

ANSI/NISO Z39.62-2000
(Revision of ANSI/NISO Z39.62-1993)

ISSN: 1041-5653

Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels

Abstract: Specifies the eye-readable information on leaders and trailers of microfilm and on the containers of processed microfilm. The standard specifies the location of elements, the order of elements in each location, and the minimum type size.

An American National Standard
Developed by the
National Information Standards Organization

Approved September 13, 2000
by the
American National Standards Institute

Published by the National Information Standards Organization
Bethesda, Maryland



NISO Press, Bethesda, Maryland, U.S.A.

Published by
NISO Press
4733 Bethesda Avenue, Suite 300
Bethesda, MD 20814
www.niso.org

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Printed in the United States of America
ISSN: 1041-5653 National Information Standard Series
ISBN: 1-880124-48-3

 This paper meets the requirements of ANSI/NISO Z39.48-1992 (R 1997) Permanence of Paper.

Library of Congress Cataloging-in-Publication Data

National Information Standards Organization (U.S.)

Eye-legible information on microfilm leaders and trailers and on containers of processed microfilm on open reels : an American national standard / developed by the National Information Standards Organization.

p. cm. — (National information standards series)

ISBN 1-880124-48-3

1. Microfilms--Labeling--Standards--United States. I. Title. II. Series.

TR835 .N24 2000
686.4'3--dc21

00-046574

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Foreword

(This foreword is not part of the American National Standard Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels, ANSI/NISO Z39.62-2000. It is included for information only.)

The purpose of this standard is to provide micropublishers and other microfilming agencies with specifications and guidelines regarding eye-legible information to be included on roll microfilm leaders and trailers, and on the containers used to store the processed film, primarily for filing and retrieval purposes.

This standard expands on the general targeting information provided in *ANSI/AIIM MS23-1998 — Standard Recommended Practice — Production, Inspection, and Quality Assurance of First-Generation, Silver Microforms of Documents* in order to accommodate some of the basic needs of libraries and other archival document repositories. For example, whereas *MS 23-1998* recommends that targeting include “bibliographic data about the filmed documents” (Section 4.10), this standard describes and illustrates specific data elements that facilitate the identification, storage, and retrieval of the film.

This standard intends that alterations of existing microfilm targeting practices are to be made only when they are interpreted as being directly contrary to the strongly expressed needs of librarians and other archival microfilm storage custodians, as well as to the users of the microfilm. It provides examples of the minimal levels of bibliographic data required to adequately identify the contents of a reel of film. Additionally, it identifies which of the data elements should be printed on the labels of microfilm storage containers and how labels should be placed on the containers.

In promoting uniformity, legibility, and clarity, the standard specifies the location of elements, the order of elements in each location, and the minimum type size. These requirements are necessarily minimal in that the characteristics of uniformity, legibility, and clarity are subjective ones; thus, the requirements should be applied as appropriate to each situation. Examples and figures have been selected to show not only required arrangements but also, where appropriate, alternatives to the preferred arrangement.

The targets described in this standard are not intended to conform to cataloging conventions, nor to substitute for examination of the images of the documents themselves. Their purpose is solely to facilitate filing and retrieval of the film reels.

Both *ANSI/AIIM MS23-1998* and *ANSI/NISO Z39.32-1996, Information on Microfiche Headings* contain material specifically related to this standard. For additional discussion and illustration of recommended library and archive preservation microfilming targeting practice, consult the following:

ALA Target Packet for Use in Preservation Microfilming (Chicago: American Library Association, 1991)

Fox, Lisa, ed., *Preservation Microfilming: A Guide for Librarians and Archivists* (Chicago: American Library Association, 1995)

Elkington, Nancy, ed., *RLG Archives Microfilming Manual* (Mountain View, CA: The Research Libraries Group, 1994)

Elkington, Nancy, ed., *RLG Preservation Microfilming Handbook* (Mountain View, CA: The Research Libraries Group, 1992).

