

Australian Standard<sup>®</sup>

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**MICROFILMING NEWSPAPERS  
FOR ARCHIVAL PURPOSES**

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This Australian standard was prepared by Committee MS/4, Micrographics Equipment and Techniques. It was approved on behalf of the Council of the Standards Association of Australia on 26 November 1985 and published on 6 January 1986.

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## PREFACE

This standard was prepared by the Association's Committee on Micrographics Equipment and Techniques, in response to a request from the Australian Advisory Council on Bibliographical Services.

It specifies the minimum requirements for the preparation of material to be filmed, establishes uniform formats and layouts, and sets out the procedures involved in recording the content of newspapers on 35 mm microfilm.

Appendices provide examples of the appropriate symbols to be used and examples of bibliographical and reference target frames.

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STANDARDS ASSOCIATION OF AUSTRALIA

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SECTION 1. SCOPE AND GENERAL

**1.1 SCOPE.** This standard specifies requirements for the preparation of material to be microfilmed, layout of material, and the procedures involved in relation to microfilming newspapers for archival purposes. The standard is directed at the microfilming of newspapers on 35 mm, silver halide roll film suitable for archival storage.

**1.2 APPLICATION.** This standard is applicable to establishing uniform formats, layouts and presentation of information in the production of master films on 35 mm microfilm of newspapers or parts thereof. The standard also establishes minimum quality criteria affecting the production of microfilm for archival purposes.

**1.3 REFERENCED DOCUMENTS.** The following standards are referred to in this standard:

AS 1120	The Writing of Calendar Dates in All-numeric Form
AS 2422	Glossary of Micrographics Terms
ISO/R 9	International System for the Transliteration of Slavic Cyrillic Characters
ISO 417	Photography—Determination of Thio-sulphate and Other Residual Chemicals in Processed Photographic Films, Plates and Papers—Methylene Blue Photometric Method and Silver Sulphide Densitometric Method
ISO/R 233	International System for the Transliteration of Arabic Characters
ISO/R 259	Transliteration of Hebrew
ISO/R 843	International System for the Transliteration of Greek Characters into Latin Characters
ISO 2803	Photography—Silver-gelatin Type Microfilms—Processing and Storage 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 Type on Poly(ethylene Terephthalate) Base Specifications

ISO 6200 Micrographics—Density of Silver-gelatin Type Films.

ISO 7098 Documentation—Romanization of Chinese

This standard also requires use of the National Bureau of Standards (USA) 'Microcopy Resolution Test Chart No 1010a'.

**1.4 DEFINITIONS.** For the purpose of this standard, the relevant definitions in AS 2422 and the following definitions apply:

**1.4.1 Archival standards**—standards for the processing, storage, and use of microfilm in order that it may resist film deterioration for a given period.

**1.4.2 Show through**—the undesired appearance of information from the back of a document when its front is reproduced on film by photography.

**1.4.3 Density (*D*)**—the logarithm of the ratio of incident light to transmitted light through processed film.

**1.4.4 Distribution file**—microfilm copies of second or successive generation silver halide, diazo, or vesicular film.

**1.4.5 Duplicate master film**—second generation silver halide, diazo, or vesicular film.

**1.4.6 Frame**—the total exposed area of microfilm utilized in one exposure, regardless of whether or not the area is filled by the document image.

**1.4.7 Master film**—archival silver halide film.

**1.4.8 Newspaper**—a serial publication appearing at very frequent intervals, e.g. daily, weekly, providing news of current events.

**1.4.9 Placard**—a cardboard or paper sheet of indeterminate size containing an announcement, displayed on the one side only.

**1.4.10 Reel**—a flanged holder for processed film.

**1.4.11 Shall and should**—the word 'shall' is to be understood as mandatory, and the word 'should' as non-mandatory, advisory, or recommended.

**1.4.12 Target**—an aid to technical or bibliographical control which is recorded on the microfilm preceding, throughout, or following the text of the filmed file.