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Micrographics — Use of microfilm jackets

Micrographie — Utilisation des jaquettes de microfilm



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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.

The main task of technical committees is to prepare International Standards, but in exceptional circumstances a technical committee may propose the publication of a Technical Report of one of the following types:

- type 1, when the required support cannot be obtained for the publication of an International Standard, despite repeated efforts;
- type 2, when the subject is still under technical development or where for any other reason there is the future but not immediate possibility of an agreement on an International Standard;
- type 3, when a technical committee has collected data of a different kind from that which is normally published as an International Standard (“state of the art”, for example).

Technical Reports of types 1 and 2 are subject to review within three years of publication, to decide whether they can be transformed into International Standards. Technical Reports of type 3 do not necessarily have to be reviewed until data they provide are considered to be no longer valid or useful.

ISO/TR 10593, which is a Technical Report of type 3, was prepared by Technical Committee ISO/TC 171, *Document imaging applications*, Subcommittee SC 2, *Application issues*.

Micrographics — Use of microfilm jackets

1 Scope

This Technical Report has been prepared to provide guidelines and information for the formatting and loading of microfilm jackets specified in ISO 8127-1 and ISO 8127-2. This Technical Report is a series of recommendations for jacketing microfilm which, if followed by producers and end-users of microfilm jackets, should result in greater consistency and effectiveness in the micrographics industry.

While the conditions and characteristics of the jacketing process allow for a wide degree of latitude in image placement within a jacket, they also present problems in the creation of a rigid standard for loading microfilm jackets. However, there are certain procedures which can be followed in the production of a jacket that should enhance quality. This Technical Report has been prepared to assist end-users and producers of jackets in those aspects of jacket formatting and loading that do remain relatively constant.

2 References

ISO 446:1991, *Micrographics — ISO character and ISO test chart No. 1 — Description and use.*

ISO 3334:1989, *Micrographics — ISO resolution test chart No. 2 — Description and use.*

ISO 5123:1984, *Documentation — Headers for microfiche of monographs and serials.*

ISO 5466:1996, *Photography — Processed safety photographic films — Storage practices.*

ISO 6196-1:1993, *Micrographics — Vocabulary — Part 01: General terms.*

ISO 6196-2:1993, *Micrographics — Vocabulary — Part 02: Image positions and methods of recording.*

ISO 6196-3:1983, *Micrographics — Vocabulary — Part 03: Film processing.*

ISO 6196-4:1987, *Micrographics — Vocabulary — Part 04: Materials and packaging.*

ISO 6196-5:1987, *Micrographics — Vocabulary — Part 05: Quality of images, legibility, inspection.*

ISO 8127-1:1989, *Micrographics — A6 size microfilm jackets — Part 1: Five channel jacket for 16 mm microfilm.*

ISO 8127-2:—¹⁾, *Micrographics — A6 size microfilm jackets — Part 2: Other types of jacket for 16 mm and 35 mm microfilm.*

ISO 9923:1994, *Micrographics — Transparent A6 microfiche — Image arrangements.*

1) To be published.

3 Definitions

For the purposes of this Technical Report the following definitions apply. For additional information see ISO 6196.

3.1 Abut: To touch along a border, to terminate at a point of contact.

3.2 Code-notch: A cut-out in either the top or bottom edge of the microfilm (microfiche, jacket) which is used for indexing, coding or retrieval.

3.3 Colour-stripe: A coloured band (or bands) placed at the top edge of the heading area of a jacket or microfiche used for identification, filing and retrieval.

3.4 Formatting: A general plan of organization and arrangement for placement of microfilm images within a jacket.

3.5 Grid pattern: An array of horizontal and vertical lines (usually imaginary) that divide an area of a microform into spaces called frames. The grid defines the arrangement of the rows and columns.

3.6 Insertion opening: An opening in the support sheet of the microfilm channel through which the microfilm is inserted into the jacket.

3.7 Jacket: A flat, transparent, plastic carrier with single or multiple microfilm channels made to hold single or multiple microfilm images.

3.8 Justify: To set or place a microfilm image relative to one or more of the edges of the jacket.

3.9 Microfilm channel: The space in the jacket into which the microfilm is inserted.

3.10 Registration holes: Holes located in the heading of the jacket for alignment with some loading equipment. Also called jacket locating holes.

3.11 Reverse-reading: An image that must be viewed in a mirror or through the film in order that the characters, words, and sentences assume the same sequence and arrangement present in the original document.

3.12 Right-reading: An image that, when viewed directly shows the characters, words, and sentences in the same sequence and arrangement present in the original document.

3.13 Sensitised side: A single or multilayered coating consisting of light-sensitive materials in a medium carried as a thin layer on a film base. It is intended to be the contact printing surface. Its synonym is the emulsion side.

3.14 Support sheet: The material that forms the limiting dimensions and provides the main support for the microfilm jacket. It is synonymous with back sheet.

3.15 Thin sheet: A sheet of material that is affixed by suitable means to the support sheet to form the film channel into which the microfilm is inserted. It is intended to be the contact printing surface. The sensitised side of the microfilm is placed against this sheet. Thin sheet is synonymous with emulsion sheet, cover sheet, and face sheet.

3.16 Throw-away: A duplicate of the jacket that is disposed of when additions are made to the master jacket.