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This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members March 29, 1999 - May 14, 1999. It will next be reviewed in 2005. Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814. NISO approval of this standard does not imply that all Voting Members voted for its approval. At the time it approved this standard, NISO had the following Voting Members:

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The following individuals served on Standards Committee Z on Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels which developed ANSI/NISO Z39.62-1993:

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Anita Werling (University Microfilms), Jeffrey Heynen (Library of Congress), Francis F. Spreitzer (retired, Library of Congress), and Lawrence Robinson (retired, Library of Congress) served as consultants to the committee.

Acknowledgment

NISO acknowledges with thanks the contributions of Walter Cybulski at the National Library of Medicine in revising this standard.

Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels

1. Introduction

1.1 Purpose

The purpose of this standard is to specify and illustrate eye-legible targeting elements that are useful for the basic identification, filing and retrieval of microfilm on open reels. The data elements recommended for inclusion on the targets are not intended to be bibliographically comprehensive from a library or archive perspective. Rather, the data is limited to the fundamental information that is required for the identification of what is contained on reels of film, primarily to facilitate their filing and retrieval.

1.2 Scope

This standard concerns information, principally readable without magnification, that (a) is included among the targets at the beginning and end of 16- and 35-mm roll microfilm, or (b) appears on storage containers for nominal 100-foot lengths of this film. The standard is written for microfilm distributed to libraries and information centers, and the containers described are those in which such film is delivered. This standard applies only to microfilms that (a) are intended primarily for library use and (b) contain monographs or serials, including — but not limited to — books, pamphlets, theses, dissertations, monographic series, report literature, public documents, journals, magazines, newspapers, and printed music. It does not apply to microfilms containing manuscripts, photographs, promotional flyers, engineering drawings, parts catalogs, business records, or maps, unless these items are contained in monographs or serials.

2. Definitions

Bibliographic Target—A non-eye-legible target containing bibliographic data designed to ensure that the microfilm receives the same identification and description as does the original material. These data may include many of the following elements: title, edition, author(s), editor, translator, publication information (place, publisher, and date or period covered), number of volumes or pages or both, holder of the original material, editor and publisher of the microfilm edition, holder of the master negative, and microfilming agency. See Practice for Operational Procedures/ Inspection and Quality Control of First-Generation, Silver-Gelatin Microfilm of Documents, (ANSI/AIIM MS23-1998).

Document—Any published (including micropublished) work. A document may be a book, pamphlet, periodical, newspaper, report, thesis, patent, or any other textual or graphic work. Not included are (a) data stored on magnetic tape, (b) electronic display

materials such as videotape or videodisk, (c) audio recordings, and (d) filmstrips, motion picture films, slides, or other recorded visual materials that are enlarged for use.

Element—A word, phrase, or group of characters or numbers representing a distinct component of the bibliographic information that identifies a given document.

Eye-legible—Readable without magnification. See *ANSI/AIIM MS23-1998 — Standard Recommended Practice — Production, Inspection, and Quality Assurance of First-Generation, Silver Microforms of Documents*, Section 4.10, for a more detailed description of eye-legibility.

Monograph—A nonserial bibliographic item, i.e., an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts.

Roll Description Target—A target, usually non-eye-legible, that summarizes the title targets on a roll containing more than a single title.

Serial—A document issued in successive parts, intended to be continued indefinitely and usually bearing numerical or chronological designations. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered and unnumbered monographic series.

Subseries—A serial that is published as a part of a more inclusive serial; subseries may be separately numbered, or included in the numbering of the parent serial, or both.

Target—An aid to technical or bibliographic control that is photographed on the film preceding or following the document.

Title Target—An eye-legible target containing basic bibliographic information about a document.

3. Referenced Standards

This standard is intended to be used in conjunction with the following standards. When these standards are superseded by revisions, the revisions shall apply:

ALA Target Packet for Use in Preservation Microfilming. Chicago: American Library Association, 1991.

American National Standard for International Standard Serial Numbering (ISSN), ANSI/NISO Z39.9-1992.

