

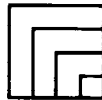
Micrographics — Standard Recommended
Practice for Microfilming Printed Newspapers
on 35mm Roll Microfilm

Standard

Approved As

**AMERICAN NATIONAL
STANDARD**

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AIIM

Association for Information and Image Management

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ANSI/AIIM MS111-1994

**Standard for Information
and Image Management —**

**Micrographics — Standard Recommended
Practice for Microfilming Printed
Newspapers on 35mm Roll Microfilm**

Association for Information and Image Management

This standard covers formats and quality criteria for microfilming printed newspapers.

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Foreword (This foreword is not a part of American National Standard for Information and Image Management — Micrographics — Standard Recommended Practice for Microfilming Printed Newspapers on 35mm Roll Microfilm, ANSI/AIIM MS111-1994.)

Six years after the first publication of this Recommended Practice in 1977, the Association for Information and Image Management (AIIM) issued ANSI/AIIM MS23-1983, Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents (which was approved as an American National Standard on January 24, 1983). In 1991, AIIM revised the 1983 version of ANSI/AIIM MS23 and issued ANSI/AIIM MS23-1991, which is an excellent general guide to source document microfilming and is referenced throughout this document. This revision of ANSI/AIIM MS111 focuses on those aspects of microfilming that are unique to printed newspapers and that are not covered in ANSI/AIIM MS23-1991. Duplication of microforms is covered in ANSI/AIIM MS43-1988, Recommended Practice for Operational Procedures/Inspection and Quality Control of Duplicate Microforms Documents and from COM.

Suggestions for improving this standard are welcome. They should be sent to the Chair, AIIM Standards Board, Association for Information and Image Management, 1100 Wayne Avenue, Suite 1100, Silver Spring, Maryland 20910-5699.

At the time it approved this standard, the AIIM Standards Board had the following members:

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The AIIM C10 Document Quality and Control Committee had the following members at the time it approved this standard.

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3M Company	William McCallum

The AIIM Document Quality and Control/Microfilming of Newspaper subcommittee, C10.5, developed this standard. The following were members of the subcommittee at the time of approval:

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National Endowment for the Humanities	Jeffrey Field
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U.S. Library of Congress	Robert Harriman, Jr.
U.S. Library of Congress	Evelyn Johnson
U.S. Library of Congress	Norman Shaeffer
University Microfilms, International	Robert Mottice
University of British Columbia	Susanne Dodson
Virginia State Library and Archives	Richard Harrington

American National Standard for Information and Image Management — Standard Recommended Practice for Microfilming Printed Newspapers on 35mm Roll Microfilm, ANSI/AIIM MS111-1994

1 Scope and purpose

1.1 Scope

This standard recommended practice establishes consistent formats and uniform quality criteria for microfilming printed newspapers. Its scope is limited to that filming which is done on planetary cameras (using 35mm silver gelatin roll film) and which is intended to be used for purposes of preservation and for the production of service copies that are intended for permanent collections. This standard does not cover the microfilming of newspaper clippings, or specifications for the production of films for transient use or the production of non-silver films (such as diazo and vesicular films). This document does not cover color microfilm.

1.2 Purpose

This standard helps the user develop methods for preparing newspapers for microfilming, and also in establishing image placement, evaluation and quality control procedures for microfilming newspapers.

2 Normative references

All standards are subject to revision. When the following documents are superseded by an approved revision, that revision may apply.

2.1 Referenced American National standards

ANSI/AIIM MS14-1988, Specifications for 16 and 35mm Roll Microfilm.

ANSI/AIIM MS23-1991, Recommended Practice for Operational Procedures/Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents.

ANSI/AIIM MS43-1988, Recommended Practice for Operational Procedures/Inspection and Quality Control of Duplicate Microforms of Documents and From COM.

ANSI IT9.1-1992, Imaging Media (Film) — Silver-Gelatin Type — Specifications For Stability.

ANSI IT9.2-1991, Imaging Media - Filing Enclosures and Storage Containers for Photographic Processed Films, Plates, and Papers.

ANSI IT9.6 - 1991 (ANSI/ISO 543-1990), Photographic Films — Specifications for Safety Film.

ANSI IT9.11-1991, Imaging Media — Processed Safety Photographic Film — Storage.

ANSI PH1.33-1990, Photography (Film) — 16mm, 35mm, 70mm and 105mm Spools for Still-Picture Cameras — Dimensions.

ANSI PH1.51, Photography (Film) — Micrographic Sheet and Roll Films — Dimensions.

ANSI PH4.8-1985, Photography (Chemicals) — Residual Thiosulfate and Other Chemicals in Film, Plates and Papers — Determination and Measurement.

2.2 Referenced international standards

ANSI/ISO 3334-1991 (ANSI/AIIM MS51-1991), Micrographics — ISO Resolution Test Chart No. 2 — Description and Use

2.3 Referenced publications

AIIM TR2-1992, Technical Report for Information and Image Management — Glossary of Imaging Technology.

2.4 Related standards

ANSI/AIIM MS43-1988, Recommended Practice for Operational Procedures/Inspection and Quality Control of Duplication Microforms of Documents and From COM.

ISO 417-1977, Photography — Determination of Thiosulfate and Other Residual Chemicals in Processed Photographic Films, Plates, and Papers — Methylene Blue Photometric Method and Silver Densitometric Method.

ISO 543-1990, Photography — Photographic Films — Specification for Safety Film.

ISO 4331-1986, Photography — Processed Photographic Film for Archival Records—Silver-Gelatin Type on Cellulose Ester Base-Specifications.

ISO 4332-1986, Photography — Processed Photographic Film for Archival Records — Silver — Gelatin Type on Poly (ethylene terephthalate) Base — Specifications.

ISO 5466-1992, Photography — Processed Safety Photographic Film — Storage Practices.

2.5 Related publications

Anglo-American Cataloging Rules (AACR) Second Edition, 1988 Revision. Gorman, Michael and Winkler, Paul, editors. American Library Association, Chicago, Illinois.

3 Definition

The following definition applies to terms that appear in this standard. Other terms are defined in AIIM TR2.

3.1 Newspaper: A printed periodical publication (usually issued daily or weekly) that serves as a source