

Sri Lanka Standard
MICROFILMING OF PRESS CUTTINGS -
PART 1 : 16 MM SILVER-GELATIN TYPE ROLL MICROFILM

SLS 1091 : Part 1 : 1995
ISO 6197 : Part 1 : 1980

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Corresponding Sri Lanka Standards for the following International Standards referred in the standard are not available at present.

ISO 446, Microcopying - ISO No. 1 Mire - Description and use in photographic documentary reproduction.

ISO 543, Cinematography - Motion-picture safety film - Definition, testing and marking.

ISO 2803, Photography - Silver-gelatin type microfilms - Processing and storage for archival purposes.

ISO 3334, Microcopying - ISO Test chart No. 2 - Description and use in photographic documentary reproduction.

ISO 4331, Photography - Processed photographic film for archival records - Silver-gelatin type on cellulose ester base -Specifications.

ISO 4332, Photography - Processed photographic film for archival records - Silver-gelatin on poly(ethylene terephthalate) base -Specifications.

ISO 6196-1, Micrographics - Vocabulary - Section 01 : General terms.

ISO 6196-2, Micrographics -Vocabulary - Section 02 : Image placement and method of recording.

ISO 6199, Microcopying documents on 16 mm roll film.

ISO 6200, Micrographics - Density of silver-gelatin type films.

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Microfilming of press cuttings — Part 1 : 16 mm Silver-gelatin type roll microfilm

0 Introduction

Legibility of news print is so variable that, even in its pristine paper form, some areas of print may be difficult to read. The combination of large page size and poor print quality makes the use of high reduction ratios for microfilming newspapers on 16 mm roll film inadvisable at times. Even tabloid-size papers or similar publications may require the use of ratios which put the film image at the limit of acceptable quality.

Press cuttings are usually smaller than full-page newspapers. They can therefore be filmed at a lower ratio, appropriate to the legibility of the original.

Some libraries are known to be microfilming cuttings on 16 mm roll films and others have attempted to do so. The need for direction and guidance on this method of microfilming is desirable.

1 Scope and field of application

This part of ISO 6197 specifies the particular aspects of microfilming on 16 mm roll microfilm files of press cuttings held in libraries and in documentation centres, with a view to limiting the growth of diverse systems. It does not apply to the microfilming of newspapers treated in ISO 4087.

Part 2 will cover microfilming of press cutting on A6 size microfiche.

2 References

- ISO 446, *Microcopying — ISO No. 1 Mire — Description and use in photographic documentary reproduction.*
- ISO 543, *Cinematography — Motion-picture safety film — Definition, testing and marking.*
- ISO 2803, *Photography — Silver-gelatin type microfilms — Processing and storage for archival purposes.*

ISO 3334, *Microcopying — ISO Test chart No. 2 — Description and use in photographic documentary reproduction.*

ISO 4087, *Microfilming of newspapers on 35 mm unperfected microfilm for archival purposes.*

ISO 4331, *Photography — Processed photographic film for archival records — Silver-gelatin type on cellulose ester base — Specifications.*

ISO 4332, *Photography — Processed photographic film for archival records — Silver-gelatin on poly(ethylene terephthalate) base — Specifications.*

ISO 5466, *Photography — Practice for storage of processed safety photographic film.*

ISO 6196/1, *Micrographics — Vocabulary — Section 01 : General terms.*

ISO 6196/2, *Micrographics — Vocabulary — Section 02 : Image placement and method of recording¹⁾.*

ISO 6199, *Microcopying documents on 16 mm roll film¹⁾.*

ISO 6200, *Micrographics — Density of silver-gelatin type films.*

3 Definitions

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

3.1 press cutting : An item cut out of a newspaper, journal or other publication, which could be classified for filing.

3.2 target : Any document or chart containing identification, information, test charts, symbols, which facilitates technical or bibliographical control. It is photographed on the film preceding or following the document.

For other technical terms, see ISO 6196.

4 Preparation for filming

4.1 Identification

Every cutting shall at least show the title, date and number of issue of the publication from which it was extracted. If all cuttings come from the same source, this may be shown in a target frame, but each cutting shall bear the date of issue.

4.2 Placement of cuttings

Cuttings shall be placed flat on the camera document-holder, if necessary mounted on a stiffer sheet of material preferably not extending beyond the A4 size. Cuttings which protrude beyond this format should be recut to be contained within this size and in such a manner as to ensure continuity of the text. Where cuttings have to be continued into the following frame, a continuation sign shall be used, for example an arrow pointing towards the following frame, which can have an arrow pointing back to the previous frame.

5 Filming procedure

5.1 Rawstock film

The film used shall comply with the requirements of ISO 543, ISO 4331 and ISO 4332.

5.2 Reduction ratio

The reduction ratio is determined by the legibility of the originals, the available film-width and the quality requirements. The ratio selected shall make the smallest letters and numerals clearly legible in a distribution copy viewed in a reader adapted to it, especially regarding the enlargement ratio. The normal range of reduction ratios for press cuttings is 1:12,75 to 1:25,5.

5.3 Break between files

An identification tag or at least one blank frame shall indicate the break between two files or document units.

5.4 Other requirements

Any other requirements shall comply with those of ISO 6199.

6 Targets

The targets shown on the roll microfilm shall comply with the requirements of ISO 6199.

7 Image quality

7.1 Legibility

The quality of all processed film shall be controlled by the method specified in ISO 446 or ISO 3334 and shall meet the requirements given in ISO 6199.

7.2 Optical density and contrast

The images shall have sufficient contrast to permit easy reading and reproduction. The density and contrast values shall comply with the requirements of ISO 6200.

8 Processing and storage

The method and procedures adopted for archival purposes shall comply with the requirements of ISO 2803 and ISO 5466.