American National Standard for Imaging Media — Photographic Processed Films, Plates, and Papers — Filing Enclosures and Storage Containers, ANSI/NAPPA IT9.2-1991.

American National Standard for Information on Microfiche Headings, ANSI/NISO Z39.32-1996.

Dimensions for Reels Used with Processed 16 mm and 35 mm Microfilm Not for Use in Automatic Threading Equipment, ANSI/AIIM MS 34-1990.

Glossary of Imaging Technology, AIIM TR2-1992.

Information and Documentation — International Standard Book Numbering (ISBN), ISO 2108:1992.

Information and Documentation — International Standard Music Number (ISMN), ISO 10957:1993.

Practice for Operational Procedures /Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents, ANSI/AIIM MS23-1998.

4. Leaders and Trailers: General

4.1 Type Size and Text Orientation

Information covered by this standard shall be readable without magnification and shall have the same orientation as the material being filmed. No character image shall be less than 2 mm (0.08 inch) high on the film.

4.2 Romanization

For documents in non-roman scripts, the information should be romanized in accordance with the *ALA-LC Romanization Tables*.¹ Brackets may be used to identify romanized titles. The title in the original script may be added to the romanized form within space constraints.

4.3 Numbers

Numbers shall be given in Arabic notation with the following exceptions:

- (a) non-Arabic numerals appearing as part of the title
- (b) non-Arabic numerals on items with extensive numeration (to make the numbering of the filmed material clearer).

4.4 Punctuation

Because small variations in the use of punctuation do not seriously hinder the identification and filing of microfilm containers, these specifications do not require the use of specific punctuation. The International Standard Bibliographic Description (ISBD) is recommended as a guide.²

1. *ALA-LC Romanization Tables*. Washington, DC: Cataloging Distribution Service, Library of Congress, 1991.

2. *International Standard Bibliographic Description for Non-Book Materials*. Rev. ed. The Hague: International Federation of Library Associations, 1987.

5. Leaders and Trailers: Contents

5.1 General

This standard expands on the general targeting information which is provided in *ANSI/ALLIM MS23-1998 — Standard Recommended Practice — Production, Inspection, and Quality Assurance of First-Generation, Silver Microforms of Documents*. Whereas MS23-1998 describes in general terms the kind of information that should be provided on targets, lists additional types of targeting information that can enhance the microform product and provides an example of a typical target sequence (see *MS23-1998*, Section 4.10 and Figure 5), this standard specifies which of the targets listed in MS23-1998 should be eye-legible (Start target; Title Target; Roll Number Target; Roll Description Target; and End target) and describes in greater detail the data elements recommended for inclusion on the Title target. This standard also provides a checklist of mandatory and optional targets (see Appendix A), as well as additional examples of target sequences for rolls of film containing single (Appendix B) or multiple (Appendix C) monograph or serial titles. A description is also provided of which data elements should be printed on the labels of microfilm containers.

5.2 Start Target

The word START shall appear on the target.

5.3 Title Target

The title target shall be filmed at the beginning of each title.

5.3.1 Reels Containing a Single Monograph Title

5.3.1.1 Sequence

The sequence of essential and optional elements used should be as listed below. An example is found in Appendix B, Figure B1.

5.3.1.2 Title

The title of the document shall be given. The title should appear as it is given in the document, except where romanization is required or abbreviation is necessary. The title should be printed in uppercase letters or otherwise emphasized typographically, except when the meaning would be changed. A translation of the title may be added within brackets. When an element other than the title is normally used as the primary means of document description, such as the report number of a technical report, that element may precede the title.

Examples:

GELASSENHEIT
[DISCOURSE ON
THINKING]

EPA/600/3-76/36
EFFECTS OF
CHLORINE . . .
REDUCTION

5.3.1.3 Edition

If edition information appears in the document, it should be given after the title.

