

**SLS 1154 : 1997**  
**ISO 5123 : 1984**

**Sri Lanka Standard**  
**DOCUMENTATION – HEADERS FOR MICROFICHE OF**  
**MONOGRAPHS AND SERIALS**

**SRI LANKA STANDARDS INSTITUTION**



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**MONOGRAPHS AND SERIALS**

**NATIONAL FOREWORD**

This standard was approved by the Sectoral Committee on Information Technology on 1996-12-10 and was authorized for adoption and publication as a Sri Lanka standard by the Council of the Sri Lanka Standards Institution on 1997-05-08.

This Sri Lanka Standard is identical with ISO 5123 : 1984, Documentation - Headers for microfiche of monographs and serials, published by the International Organization for Standardization.

**Terminology and Conventions**

The text of the International standard has been accepted as suitable for publication, without deviation as a Sri Lanka Standard. Superseded ISO Standards, to which cross reference have been made in this standard are listed in the National Appendix with the numbers and titles of the current ISO standards. However, certain terminology is not identical with those used in Sri Lanka Standards, attention is therefore drawn to the following :

- a) Wherever, the words "International Standard" appears, referring to this standard they should be interpreted as "Sri Lanka Standard".
- b) The Comma has been used throughout as a decimal marker. In Sri Lanka Standards, it is the current practice to use a full point on the baseline as a decimal marker.
- c) Whenever page numbers are quoted, they are ISO page numbers.

**Cross references**

**International Standard**

**Corresponding Sri Lanka Standard**

ISO 2108 : 1992 Documentation - International Standard Book Numbering (ISBN).

SLS 675 : 1984 Documentation International Standard Book Numbering (ISBN).

ISO 3297 : 1986 Documentation - International Standard Serial Numbering (ISSN).

SLS 817: 1988 Documentation - International Standard Serial Numbering (ISSN).

SLS 1154 : 1997  
ISO 5123 : 1984

ISO 4 : 1984 Documentation - Rules for the abbreviation of title words and titles of publications. --

ISO 9 : 1995 International System for the transliteration of Slavic Cyrillic characters. --

ISO 30 : 1992 Bibliographical strip.

ISO 233 : 1984 Documentation-Transliteration of Arabic characters into Latin characters. --

ISO 259 : 1984 Documentation - Transliteration of Hebrew characters into Latin characters. --

ISO 690 : 1987 Documentation - Bibliographical references - Content, form and structure.

ISO 843 : 1968 Documentation - Transliteration of Greek characters into Latin characters. --

ISO 2707 : 1980 Micrographics - Transparent A6 microfiche of uniform division - Image arrangements No. 1 and No. 2. --

ISO 2708 : 1980 Micrographics-Transparent A6 size microfiche of variable division-Image arrangements A and B. --

ISO 5126 : 1980 Micrographics - Computer output microfiche (COM) - Microfiche A6.

ISO 7098: 1991 Documentation - Romanization of Chinese.

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International Standard



5123

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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

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## Documentation — Headers for microfiche of monographs and serials

*Documentation — En-têtes des microfiches des monographies et des publications en série*

First edition — 1984-08-15

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UDC 778.14.072 : 025.321.3

Ref. No. ISO 5123-1984 (E)

**Descriptors** : documentation, microfiches, books, serials, layout, information.

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been authorized 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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 5123 was developed by Technical Committee ISO/TC 46, *Documentation*, and was circulated to the member bodies in February 1983.

It has been approved by the member bodies of the following countries :

Australia	France	Romania
Austria	Germany, F.R.	South Africa, Rep. of
Brazil	Hungary	Spain
Canada	India	Sweden
Czechoslovakia	Italy	Switzerland
Denmark	Japan	United Kingdom
Egypt, Arab Rep. of	Netherlands	USA
Finland	Poland	USSR

No member body expressed disapproval of the document.



# Documentation — Headers for microfiche of monographs and serials

## 0 Introduction

This International Standard has been drafted jointly with TC 171, *Micrographics*.

