual types of image positions for 35 mm microfilm on reels or in strips are shown in figure 1. Dimension *b* ordinarily shall be limited to the image area required by the material being filmed, taking into account dimension *a*. Dimension *c* shall be at least 2 mm, both for images and for coding information.

6.2 Progression of text

For languages reading from right to left and for other variations from the usual occidental language arrangement, pages shall be positioned to allow for logical reading progression. This is accomplished by positioning the camera head so that the progression of exposed film shall reflect the progression of text.

6.3 Reduction ratios of smaller pages and sectional filming

Pages, such as newspaper inserts and foldouts, that are smaller than the normal spread of the newspaper shall be filmed at a reduction ratio the same as or, if necessary to achieve legibility, lower than the reduction ratio used for other parts of the newspaper. Where inserts or foldouts are too large to be accommodated in position 1A (see figure 1) without using a reduction ratio 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 2 (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.



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 the microfilm

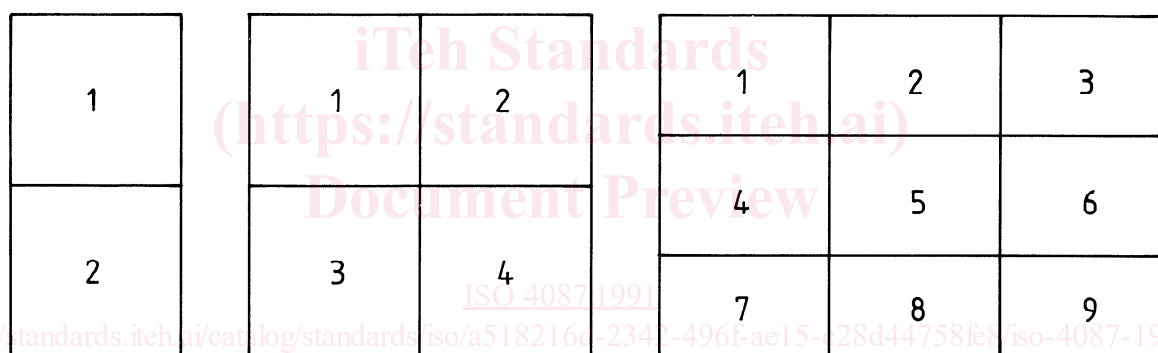


Figure 2 — Sectional sequences

7 Filming procedures

7.1 Show-through

Newspapers shall be photographed in such a way that show-through from the back of the page is minimized.

7.2 Filming coverage

Newspapers shall be placed on the copyboard and illuminated so that all printing on the page is recorded, even when in bound volumes.

7.3 Direction of lines of text

The lines shall be parallel with the long axis of the film in positions 1B and 2B, or perpendicular to the long axis of the film in positions 1A and 2A (see figure 1).

7.4 Targets

Appropriate targets shall be used to denote material filmed out of sequence for bibliographical or practical reasons.

7.5 Graphical symbols

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

8 Arrangement of the file

8.1 Chronological divisions of filming

Newspapers shall be microfilmed in chronological order. The divisions between rolls shall be systematic and bibliographically acceptable. Normally, the following periods are used: a half or whole month, two, three, four or six months, one year or several years.

Examples of unacceptable roll division:

January 1 — February 15

January 1, 1956 — March 15, 1957 (unless publication ceased on that date).

Examples of acceptable roll division:

March 1 — March 15

January 1 — February 28

January 1, 1956 — December 31, 1957.

8.2 Filming of editions and supplements

Newspapers shall normally be filmed in full including all sections and supplements. Should a newspaper have more than one edition, the principal edition shall be filmed in full including all sections and supplements; otherwise, an edition that is considered typical or representative shall be selected for filming. When other editions are microfilmed, they should be filmed immediately following the principal edition each day or in a chronological series of their own. The editions do not need to be filmed in full, but could be represented by those pages which have been changed.

Numbered or lettered sections shall be filmed in numerical or alphabetical order followed by unnumbered sections and supplements. Supplemental pages, printed with the newspaper proper, shall be filmed at their original place.

9 Film targets

9.1 Lettering

Information targets intended to be read without magnification shall comply with the following requirements:

- clear black lettering on a white background, or vice versa;

- upper-case letters are preferred;
- minimum letter height on the film: 2 mm.

9.2 Language

The language of the targets shall be the language of the newspaper to be microfilmed and/or one of the ISO official languages, English, French or Russian.

9.3 Calendar dates

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

9.4 Sequence and contents of targets (see figure 3)

9.4.1 "Beginning of roll" symbol

The first target shall contain only the "Beginning of roll" symbol (see ISO 9878).

9.4.2 Identification target(s)

The identification target is intended to provide the reader with essential data concerning the newspaper as a whole and the microfilming. With the exception of items 9.4.2.4 to 9.4.2.7, it shall be legible without magnification and shall contain the following information in the order given:

9.4.2.1 Title of the newspapers. The title(s) shall be given in the same form as the title(s) of the original(s) or, when necessary, shall be converted into the Latin alphabet according to standardized transliteration/transcription tables (see ISO 9, ISO 233, ISO 259 and ISO 3602).

The title on the identification target may be used for bibliographic purposes and it should, therefore, be chosen with care. If the intention is to have the microfilm cited by the title of the original, e.g. *New York Times*, then the title (excluding sub-titles, which will be given on the bibliographic target) on the identification target should exactly match that of the original. Where a newspaper is filmed as part of a collection which has been given a collective title, e.g. *Early English Newspapers*, the collective title should appear on the target.

9.4.2.2 Language of the newspaper (optional).