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Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels

Abstract: Specifies the eye-readable information on leaders and trailers of microfilm and on the containers of processed microfilm. The standard specifies the location of elements, the order of elements in each location, and the minimum type size.

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Foreword

(This foreword is not part of the American National Standard Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels, ANSI/NISO Z39.62-2000. It is included for information only.)

The purpose of this standard is to provide micropublishers and other microfilming agencies with specifications and guidelines regarding eye-legible information to be included on roll microfilm leaders and trailers, and on the containers used to store the processed film, primarily for filing and retrieval purposes.

This standard expands on the general targeting information provided in *ANSI/AIIM MS23-1998 — Standard Recommended Practice — Production, Inspection, and Quality Assurance of First-Generation, Silver Microforms of Documents* in order to accommodate some of the basic needs of libraries and other archival document repositories. For example, whereas *MS 23-1998* recommends that targeting include “bibliographic data about the filmed documents” (Section 4.10), this standard describes and illustrates specific data elements that facilitate the identification, storage, and retrieval of the film.

This standard intends that alterations of existing microfilm targeting practices are to be made only when they are interpreted as being directly contrary to the strongly expressed needs of librarians and other archival microfilm storage custodians, as well as to the users of the microfilm. It provides examples of the minimal levels of bibliographic data required to adequately identify the contents of a reel of film. Additionally, it identifies which of the data elements should be printed on the labels of microfilm storage containers and how labels should be placed on the containers.

In promoting uniformity, legibility, and clarity, the standard specifies the location of elements, the order of elements in each location, and the minimum type size. These requirements are necessarily minimal in that the characteristics of uniformity, legibility, and clarity are subjective ones; thus, the requirements should be applied as appropriate to each situation. Examples and figures have been selected to show not only required arrangements but also, where appropriate, alternatives to the preferred arrangement.

The targets described in this standard are not intended to conform to cataloging conventions, nor to substitute for examination of the images of the documents themselves. Their purpose is solely to facilitate filing and retrieval of the film reels.

Both *ANSI/AIIM MS23-1998* and *ANSI/NISO Z39.32-1996, Information on Microfiche Headings* contain material specifically related to this standard. For additional discussion and illustration of recommended library and archive preservation microfilming targeting practice, consult the following:

ALA Target Packet for Use in Preservation Microfilming (Chicago: American Library Association, 1991)

Fox, Lisa, ed., *Preservation Microfilming: A Guide for Librarians and Archivists* (Chicago: American Library Association, 1995)

Elkington, Nancy, ed., *RLG Archives Microfilming Manual* (Mountain View, CA: The Research Libraries Group, 1994)

Elkington, Nancy, ed., *RLG Preservation Microfilming Handbook* (Mountain View, CA: The Research Libraries Group, 1992).

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Documents



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This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members March 29, 1999 - May 14, 1999. It will next be reviewed in 2005. Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814. NISO approval of this standard does not imply that all Voting Members voted for its approval. At the time it approved this standard, NISO had the following Voting Members:

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