## 1 Scope and field of application

This International Standard lays down rules for the presentation of the information to be provided in the header areas of microfiche produced for distribution by, or to, libraries and information centres. It is applicable to original micropublications as well as to microfiche editions of monographs and serials and their contributions. It is applicable equally to complete works as well as to parts of works and to catalogues whether the microfiche are produced by computer output microfilming (COM) or other methods, for example step-and-repeat camera.

For each of the above categories of publication, this International Standard describes the information necessary for simple identification and retrieval. For more complete bibliographic information for other purposes, see 5.3 and clause 6.

This International Standard does not deal with the technical characteristics of microfiche. For these, reference should be made to ISO 2707, ISO 2708 and ISO 5126.

## 2 References

ISO 4, *Documentation — Rules for the abbreviation of title words and titles of publications*.<sup>1)</sup>

ISO/R 9, *International system for the transliteration of Slavic Cyrillic characters*.<sup>2)</sup>

ISO/R 30, *Bibliographical strip*.<sup>2)</sup>

ISO 233, *Documentation — Transliteration of Arabic characters into Latin characters*.<sup>3)</sup>

ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters*.<sup>4)</sup>

ISO 690, *Documentation — Bibliographical references — Essential and supplementary elements*.<sup>2)</sup>

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters*.<sup>2)</sup>

ISO 2108, *Documentation — International standard book numbering (ISBN)*.

ISO 2707, *Micrographics — Transparent A6 size microfiche of uniform division — Image arrangements No. 1 and No. 2*.

ISO 2708, *Micrographics — Transparent A6 size microfiche of variable division — Image arrangements A and B*.

ISO 3297, *Documentation — International standard serial numbering (ISSN)*.<sup>5)</sup>

ISO 5126, *Micrographics — Computer output microfiche (COM) — Microfiche A6*.

ISO 7098, *Documentation — Romanization of Chinese*.

1) At present at the stage of draft. (Revision of ISO 4-1972.)

2) Under revision.

3) At present at the stage of draft. (Revision of ISO/R 233-1961.)

4) At present at the stage of draft. (Revision of ISO/R 259-1962.)

5) At present at the stage of draft. (Revision of ISO 3297-1975.)

**ISO 5123-1984 (E)****3 Definitions**

For the purposes of this International Standard, the following definitions apply :

**3.1 bibliographic element** : A word or phrase or group of characters representing a distinct item of bibliographic information.

**3.2 contribution** : A component part of a document with its own author and/or title.

**3.3 document** : Any published item, monograph or serial. Specific classes include conference proceedings, reports, theses and memoirs.

**3.4 key title** : The unique name assigned to a serial by the International Serials Data System (ISDS) and inseparably linked with its ISSN.

NOTE — Information about key titles may be found in the *ISDS Manual*.

**3.5 microfiche header** : Inscription, readable without magnification, placed at the top of the microfiche to identify its contents. (See ISO 2707 and ISO 2708.)

**3.6 monograph** : A non-serial publication, i.e. a publication either complete in one part or complete, or intended to be completed, in a finite number of separate publications.

**3.7 serial** : A publication in print or non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely.

Serials include periodicals, newspapers, annuals (yearbooks, directories, etc.), series of reports and transactions of institutions, series of conference proceedings, and series of monographs. This definition does not include works produced in successive parts for a period predetermined as finite, and allows the inclusion of unnumbered series.

**3.8 subordinate responsibility** : Persons or bodies performing a secondary function, for example editors, translators, illustrators, sponsoring bodies, etc.

**4 General requirements**

**4.1** The polarity of the information in the header area may be positive (that is, dark letters on a clear background) or negative (that is, clear letters on a dark background).

**4.2** All header information shall be readable without magnification.

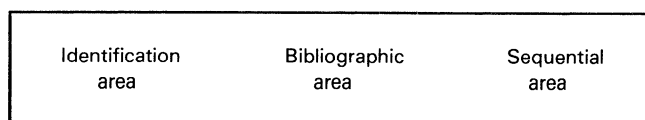
**4.3** Numbers shall be given in arabic form, with the exception of roman numerals appearing as part of a title.