5.3.1.4 Author

The author of the document shall be identified if available. If the bibliographic information is given in paragraph form, the name of the author (or compiler or editor) should be preceded by a slash (/). Initials may be substituted for given names. If there is more than one author, at least the first named shall be given, followed by "[and others]" or "[et al.]".

Examples:

Single author:
ASTROLOGY AND
THE CLASSICS
Reginald R. Marble

More than one author, paragraph form:
HISTORY OF
ANTHROPOLOGY / A. C. Haddon
J. B. Murghanser, W. W. Beddoes & T. C. Snow

No author identified:
GUIDEPOSTS FOR
BETTER LIVING

More than one author, abbreviated form:
THE LITERATURE OF
THE BESIEGED CITY
H. Zbigniewski [et al.]

5.3.1.5 Place and Date of Publication

The place and date of publication of the document shall be given, if known.

5.3.1.6 International Standard Book Number (ISBN)

The ISBN numbers of monographs included on microfilms should be given, if known.

Examples:

MUTINY ON
THE BOUNTY
W. Bligh
London: 1794
ISBN 0-904387-47-X

GONE WITH THE
WIND / M. Mitchell
New York: 1941
ISBN 0-02-585400-3

5.3.2 Rolls Containing a Single Serial Title

5.3.2.1 Sequence

The sequence of essential and optional elements used should be as listed below. An example is found in Appendix B, Figure B2.

5.3.2.2 Title

The title of the serial shall be given. The title should appear as it is given in the document, except where romanization is required or abbreviation is necessary. The title should be printed in uppercase letters or otherwise emphasized typographically, except where the meaning would be changed. A translation of the title may be added within brackets. (See also Section 5.3.2.6 and Section 5.5.)

5.3.2.3 Subseries Titles

In the case of serials published in more than one series or subseries, the bibliographic elements that appear in the document shall appear in the title target in the following order: title of parent serial, designation of subseries, title of subseries.

Examples:

CURRENT CONTENTS.	JOURNAL OF
SPACE AND PHYSICAL	RESEARCH. C.
SCIENCES	ENGINEERING
	AND INSTRUM.

5.3.2.4 Varying Titles

When successive titles of a serial occur with such frequency that more than one title will appear on a single reel, the first title shall be given, followed by an appropriate modifier, e.g., "(title varies)." Additionally, a separate "TITLE CHANGE" target, followed by a "Title target" for the new title, may be filmed immediately preceding the first issue of each variant title appearing on the roll.

5.3.2.5 Corporate Author

The name of the organization responsible for the serial shall be given, if known.

5.3.2.6 Place, Date, Volume Numeration, etc.

The place(s) of publication and inclusive date(s) (or start date, if still being published at time of filming) shall be shown. Place of publication shall include additional information (e.g., State or Province) as needed to correctly identify the place of publication.

Examples:

HISTORY AND	HISTORY OF
ARCHAEOLOGY	ANTHROPOLOGY
Ottawa, Ont.	Madison, Wisc.
Jan. 1970 -	Oct. 1950 -
Dec. 1995	

5.3.2.7 International Standard Serial Number (ISSN)

The ISSN numbers of serials included on microfilms should be given, if known.

Example:

SPORTS
ILLUSTRATED
Chicago, Ill.
Mar. 1953
ISSN 0038-822X

5.3.3. Reels Containing More than One Monograph or Serial

Where several monographs or serials are filmed on the same roll, the title target of the first title shall be preceded by the roll description target, a non-eye-legible listing of the titles and dates included on the roll, in filming sequence. An eye-legible roll description target shall be used whenever practical. However, because rolls may contain numerous titles, a non eye-legible target is permissible.

5.4 Roll Number Target

Roll numbers are required where the contents of a roll are part of a series or other collection that occupies more than one reel. The roll number shall appear on the target. No other text or graphic figure should appear on the target.

5.5 Reel Contents Target

The contents of the specific reel (title, place of publication, date(s), volume(s), and, as appropriate, issues), shall be listed on a target other than the Title Target (described in Sections 5.3 and 5.3.2.2).

