

INTERNATIONAL STANDARD

ISO
4087

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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*



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.

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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.