

INTERNATIONAL STANDARD

**ISO
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Micrographics — Microfilming of serials — Operating procedures

*Micrographie — Microfilmage des publications en série — Procédures
opératoires*



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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 11906 was prepared by Technical Committee ISO/TC 171, *Document Imaging Applications*, Subcommittee SC 2, *Application issues*.

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Micrographics — Microfilming of serials — Operating procedures

1 Scope

This International Standard establishes general principles for microfilming printed serials for preservation and distribution in libraries and other documentation services. It includes requirements for targets to ensure proper bibliographic control and to verify that the film meets International Standards required for archival microfilming.

This International Standard is applicable only to silver-gelatin microfilms that are 16 mm or 35 mm wide, in rolls or strips, and to A6 microfiche, including first-generation (camera negatives), intermediate, or distribution copies.¹⁾

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 9:1995, *Information and documentation — Transliteration of Cyrillic characters into Latin characters — Slavic and non-Slavic languages*.

ISO 233:1984, *Documentation — Transliteration of Arabic characters into Latin characters*.

ISO 233-2:1993, *Information and documentation — Transliteration of Arabic characters into Latin characters — Part 2: Arabic language — Simplified transliteration*.

ISO 233-3, *Information and documentation — Transliteration of Arabic characters into Latin characters — Part 3: Persian language — Simplified transliteration*.

ISO 259:1984, *Documentation — Transliteration of Hebrew characters into Latin characters*.

ISO 259-2:1994, *Information and documentation — Transliteration of Hebrew characters into Latin characters — Part 2: Simplified transliteration*.

ISO/DIS 259-3, *Information and documentation — Transliteration of Hebrew characters into Latin characters — Part 3: Phonemic conversion*.

¹⁾ Non-silver-halide microfilms may be used for intermediate or distribution copies.