Example:

Reel Contents:
THE PARIS REVIEW
Flushing, NY
v. 16-17, nos. 61-68
Spring, 1975 -
Winter, 1976

5.6 End Target

The word END or the phrase END OF REEL — PLEASE REWIND should appear in the last frame of the roll. If multiple titles appear on one reel, the conclusion of a single title may be marked by a target containing the words END OF TITLE or END OF WORK. If a title is continued on another reel, this may be indicated by a phrase such as CONTINUED ON NEXT REEL. An example of the targets for multiple titles on a single reel is found in Appendix C.

6. Labels for Containers of 16-mm and 35-mm Microfilm: General

Each reel of microfilm occupies a unique place in a library collection. Containers that house individual reels must be properly labeled in order to provide information for filing and retrieval purposes. These specifications apply only to containers housing service copies of 16-mm and 35-mm microfilms on reels that meet the requirements of Dimensions for 100-Foot Reels for Processed 16 mm and 35 mm Microfilm (ANSI/AIIM MS34).

6.1 Microfilm Containers

While no standard specifies exact dimensions for containers intended to house microfilms, ANSI/NAPM IT9.2-1991, Imaging Media - Photographic Processed Films, Plates and Papers - Filing Enclosures and Storage Containers lists requirements for the stability of the materials used to create the containers and states that the enclosure "shall be sufficiently large to permit the desired number of photographic materials to be inserted and withdrawn without producing abrasion, and at the same time, be sufficiently close-fitting to prevent excessive movement within the enclosure" (Section 4).

The containers covered in this standard include only those having dimensions sufficient to permit them both to house 16-mm and 35-mm reels of microfilm, and to be stored in such cabinets as libraries commonly use for this purpose. These containers are of two types: (a) One uses a flap opening. Typically, there are two flaps, one at each end of the container. When open, the flap reveals a portion of the film and the edge of the reel. (b) The other opens in such a way that one entire side of the reel is in view. The containers are commonly called "flap boxes" and "clamshell boxes," respectively. Both types of containers are illustrated in Appendix D, Figure D1.

6.2 Dimensions and Placement of Label

Labels on containers housing 16-mm film shall be 16 mm by 85 mm plus or minus 1.5 mm. Labels on containers housing 35-mm film shall be 35 mm by 85 mm plus or minus 1.5 mm. No portion of a label shall extend beyond the edges of the side (or face) of the container to which it is affixed. They shall be placed on one edge of the container. On flap boxes, that edge shall not be either flap. It is not recommended that labels be placed on the opening edges of clamshell boxes, though this may be necessary in cases where the sides of boxes are thumb-notched to facilitate opening and closing.

7. Labels for Containers of 16-mm and 35-mm Microfilm: Text

7.1 General

The information given on labels is similar to the eye-legible information given on roll number and title or roll description targets. Roll numbers are required where the contents of a reel are part of a series or other collection that occupies more than one reel.

7.2 Descriptive Information

For rolls containing single monographs or serials, the descriptive information includes title; place and date of publication; and, if appropriate, collection, author, and series data, or volume and issue numbers. For reels containing multiple monographs, pamphlets, or serials, the descriptive information is collective, based on the roll description target. This information may be abbreviated by the shortening of elements if necessary.

7.3 Placement of Text on Label

The text should be parallel to the long side of the container. If used, roll sequence numbers or alphanumeric identifiers should be placed on the right hand side of the label. The leftmost third (28.33 mm) of the label shall be left blank so that local identification may be added. Alternatively, the text may be perpendicular to the long side of the container. If used, roll numbers should be placed immediately after the descriptive information. The bottom third (28.33 mm) of the label shall be left blank so that local information may be added. (See Appendix D, Figure D2.)

7.4 Type Size and Contrast

No typeface should be smaller than 2.0 mm (approx. 0.08 inch). For 16 mm containers, required information may be abbreviated to fit on labels. See also Section 7.2 and Section 7.6. Contrast between text and background should be sufficient to permit text to be read without difficulty in low light conditions.

