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

Micrographie — Microfilmage des documents sur microfilms gélatino-argentiques de 16 mm et 35 mm — Modes opératoires

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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 6199 was prepared by Technical Committee ISO/TC 171, *Document management applications*, Subcommittee SC 2, *Application issues*.

This second edition cancels and replaces the first edition (ISO 6199:1991), which has been technically revised.

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

1 Scope

This International Standard specifies procedures that enable a camera operator to produce microfilm of appropriate quality of presentation and legibility, capable of yielding scanned images of acceptable quality.

This International Standard specifies methods for microfilming documents on 16 mm and 35 mm silver-gelatin microfilm, including orientation of images on microfilm, use of non-image areas and information required to facilitate identification of the microfilm.

This International Standard applies to microfilming using rotary and planetary cameras.

This International Standard does not apply to the filming of technical drawings, maps and plans and newspapers, for which specific International Standards exist [1-3].

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 3334:—[1)], *Micrographics — ISO resolution test chart No. 2 — Description and use*

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

ISO 6196 (parts 1 to 8 and 10), *Micrographics — Vocabulary*

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

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

ISO/TR 10200:1990, *Legal admissibility of microforms*

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

ISO 10594, *Micrographics — Rotary camera systems — Test target for checking performance*

ISO 11962:2002, *Micrographics — Image mark (blip) used with 16 mm and 35 mm roll microfilm*

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

1) To be published. (Revision of ISO 3334:1989)

3 Terms and definitions

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

3.1
inter-image gap
inter-frame gap
distance, measured along the long edge of a roll microfilm, between the trailing edge of one microimage and the leading edge of the following microimage

3.2
scanning microfilm
microfilm intended to be used for scanner input

4 Preparation of documents

Documents to be microfilmed shall be examined carefully, defects remedied where appropriate, foreign bodies (e.g. fasteners) removed and pages arranged in the required order.

Documents to be microfilmed shall be examined to ensure that their dimensions are within those acceptable to the microfilming system.

Appropriate targets shall be added to each batch of documents during the preparation stage.

Annex A gives more details on the preparation of documents prior to microfilming.

5 Conditions of microfilming

5.1 Raw-stock microfilm

Raw-stock microfilm shall comply with the requirements of ISO 6148 and ISO 18906.

5.2 Formats and orientation

5.2.1 Formats

The formats commonly used in roll microfilm are shown in Figure 1.

The dimensions for the placement of the microimages on the film are listed in Table 1.

Table 1 — Dimensions of frames for unperforated film without document marks
(see Figure 1)

