

Specification for

35 mm and 16 mm microfilms, spools and reels

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British Photographic Manufacturers' Association*	Institute of Reprographic Technology*
Department of Health and Social Security	Lighting Industry Federation
Department of Trade and Industry	Ministry of Defence*
Drawing Office Material Manufacturers' and Dealers' Association*	Photographic Dealers' Association
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	Scientific Instrument Manufacturers' Association
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The Government departments and scientific and industrial organizations marked with an asterisk in the above list, together with the following, were directly represented on the committee entrusted on the committee entrusted with the preparation of this British Standard:

Association of Medical Records' Officers	Electronic Engineering Association
Association of Photographic Technicians	Greater London Council
British Bankers' Association	Library Association
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Department of Trade and Industry, Warren Spring Laboratory	United Kingdom Atomic Energy Authority
Electricity Council, the Central Electricity Generating Board and the Area Boards in England and Wales	

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Foreword

This British Standard, prepared under the authority of the Photographic Industry Standards Committee, is a revision of the 1956 edition.

This revision incorporates the requirements of ISO Recommendation R 1116:1969 “*35 mm and 16 mm micro-films, spools and reels*” and is also in line with American standards.

Although the reel and spool dimensions differ from those in BS 1371:1956, reels and spools conforming to the 1956 edition are compatible with the requirements of this edition.

Reference to 70 mm spools has been deleted. References to readers and reader screens, which are to be the subjects of separate British Standards, have also been deleted.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 8, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

1 General

1.1 Scope

This British Standard specifies requirements for the essential dimensions and features of microfilms in roll and strip form, 35 mm and 16 mm wide, and their supply spools and storage reels.

Guidance is given on the arrangement of images and the sequence of pages on microfilms.

NOTE The titles of the British Standards referred to in this standard are listed on the inside back cover.

1.2 Definitions

For the purposes of this British Standard the definitions given in BS . . . ¹⁾ apply.

1.3 Marking

Microfilms or their packaging, spools and reels shall be indelibly and clearly marked to indicate the following information:

- 1) Manufacturer's name or trade mark.
- 2) The number of this British Standard, i.e. BS 1371.
- 3) For microfilms, the useful length of film supplied.
- 4) For microfilms, the words "emulsion in" or "emulsion out" as appropriate.

NOTE 1 The mark BS 1371 on or in relation to microfilms, spools or reels is a claim by the manufacturer that they comply with the requirements of the standard.

NOTE 2 Attention is drawn to the certification facilities offered by BSI, see the inside back cover of this standard.

2 Microfilms

2.1 Material

2.1.1 Film stock. Microfilm stock shall comply with the requirements for safety films as defined in BS 850.

2.1.2 Dimensions

2.1.2.1 Width. The widths of 35 mm and 16 mm films shall conform to the width requirements of BS 4526-1 or BS 4526-2, as appropriate.

2.1.2.2 Thickness. The thickness of film shall not exceed 0.16 mm.

2.1.2.3 Perforations. 16 mm film intended for the production of microfilms shall be either unperforated or perforated along one edge. 35 mm film may be unperforated, perforated along one edge or perforated along both edges.

If film is perforated, the perforations shall conform to the requirements of BS 4526-1, ISO type 1, 1A, 3 or 3A or Part 2, ISO type 16-1R-A or -B, as appropriate.

NOTE Unperforated film offers a larger useful area, but with perforated film constant registration of the image position is easier. The choice of film is determined by the equipment to be used.

2.1.3 Winding. An integral leader and trailer of safety stock as defined in BS 850 shall be provided, both at least 300 mm long.

A means shall be provided for fixing the end of the film to the hub of the spool without additional preparation.

Unexposed film shall be wound emulsion side in unless explicitly agreed between purchaser and manufacturer.

2.1.4 Size and placement of images

2.1.4.1 Distance of image from edge of film. The distances shall be not less than those given in Table 1.

Table 1 — Minimum distances from image to film edge

	Unperforated edge mm	Perforated edge mm
16 mm	0.5	2.8
35 mm	1.0	5.5

2.1.4.2 Arrangement. Images shall be arranged on the microfilm as shown in Figure 1.

If a code is used to describe the arrangement of images, the following code shall be used:

IA: single page with lines of print at right angles to the film edge.

IB: single page with lines of print parallel to the film edge.

IIA: two pages side by side with the lines of print at right angles to the film edge.

IIB: two pages side by side with the lines of print parallel to the film edge.

2.1.4.3 Sequence of pages. The sequence of pages on the microfilm shall correspond as closely as possible to the order and position in which they are normally read, taking account of the shape of the original document and of the language in which it is written.

To avoid unnecessary winding of the film, the table of contents and the index shall be reproduced immediately after the title page as well as at the end of the film.

¹⁾ In course of preparation.