

Specification for

35 mm microcopying of serials

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This British Standard, having been prepared under the direction of the Documentation Standards Committee, was published under the authority of the Board of BSI and comes into effect on 31 December 1982

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Foreword

Libraries and similar institutions make microfilm copies of serials, both to preserve them, for their users and for archival purposes, and to provide copies for other institutions. This British Standard has been prepared to help people concerned in that work to produce microfilm of good quality and to provide adequate bibliographic and technical information.

If a current serial is prepared in accordance with the recommendations of BS 5444 there should be little difficulty in microfilming it. The difficulties arise with serials that have not been specially prepared, particularly the older parts. They may contain type sizes that are too small to reproduce well, the quality of paper and print may be poor, pages may be missing or torn and creased. Sometimes experiments will have to be made to find the best solution to a particular problem.

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.

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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 Scope

This British Standard specifies requirements for the preparation, microfilming and storage of serials (whether black-and-white or in colour or both) on 35 mm black-and-white silver-halide roll film, to be used for purposes of preservation or distribution in libraries and similar institutions. The requirements include the provision of adequate bibliographic references and procedures for maintaining and checking the reproducibility of the microfilm images of the first, second and third generation.

The standard applies to planetary filming only.

The standard does not apply to the microfilming of newspapers, which is the subject of BS 5847.

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

2 Definitions

For the purposes of this British Standard the following definitions apply.

2.1

eye-legible

readable without magnification

2.2

serial

a publication, other than a newspaper, in hard copy, issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; annuals (reports, yearbooks, directories etc.); the journals, memoirs, proceedings, transactions etc., of societies; numbered monographic series (a group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole). The term "serial" does not cover multi-volume works to be completed within a fixed period

2.3

target

a document containing technical or bibliographic information about the microfilmed serial for reproduction on one of the frames preceding or following the serial proper

3 Arrangement of file

3.1 Sequence of filming. Serials shall be recorded in chronological order according to the Gregorian calendar. Numbered or lettered sections shall be filmed in numerical or alphabetical order, followed by unnumbered sections such as supplements, magazine sections, comics. Indexes shall be filmed immediately after the volume or issue to which they apply.

3.2 Reel division. Files that are too large to be contained within one reel of film shall be divided between reels in a systematic and bibliographically acceptable way, e.g. at the end of a week, or a month, or a year, or at an acceptable break in the subject.

Examples of acceptable reel division are as follows:

1 January – 28 February

1 January 1956 – 31 December 1957

Examples of unacceptable reel division are as follows:

1 January – 15 February

1 January 1956 – 15 March 1957

(unless publication ceased on that date).

3.3 Advertisements and blank pages. All sections and pages of serials shall be filmed, including any advertising or publicity matter. Any blank pages that are part of a numbered sequence, whether or not they are numbered, shall be recorded on the film. They shall either:

a) be filmed where they appear in the serial, if that is essential for archival purposes; or

b) have their numbers listed on a target (see 7.13.5), if they are omitted from the film.

NOTE Blank pages may be omitted if there are many of them and their inclusion at their place in the serial is not essential for archival purposes.

3.4 Material out of sequence. Any pages or issues that are not in the correct sequence in the file shall, if possible, be put in the correct sequence before the serial is filmed (see 6.4).

3.5 Torn or creased pages. Torn or creased pages shall, whenever possible, be treated but not laminated before filming.

3.6 Missing material. Before filming begins, every effort shall be made to obtain hard copy of missing issues or pages, and replacements of imperfect pages. If hard copy cannot be obtained and a microfilm copy is available for splicing into the film, the microfilm copy shall be acceptable if it complies with this standard.

4 Reduction ratio and image arrangement

4.1 Reduction ratio. The reduction ratio shall be chosen to allow the smallest characters and the finest lines in illustrations to be clearly legible in a reference copy displayed on a reader at the correct magnification. The normal range for serials is 1 : 10 – 1 : 20.