7.5 Romanization and Numbers

The information shall be romanized in accordance with the *ALA-LC Romanization Tables*. Brackets may be used to identify romanized titles (see also Section 4.2). The title in the original script may be added to the romanized form within space constraints. Numbers shall be given in Arabic notation, with the exception of non-Arabic numerals appearing as a part of a title. (See also Section 4.3.)

7.6 Other Information on Containers

The face of containers may contain information identifying the producer or publisher of the film, including name, address, copyright notice, and trademark. It may also include information on reduction ratio; film type (e.g., silver halide, diazo, vesicular); storage requirements; film polarity; restrictions on borrowing, use, or reproduction; and other information pertinent to the film and its use. Because of size limitations (e.g., on 16-mm reels), it may be necessary to include information that will not fit on the edge of the container on a separate label attached to the container face which is blank.

Appendix A

Mandatory and Optional Targets

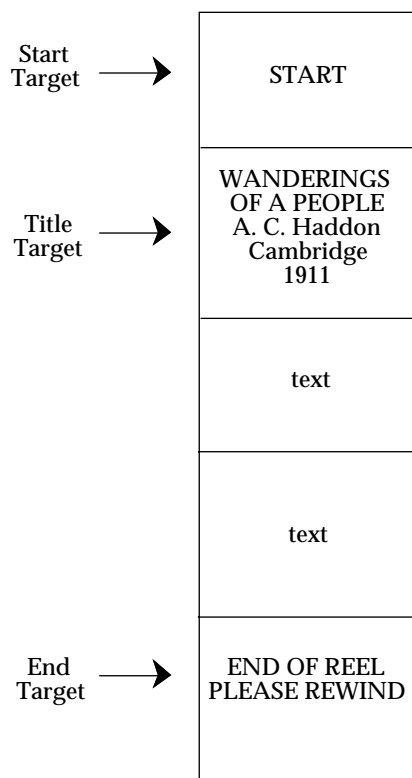
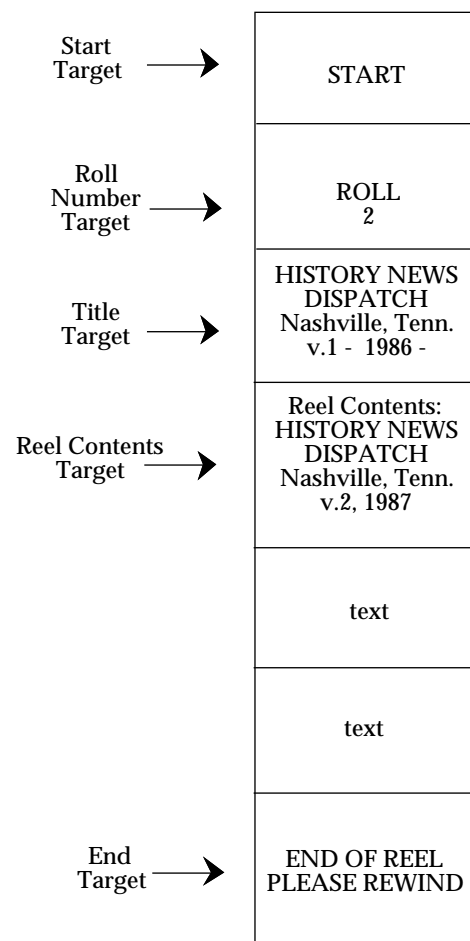
(This appendix is not a part of the American National Standard for Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels, ANSI/NISO Z39.62-2000. It is included for information only.)