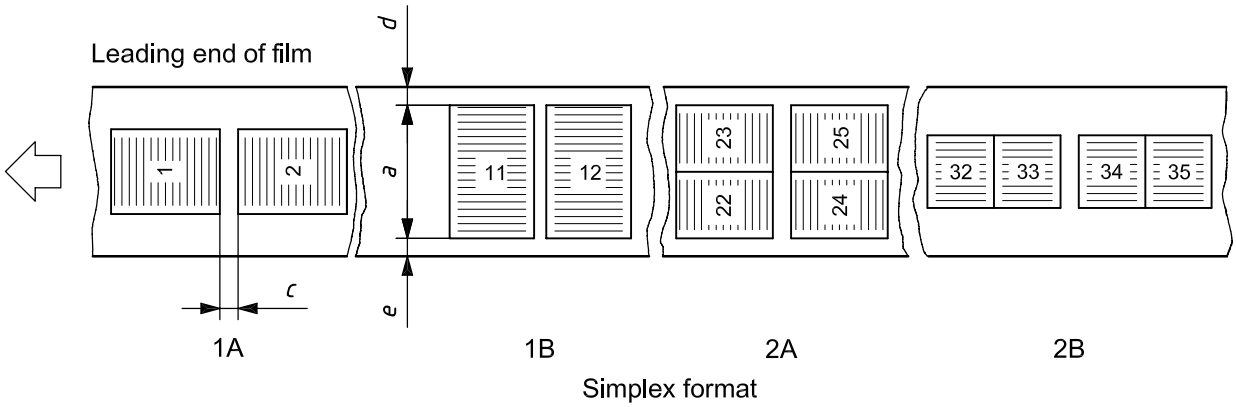
Values in millimetres

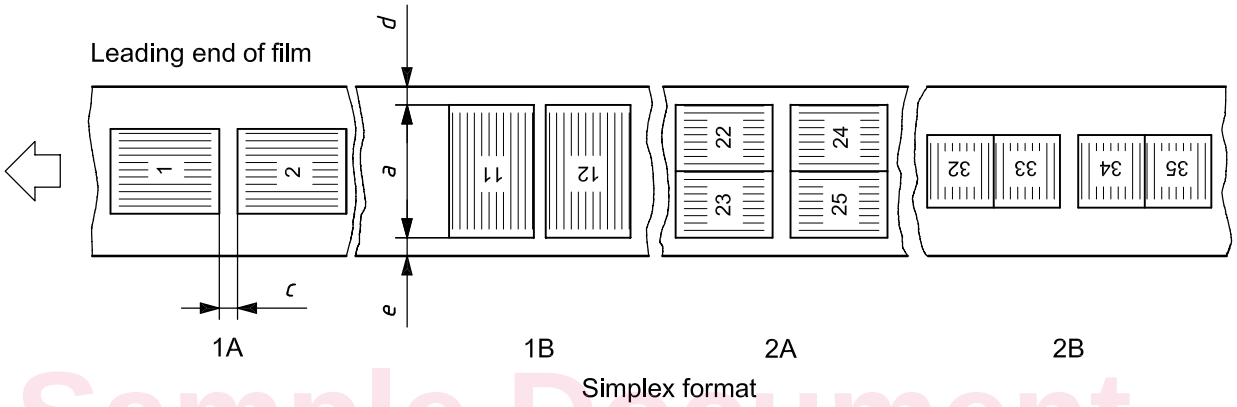
Dimension	Measure	16 mm film	35 mm film
a max.	image width	14,92	33,00 [a]
c min.	inter-image gap	1,00	2,00
d min.	side margin	0,50	0,97
e min.	side margin	0,50	0,97
f min. [b]	centre margin	0,50	0,97

NOTE Film width (e.g. $a + 2d$) shall be in accordance with ISO 6148. Image areas are smaller.

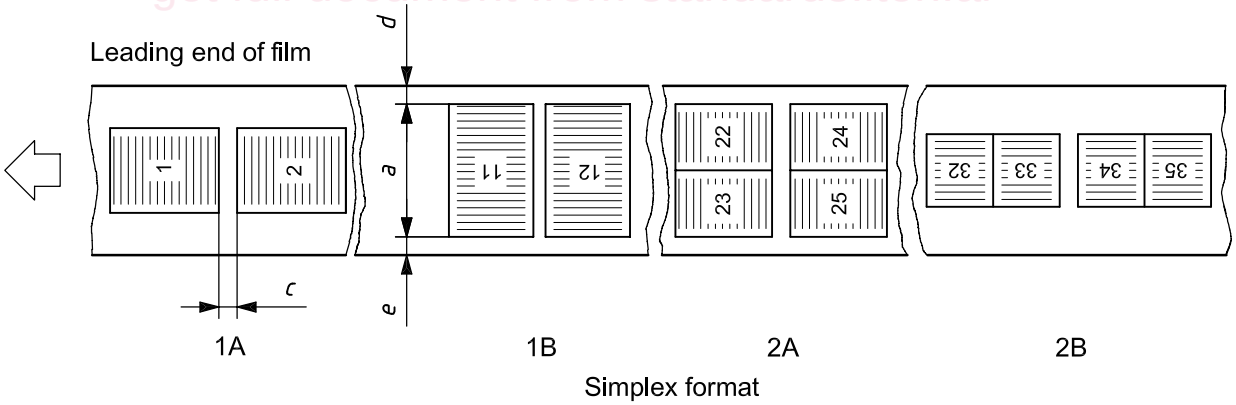
[a] For some applications, this figure may change in accordance with the relevant International Standard.

[b] For all formats except simplex.





Alternate orientation for documents with right to left scripts



Preferred orientation for documents with horizontal and right to left scripts

Figure 1 — Roll microfilm formats