**4.4** Capitalization and punctuation are not prescribed. Examples of capitalization and punctuation in this International Standard are illustrative and not prescriptive.

**5 Header area : layout and content****5.1 Subdivision of header area**

The microfiche header consists of three distinct areas (see figure 1). The widths of these areas are not fixed and may be varied to meet differing requirements. (See also 5.2.) The areas are as follows :

- a) **left area** : Identification (i.e. alphanumeric filing) area (see 5.2);
- b) **central area** : Bibliographic area (see 5.3);
- c) **right area** : Sequential area (see 5.4).



**Figure 1 — Subdivision of header area**

**5.2 Identification area**

This area is reserved for identification (filing) letters and/or numbers and for information concerning limitations or restrictions on the use of the microfiche. The area shall be at least 30 mm wide. The top half of the area shall be left blank for end user convenience, for example to insert internal filing numbers. The lower half of the area may be filled with identification numbers and/or restrictions on use when the microfiche is made (see 5.2.1 and 5.2.2).

**5.2.1 Identification numbers**

Identification numbers, for example report numbers, ISBN, ISSN, document numbers, microfiche numbers assigned by the producing agency, etc., uniquely identifying a document and differentiating it from other documents of a set, may be entered in the lower half of this area to facilitate filing the microfiche with the other members of the set. (See the examples in figure 2.)

OSTI 5206	COST EFFECTIVENESS AND COST/BENEFIT ANALYSIS IN INFORMATION SCIENCE/Flowerdew, A.J.; Whitehead, C.M.E. 1974	
ED 055 592	Collecting and reporting real costs of information systems/ by Douglas S. Price	1/3
NASA SP-7037	AERONAUTICAL ENGINEERING : a special bibliography with indexes Supplement no. 90, Dec. 1977	1/2 p. 499-547

Figure 2 — Examples of identification areas in microfiche headers

### 5.2.2 Limitations and restrictions on use or reproduction

The bottom line of the identification area shall be used to indicate any limitations or restrictions on use or reproduction. If additional space is required, the information may be abbreviated, or it may continue into or be placed in the bibliographic area.

*Examples :*

Government use only  
Restricted  
Duplication prohibited

### 5.3 Bibliographic area

This area shall be used for bibliographic information which briefly, but uniquely, describes the document reproduced on the microfiche. More complete bibliographic information for other uses, such as acquisitions, classification and cataloguing, shall appear in the first frame(s) of the microfiche, which should contain the title page and preliminary pages.

Words in foreign scripts may be converted by transliteration or transcription in accordance with the relevant International Standards. If the converted form is given in addition to the original form, it shall appear in square brackets immediately after the original form.

### 5.3.1 Bibliographic elements

The elements used vary according to whether the reference is to a monograph, a serial, or a contribution. For each category, the elements used and their sequence shall be in accordance with tables 1 and 2. Bibliographic elements may be abbreviated if necessary, with the exception of the essential part of the author information.

Table 1 — Monographs and serials<sup>1) 2)</sup>

Monographs	Serials
<b>Author(s)</b> <sup>3)</sup>	—
<b>Title</b>	<b>Title</b>
Other titles	Other titles
Subordinate responsibility	Subordinate responsibility
<b>Edition</b>	<b>Edition</b> <sup>4)</sup>
Place of publication	—
Publisher	—
<b>Year of publication</b>	—
Volumes, pages, etc.	—
Series statement(s)	—
—	—
—	<b>Date(s)</b> , volume(s)
Notes	Notes
ISBN	ISSN

1) For references to contributions, see table 2.

2) Essential elements for the header are printed in bold characters.

3) Alternatively, author information may appear after the title preceding subordinate responsibility.

4) Indication of the edition is essential for serials if the key title has not been used as the title and if there are variant editions, for example a Canadian edition.

