

DIN ISO 6199:2008-12 (E)

Micrographics - Microfilming of documents on 16 mm and 35 mm silver-gelatin type microfilm - Operating procedures (ISO 6199:2005)

Contents		Page
National foreword		3
National Annex NA (informative) Bibliography		4
1	Scope	5
2	Normative references	5
3	Terms and definitions	6
4	Preparation of documents	6
5	Conditions of microfilming	6
5.1	Raw-stock microfilm	6
5.2	Formats and orientation	6
5.3	Roll film coding	9
5.4	Frame numbering	9
5.5	Placement	9
5.6	Inter-image gap	9
5.7	Edge marker	9
5.8	Reduction ratio	9
5.9	Document dimensions	10
6	Microfilming procedures	13
6.1	Documents recorded on more than one roll of film	13
6.2	Leader and trailer	13
7	Filming sequence	13
7.1	Targets	13
7.2	Archival test area	14
7.3	Retakes	14
7.4	Targets	14
8	Scanning microfilm	16
8.1	Cameras used for producing scanning microfilm	16
8.2	Frame numbering	16
8.3	Placement	16
8.4	Edge detection	16
8.5	Targets	16
8.6	Image density	17
8.7	Skew	17
8.8	Resolution	17
9	Splices	17
10	Document placement on the camera baseboard	17
11	Winding	17
12	Quality control	18

13	Legal Admissibility	18
	Annex A (informative) Preparation of documents	19
	Annex B (informative) Resolution	21
	Bibliography	23