

ANSI/NISO Z39.74-1996 (R2012)

ISSN: 1041-5653

Guides to Accompany Microform Sets

Abstract: Establishes the requirements for guides to accompany microform sets made publicly available by commercial, public, and private microform producers; defines data elements to be included in microform guides and describes how the data elements should be organized.

An American National Standard
Developed by the
National Information Standards Organization

Approved November 15, 1995
by the
American National Standards Institute

Published by the National Information Standards Organization
Baltimore, Maryland, U.S.A.

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Published by
NISO
3600 Clipper Mill Road
Suite 302
Baltimore, MD 21211
www.niso.org

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ISSN: 1041-5653 National Information Standards series

ISBN: 978-1-937522-40-7

1041-5653(201201)39:1;1-10

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Foreword

(This foreword is not part of the Guides to Accompany Microform Sets, ANSI/NISO Z39.74-1996 (R2012). It is included for information only.)

About This Standard

This standard establishes the requirements for guides designed to accompany microform sets made publicly available by commercial, public, and private microform producers. The impetus for creating the original NISO standard came out of deliberations of the American Library Association, Association of Library Collections and Technical Services, Reproduction of Library Materials Section, Bibliographic Control of Microforms Committee in the late 1980s.

The subsequent NISO committee that was formed for the purpose of drafting the standard consisted of bibliographers, microform librarians, and representatives of commercial micropublishers and nonprofit preservation organizations. The committee first reviewed the contents and structure of numerous guides and discussed basic requirements, then identified a number of issues about which it sought opinions of experts familiar with microform sets. The committee summarized those issues in a questionnaire survey and distributed 250 copies of that survey to a broad range of individuals concerned with access to microform collections, including public service librarians, preservation librarians, technical service librarians, and publishers. The current content and form of the standard owes much to the survey respondents. Its level of generality is meant to make it applicable as far as possible to the widely ranging forms of textual and non-textual microform collections.

Revision

This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members February 1, 1995 - May 1, 1995, and a reaffirmation of that version was approved by ANSI on August 30, 2002. This revised version was approved by NISO voting members on January 11, 2012, and by ANSI on February 22, 2012.

Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 3600 Clipper Mill Road, Suite 302, Baltimore, MD 21211.

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At the time this standard was balloted in 2012, the following organizations were NISO voting members. NISO approval of this standard does not necessarily imply that all voting members voted for its approval.

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