Table 2 – Contributions in monographs and serials<sup>1) 2)</sup>

	<b>Monographs</b>	<b>Serials</b>
Contribution	<b>Author(s)<sup>3)</sup></b> <b>Title of contribution</b> Subordinate responsibility	<b>Author(s)<sup>3)</sup></b> <b>Title</b> Subordinate responsibility
Host document	<b>Author(s)<sup>3)</sup></b> <b>Title</b> Other titles Subordinate responsibility <b>Edition</b> Place of publication Publisher <b>Year of publication</b> ISBN	— <b>Title</b> Other titles Subordinate responsibility <b>Edition<sup>4)</sup></b> — — — ISSN
Location within host document	<b>Volume containing contribution</b> <b>Pagination of contribution</b>	<b>Date of volume/issue</b> <b>Number of volume/issue</b> <b>Pagination of contribution</b>
Contribution and/or host document	Notes	Notes

1) For references to monographs and to serials as a whole, see table 1.

2) Essential elements for the header are printed in bold characters.

3) Alternatively, author information may appear after the title preceding subordinate responsibility.

4) Indication of the edition is essential for serials if the key title has not been used as the title and if there are variant editions, for example a Canadian edition.

### 5.3.2 Examples of bibliographic areas

See figure 3.

NOTE — The examples are illustrative and not prescriptive.

CEA-R-4693	Contribution à l'interprétation des phénomènes explosifs dans les réacteurs de recherche à eau ordinaire. LeBerre, Françoise, 1975	3/→
HD38	Electrical and electronics abstracts 1973, September, v. 70, no. 909 Abstracts Z8665-29606	1/4
CONF-751216 UNCLAS	Energy conservation : a national forum, Fort Lauderdale, Florida 1975	1/8
72-CNA-100	Canadian Nuclear Association. Proceedings of the 1972 annual conference, Ottawa, June 1972	1 of 2
ISSN 0021-8561	Journal of Agricultural and Food Chemistry, March-April 1975, v. 23, no. 2, p. 132-215	1/3

Figure 3 — Examples of bibliographic areas in microfiche headers

## 5.4 Sequential area

### 5.4.1 General

When a microfiche is part of a set with each piece having the same information in the bibliographic area, the sequential area shall be used to indicate which part of the document described in the bibliographic area is contained in the microfiche and/or the sequence of the microfiche in the set.

This sequence shall indicate both the position of the microfiche within the set and the total number of microfiche in the set, either as a fraction where the position within the set is given as the numerator and the total number of microfiche in the set is given as the denominator or by means of a phrase such as 1 of 5.

*Examples :*

1/5, 2/5,... 5/5, or

1 of 5, 2 of 5,... 5 of 5

If the total number of microfiche in the set cannot be determined at the time of filming, the denominator shall be replaced by a dash (—) or an arrow (→). When the final frame of the microfiche or of the set of microfiche is filmed, the denominator on the last microfiche should indicate the number of microfiche in the set.

*Examples :*

1/—, 2/—... 7/—, 8/—; 9/12,... 12/12, or

1/→, 2/→,... 7/→, 8/→; 9/→,... 12/12

Volume number(s), if applicable, and the page numbers or other identification of the portion of the original on the microfiche should be indicated below the sequential identification (but see also 5.4.2).

*Examples :*

3/12  
p. 181-240

1/4  
A-K

In cases where there is only one microfiche, it may be desirable to indicate this fact by the identification 1/1.

### 5.4.2 Serials

The filing sequence shall be indicated by the volume and/or issue numbers and/or the date of publication. This information may be given in the sequential area or the bibliographic area. Inclusive page numbers should be given for clarity if necessary, for example if the microfiche contains part of a continuously paginated volume or issue. (See the examples in figure 4.)

## 6 Use of the first frame(s) of the microfiche

The first frames should contain the title page(s) and other preliminary page(s) and, for contributions, the title page(s) and other preliminary page(s) of the host document.

For all types of publication, an identification of the agency from which the microfiche are available, including its full address, shall be given in the first frames, together with notice of copyright, if applicable.

