

Guide to setting up and maintaining micrographics and digital imaging units —

Part 1: Micrographics

ICS 37.080

Confirmed December 2011

Committees responsible for this British Standard

The preparation of this British Standard was entrusted by Technical Committee IDT/1, Document managing applications, to Subcommittee IDT/1/2, Applications issues, upon which the following bodies were represented:

- Association for Information and Image Management (AIIM UK)
- British Library
- National Archives
- Photo Imaging Council
- Co-opted members

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 17 January 2005

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First published as BS 6660
December 1985
Second edition January 2005

The following BSI references relate to the work on this British Standard:
Committee reference IDT/1/2
Draft for comment
04/30080677 DC

Amendments issued since publication

Amd. No.	Date	Comments

ISBN 0 580 45056 2

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Foreword

This revision of BS 6660 has been prepared under the direction of the Information and Documentation Assembly (IDT/-) and its preparation was entrusted by Technical Committee IDT/1 to Subcommittee IDT/1/2. It supersedes BS 6660:1985, which is withdrawn.

It is intended that BS 6660 will consist of the following parts, under the general title *Guide to setting up and maintaining micrographics and digital imaging units*:

- *Part 1: Micrographics*
- *Part 2: Digital imaging*¹⁾

This revision of BS 6660 has been prepared to make editorial and technical changes that improve the accuracy and clarity of this British Standard.

This British Standard is intended to help those who are new to microfilming and are planning to set up a micrographics unit for the first time. It will also be useful to those who are planning to expand or improve an existing unit.

Before attempting the set-up of a micrographics unit, considerable time needs to be spent on deciding how the unit is to fit into the working pattern of the organization. The role of some microfilm has changed with the coming of the digital age. Its future role is as a long-life storage material for many forms of data. The change has increased the need for producing microfilm of high quality. Most of the difficulties in producing high-quality microfilm may be avoided if the unit is properly planned in the first place.

This guide refers to substances and procedures that may be injurious to health unless adequate precautions are taken. The user who follows the advice given in this guide is not absolved from legal obligations relating to health and safety at any stage. In particular, attention is drawn to the Health and Safety at Work etc. Act 1974 and relevant regulations made under that.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its 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 11 and a back cover.

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¹⁾ In preparation.

1 Scope

This British Standard provides guidance on planning, operating and maintaining a micrographics unit. It provides only a general outline of the matters to be considered, and users are advised to consult specialists about their detailed requirements.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 1153, *Recommendations for processing and storage of silver-gelatin-type microfilm*.

BS ISO 6196-1, *Micrographics — Vocabulary — Part 1: General terms*.

BS ISO 6196-4, *Micrographics — Vocabulary — Part 4: Materials and packaging*.

BS ISO 6196-6, *Micrographics — Vocabulary — Part 6: Equipment*.

BS ISO 6196-7, *Micrographics — Vocabulary — Part 7: Computer micrographics*.

BS ISO 6198, *Micrographics — Readers for transparent microforms — Performance characteristics*.

BS ISO 7565, *Micrographics — Readers for transparent microforms — Measurement of characteristics*.

3 Terms and definitions

For the purposes of this British Standard, the terms and definitions given in BS ISO 6196-1, BS ISO 6196-4, BS ISO 6196-6, BS ISO 6196-7 and the following apply.

3.1

document

information on media to be microfilmed

3.2

micrographics unit

unit responsible for the production of microforms, incorporating both microfilming equipment, associated offices and the staff responsible for their operation

4 Planning

4.1 General

Current thinking suggests that a more complete solution to data handling is a hybrid system comprising a mixture of micrographic and digital operations. Scanning paper documents into digital form typically enables multi-user access from a computer-based desktop. Data that needs to be stored for lengthy periods should be kept as microform. These microforms should be easily available and suitable for conversion to electronic data by scanning.