

Recommendations for

Presentation of headers for microfiche of monographs and serials

[ISO title: Documentation — Headers for microfiche of
monographs and serials]

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National foreword

This British Standard has been prepared under the direction of the Documentation Standards Committee. It is identical with ISO 5123:1984 “Documentation — Headers for microfiche of monographs and serials”, published by the International Organization for Standardization (ISO).

It should be noted that the recommendations of 5.4.1 will not be suitable for certain COM (computer output microfiche) applications in which a different form of designation of the content of the microfiche is supplied automatically.

Terminology and conventions. The text of the International Standard has been approved as suitable for publication as a British Standard without deviation. Some terminology and certain conventions are not identical with those used in British Standards; attention is drawn especially to the following.

Wherever the words “International Standard” appear, referring to this standard, they should be read as “British Standard”.

Cross-references. The references to ISO 2707, ISO 2708 and ISO 5126 are purely informative and do not affect the validity of the standard. The other standards listed in clause 2 are not referred to elsewhere in the text. The ISO references for which there are corresponding British Standards are as follows.

International Standard	Corresponding British Standard
ISO 4:1984 ^a	BS 4148:1985 <i>Specification for abbreviation of title words and titles of publications</i> (Identical)
ISO 2707:1980	BS 4187 <i>Microfiche</i> Part 1:1981 <i>Specification for formats of 60 and 98 frames</i> (Identical)
ISO 5126:1980	BS 5644:1978 <i>Computer output microfiche (COM), A6 size</i> (as amended by Amendment No. 1) (Identical)

^a With the publication of ISO 4 in 1984 footnote 1) to clause 2 is no longer applicable.

For ISO 690:1975 there is a related British Standard, BS 1629:1976 “Recommendations for bibliographical references”.

British Standards for the conversion of written languages related to those International Standards listed for information in clause 2 are: BS 2979:1958 “Transliteration of Cyrillic and Greek characters”, BS 4280:1968 “Transliteration of Arabic characters” and PD 6483:1978 “Guide to the romanization of Chinese”. 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.

0 Introduction

This International Standard has been drafted jointly with TC 171, *Micrographics*.

1 Scope and field of application

This International Standard lays down rules for the presentation of the information to be provided in the header areas of microfiche produced for distribution by, or to, libraries and information centres. It is applicable to original micropublications as well as to microfiche editions of monographs and serials and their contributions. It is applicable equally to complete works as well as to parts of works and to catalogues whether the microfiche are produced by computer output microfilming (COM) or other methods, for example step-and-repeat camera.

For each of the above categories of publication, this International Standard describes the information necessary for simple identification and retrieval. For more complete bibliographic information for other purposes, see 5.3 and clause 6.

This International Standard does not deal with the technical characteristics of microfiche. For these, reference should be made to ISO 2707, ISO 2708 and ISO 5126.

2 References

ISO 4, *Documentation — Rules for the abbreviation of title words and titles of publications*¹⁾.

ISO/R 9, *International system for the transliteration of Slavic Cyrillic characters*²⁾.

ISO/R 30, *Bibliographical strip*²⁾.

ISO 233, *Documentation — Transliteration of Arabic characters into Latin characters*³⁾.

ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters*⁴⁾.

ISO 690, *Documentation — Bibliographical references — Essential and supplementary elements*²⁾.

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters*²⁾.

ISO 2108, *Documentation — International Standard book numbering (ISBN)*.

ISO 2707, *Micrographics — Transparent A6 size microfiche of uniform division — Image arrangements No. 1 and No. 2*.

ISO 2708, *Micrographics — Transparent A6 size microfiche of variable division — Image arrangements A and B*.

ISO 3297, *Documentation — International Standard serial numbering (ISSN)*⁵⁾.

ISO 5126, *Micrographics — Computer output microfiche (COM) — Microfiche A6*.

ISO 7098, *Documentation — Romanization of Chinese*.

3 Definitions

For the purposes of this International Standard, the following definitions apply:

3.1

bibliographic element

a word or phrase or group of characters representing a distinct item of bibliographic information

3.2

contribution

a component part of a document with its own author and/or title

¹⁾ At present at the stage of draft. (Revision of ISO 4:1972.)

²⁾ Under revision.

³⁾ At present at the stage of draft. (Revision of ISO/R 233:1961.)

⁴⁾ At present at the stage of draft. (Revision of ISO/R 259:1962.)

⁵⁾ At present at the stage of draft. (Revision of ISO 3297:1975.)