Target	Contents	Mandatory	Optional	Mandatory if available or in some cases
START	START	X		
Roll no.	Roll number			X
Roll description	Summary information			X
Title	Bibliographic information (see below)	X (at start)	X (at end of document)	
Monographs	Document title	X		
	Edition	X		
	Author			X
	Place/date of publication	X		
	ISBN of title		X	
	ISMN of title		X	
Serials	Serial title	X		
	Subseries title(s)			X
	Varying title indication			X
	Corporate author			X
	Place, date, volume, numeration	X		
	ISSN of microform		X	
End Target	END OF REEL / PLEASE REWIND		X	X
End of work	END OF WORK or END OF TITLE		X	
Cont. on next reel	CONT. ON NEXT REEL		X	

Appendix B

Title Targets on Rolls Containing a Single Monograph or Serial

(This appendix is not a part of the American National Standard for Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels, ANSI/NISO Z39.62-2000. It is included for information only.)

Figure B1**Title target: Single monograph****Figure B2****Title target: Single serial**

Appendix C

Title Targets and Roll Description Target on Reels Containing More than One Monograph

(This appendix is not a part of the American National Standard for Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels, ANSI/NISO Z39.62-2000. It is included for information only.)

The purpose of this appendix is to illustrate how to apply a consistent and uniform method of targeting to reels of film containing more than one monograph.

(1) Bibliographic description of the examples:

The teachings of Don Juan : a Yaqui way of knowledge / Carlos Castaneda. New York : Washington Square Press, 1974, c. 1968.

The crack in the cosmic egg : challenging constructs of mind & reality / Joseph Chilton Pearce. New York : Washington Square Press, 1973, c. 1971.

Zen and the art of motorcycle maintenance : an inquiry into values / Robert M. Pirsig. New York : Bantam Books, 1975, c. 1974.

(2) Roll Description Target

Examples of roll description target contents (See Section 5.3.3):

THE TEACHINGS OF DON JUAN / Carlos Castaneda. New York, 1973

CRACK IN THE COSMIC EGG / Joseph C. Pearce. New York, 1973

ZEN AND THE ART OF MOTORCYCLE MAINTENANCE / Robert M. Pirsig. New York, 1975.

First names of authors may be abbreviated if necessary.

