

# 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)

---

| <b>Contents</b>                                    |                                                        | <b>Page</b> |
|----------------------------------------------------|--------------------------------------------------------|-------------|
| 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          |

|           |                                                             |           |
|-----------|-------------------------------------------------------------|-----------|
| <b>13</b> | <b>Legal Admissibility .....</b>                            | <b>18</b> |
|           | <b>Annex A (informative) Preparation of documents .....</b> | <b>19</b> |
|           | <b>Annex B (informative) Resolution .....</b>               | <b>21</b> |
|           | <b>Bibliography .....</b>                                   | <b>23</b> |