
**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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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 2.

The main task of technical committees is to prepare International Standards. 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 document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 4087 was prepared by Technical Committee ISO/TC 171, *Document management applications*, Subcommittee SC 2, *Application issues*.

This third edition cancels and replaces the second edition (ISO 4087:1991), which has been technically revised.

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

1 Scope

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

This International Standard is applicable only to unperforated silver microfilms that are 35 mm wide, in rolls or strips, whether first-generation (camera negatives), intermediate or distribution copies.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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

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

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

ISO 446:1991, *Micrographics — ISO character and ISO test chart No.1 — Description and use*

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

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

ISO 6148:2001, *Photography — Micrographic films, spools and cores — Dimensions*

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*

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

ISO 6200:1999, *Micrographics — First generation silver-gelatin microforms of source documents — Density specifications and method of measurement*

ISO 8601, *Data elements and interchange formats — Information interchange — Representation of dates and times*

ISO 9878:1990, *Micrographics — Graphical symbols for use in microfilming*

ISO 10550:1994, *Micrographics — Planetary camera systems — Test target for checking performance*

ISO 18901:2002, *Imaging materials — Processed silver-gelatin type black-and-white film — Specifications for stability*

ISO 18905:2002, *Imaging materials — Ammonia-processed diazo photographic film — Specifications for stability*

ISO 18906:2000, *Imaging materials — Photographic films — Specifications for safety film*

ISO 18911:2000, *Imaging materials — Processed safety photographic films — Storage practices*

ISO 18912:2002, *Imaging materials — Processed vesicular photographic film — Specifications for stability*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 6196, parts 1 to 6, and the following apply.

3.1

principal edition

edition of the newspaper which is either identified or recognized as the most important

3.2

target

documents containing bibliographic and technical information, including test charts, pertaining to the filmed newspaper and intended to be filmed

4 Rawstock microfilm

For the purpose of preservation, only black and white film on polyester base in accordance with ISO 6148 and ISO 18906 shall be used.

5 Reduction ratios and image placement

5.1 General

Reduction ratios shall be in accordance with ISO 6199.

NOTE The normal reduction ratio for newspapers is in the range 1:14 to 1:24.

5.2 Reduction ratios for smaller pages and sectional filming

Pages that are smaller than the normal spread of the newspaper, such as newspaper inserts and foldouts, 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 newspaper. If inserts or foldouts are too large to be accommodated in position 1A (see Figure 2) without using a reduction ratio that is too high to provide a legible image, the material shall be filmed in sections. The sections shall be filmed from left to right and from top to bottom, as shown in Figure 1 (unless in oriental orientation), and shall provide an overlap with adjacent material on the original of at least 25 mm. The reduction ratio used shall provide the desired number of sections with the proper overlap.

A change of reduction ratio target with scale shall be microfilmed on the frame prior to any change of reduction and when reverting to the original reduction ratio.

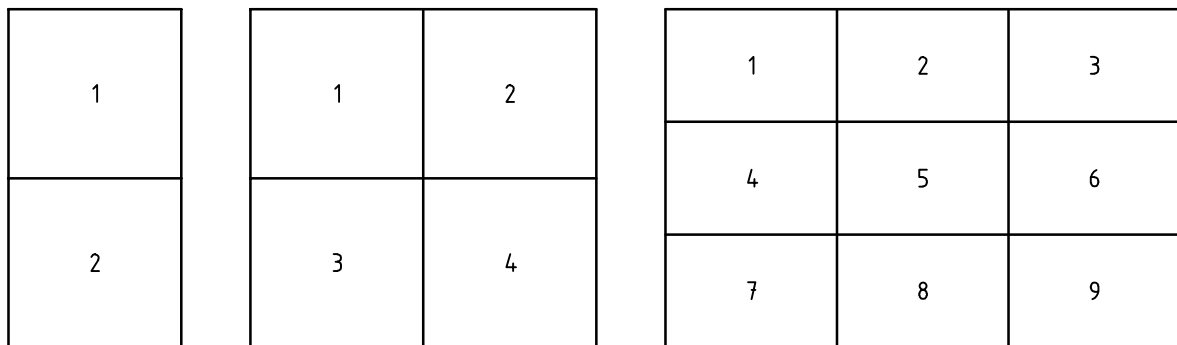


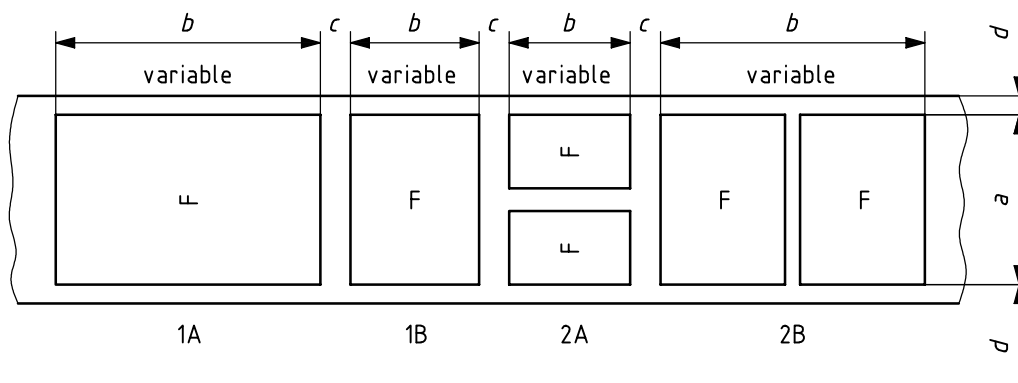
Figure 1 — Sectional sequences

5.3 Image positions

The four recommended image positions for 35 mm microfilm on reels or in strips are shown in Figure 2.

Ordinarily, dimension b shall be limited to the image area required by the material being filmed, taking into account dimension a , which shall not exceed 31,75 mm. Dimension c shall be at least 2 mm, both for images and for coding information.

The images should be centred between the edges of the film.



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 2 — Image positions on the microfilm