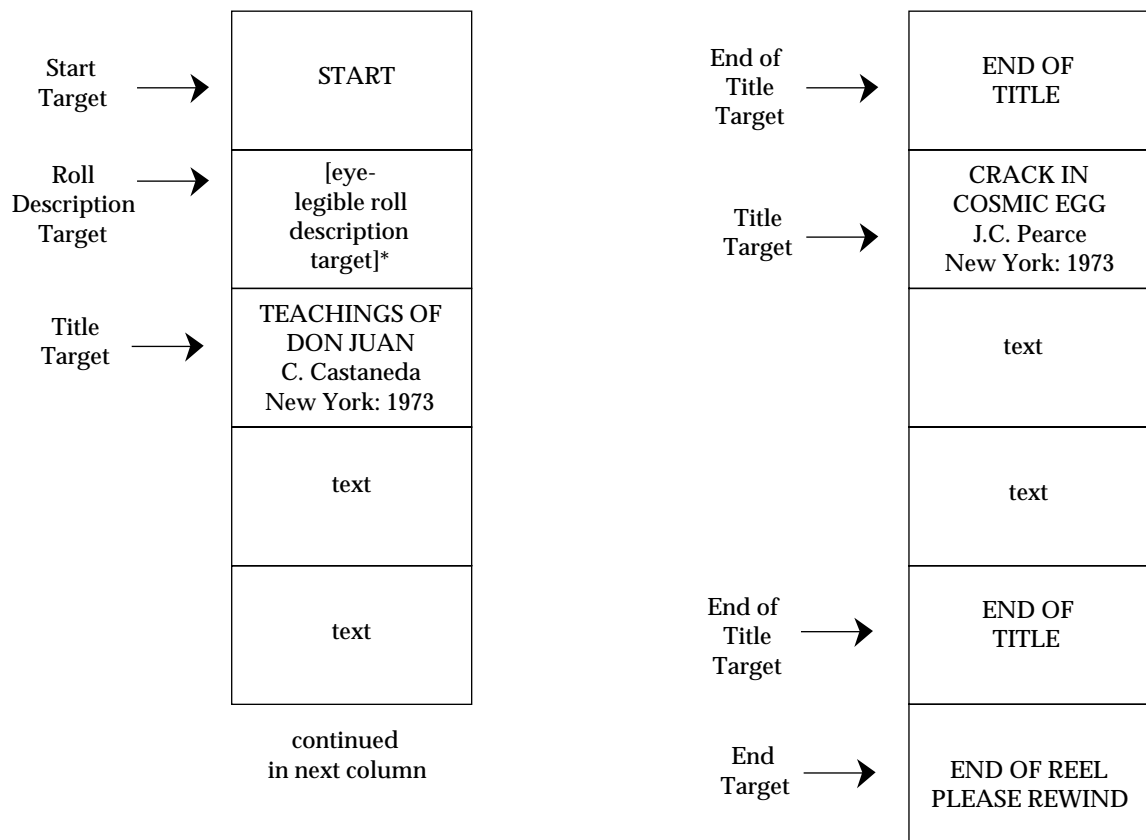
(3) Title Target

Example of title targets:

TEACHINGS OF
DON JUAN
C. Castaneda
New York: 1973

CRACK IN THE
COSMIC EGG
J. C. Pearce
New York: 1973

ZEN & ART OF
MOTORCYCLE
R. Pirsig
New York: 1975

Figure C1—Title target: A multi-title roll of microfilm

*See Section 5.3.3

Appendix D

Container and Label Examples

(This appendix is not a part of the American National Standard for Eye-Legible Information on Microfilm Leaders and Trailers and on Containers of Processed Microfilm on Open Reels, ANSI/NISO Z39.62-2000. It is included for information only.)

Figure D1—Microfilm containers

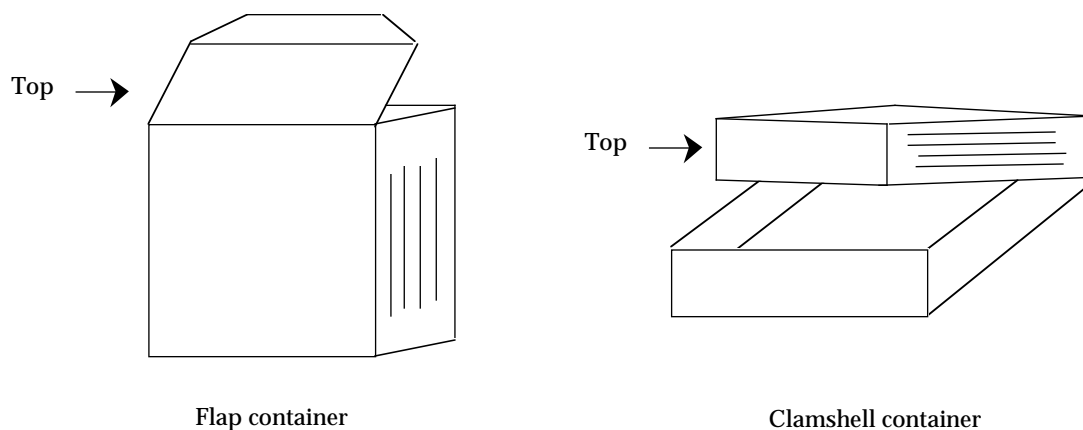


Figure D2—Microfilm labels

(Note: Labels with text parallel to the long side of the container are preferred, though either format may be used on either type of box. See also Sections 7.3 and 7.4)

Example 1: 16-mm container, text parallel to long side.

HISTORY & ARCHAEOLOGY
(Ottawa, Ont.)
v.2, 1979

Example 2: 35-mm container, text parallel to short side.

HISTORY
OF
ANTHRO-
POLOGY /
HADDON
[et. al.]
Boston:
1985

Example 3: 35-mm container, text parallel to long side.

SPORTS ILLUSTRATED (Chicago)
v.45, 1976
Index, v. 36-45, 1967-1976