Journal of agricultural and food chemistry	1/3 v. 23, no. 2 p. 132-215
Journal of agricultural and food chemistry, vol. 23, no. 2	1/3 p. 132-215

**Figure 4 — Examples of microfiche headers for serials**

## Annex

### Examples of application of this International Standard

(This annex does not form part of the standard.)

NOTE — The examples are illustrative and not prescriptive.

1	ED078.845	Library Job Descriptions/Dale E. Shaffer, 1973	14/→
2		Proceedings of the International Conference on Transport of Persistent Chemicals in Aquatic Ecosystems, OTTAWA, 1974	1/4 p. I-1 to p. I-79
3	ISBN 0-900-98350-7	Proceedings of the Seventh Cranfield Fluidics Conference, Stuttgart, 1975, A1-A3 Medical Applications B1-B2 Components	1/2
4	UNISIST/CNRS Série 7.1001	UNESCO-ICSU STUDY ON THE FEASIBILITY OF A WORLD SCIENCE INFORMATION SYSTEM (UNISIST) PROCEEDINGS. — 1971, 1. Introduction. 2. Table of contents	1/→
5		IEE journal of quantum electronics, August 1975, v. QELL, no. 8	2/2 p. 641-724
6		Journal of agricultural and food chemistry, March-April 1975, v. 23, no. 2, Supplementary material	1/1
7	URCL-TRANS 10311	Compton effects for bound electrons/W. Franz. — Translated from Z. Phys., v. 90, 1934, p. 623-649	1/ 34X
8		DIE VÖGEL VON ÖSTERREICH OB DER ENS... Hinterberger, J. in Bericht über das Museum Francisco-Carolinum in Linz, 1854, t. 14, p. 1-112	1 of 2
9	Illinois-Journal	AUTHOR/TITLE/SUBJECT COM CATALOGUE, May 1981	60/93
10		Leach, Robert Williams Array photometry of elliptical galaxies Thesis - Harvard University, 1980	2/3

## **SLS CERTIFICATION MARK**

*The Sri Lanka Standards Institution is the owner of the registered certification mark shown below. Beneath the mark, the number of the Sri Lanka Standard relevant to the product is indicated. This mark may be used only by those who have obtained permits under the SLS certification marks scheme. The presence of this mark on or in relation to a product conveys the assurance that they have been produced to comply with the requirements of the relevant Sri Lanka Standard under a well designed system of quality control inspection and testing operated by the manufacturer and supervised by the SLSI which includes surveillance inspection of the factory, testing of both factory and market samples.*

*Further particulars of the terms and conditions of the permit may be obtained from the Sri Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.*



## **SRI LANKA STANDARDS INSTITUTION**

The Sri Lanka Standards Institution (SLSI) is the National Standards Organization of Sri Lanka established under the Sri Lanka Standards Institution Act No. 6 of 1984 which repealed and replaced the Bureau of Ceylon Standards Act No. 38 of 1964. The Institution functions under the Ministry of Science & Technology.

The principal objects of the Institution as set out in the Act are to prepare standards and promote their adoption, to provide facilities for examination and testing of products, to operate a Certification Marks Scheme, to certify the quality of products meant for local consumption or exports and to promote standardization and quality control by educational, consultancy and research activity.

The Institution is financed by Government grants, and by the income from the sale of its publications and other services offered for Industry and Business Sector. Financial and administrative control is vested in a Council appointed in accordance with the provisions of the Act.

The development and formulation of National Standards is carried out by Technical Experts and representatives of other interest groups, assisted by the permanent officers of the Institution. These Technical Committees are appointed under the purview of the Sectoral Committees which in turn are appointed by the Council. The Sectoral Committees give the final Technical approval for the Draft National Standards prior to the approval by the Council of the SLSI.

All members of the Technical and Sectoral Committees render their services in an honorary capacity. In this process the Institution endeavours to ensure adequate representation of all view points.

In the International field the Institution represents Sri Lanka in the International Organization for Standardization (ISO), and participates in such fields of standardization as are of special interest to Sri Lanka.