

ANSI/NISO Z39.32-1996

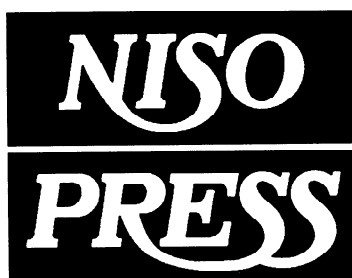
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Information on Microfiche Headers

Abstract: This standard provides a set of minimal specifications for eye-legible information to be included in the header area of microfiche. The header is that area reserved for identification of the information on the microfiche. These minimal specifications include the following bibliographic elements: location, order of elements in each location, size of type, and contrast between characters and background. The standard recommends additional categories of information when they apply and space permits.

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National Information Standards Organization
Approved December 19, 1995 by the
American National Standards Institute**



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Foreword

(This foreword is not part of the American National Standard for Information on Microfiche Headers, ANSI/NISO Z39.32-1996. It is included for information only.)

In common with other microforms, microfiche require enlarging devices, such as readers, to make the information they contain available for use. An advantage of the microfiche format is its ability to provide in a header easily accessible information that does not require enlargement for the purpose of simple identification and retrieval.

The purpose of this standard is to provide micro-publishers and other microfiche producers, as well as users, with a set of specifications for presenting eye-legible information in headers. This standard requires that headers contain only the few categories of information (or elements) necessary for conclusive identification and filing of microfiche in common use in libraries in the United States and it recommends additional categories of information that may be given when they apply and space permits. Because complete bibliographic data often cannot be given in the limited space available in a header, these recommendations are intended to be applied primarily to facilitate identification and filing.

In promoting uniformity, legibility, and clarity, the standard specifies the location of elements in headers, the order of elements in each location, the minimum type size, and the degree of contrast between characters and background. These requirements are necessarily minimal because the characteristics of uniformity, legibility, and clarity are subjective ones; thus, the requirements should be applied as appropriate to each situation in accordance with common sense. The examples given in the standard illustrate the application of elements in differing circumstances, with variations of practice that are both anticipated and permissible.

The standard has three formal limitations:

1. It is limited to microfiche that conform to the American Standard for Microfiche, ANSI/AIIM MS5-1992.
2. It applies only to the kind of monographic and serial materials that are commonly produced on microfiche (whether as original or reprinted publications) and that are intended for library use (including, but not limited to, books, journals, series, pamphlets, theses, report literature, public documents, and newspapers). It does not, therefore, apply to miscellaneous collections of specialized nonmonographic or nonserial materials such as

sheet music, pictures, promotional flyers, engineering drawings, parts catalogs, business records, and maps.

3. It is limited to eye-legible information in the header area of microfiche, as specified in ANSI/AIIM MS5-1992. (The header is the area that constitutes the top of a microfiche.) It should be noted that there is a general agreement that microfiche intended for library use benefit greatly from the use of bibliographic tools for organization and retrieval such as indexes, bibliographies, catalogs, and similar finding aids, published in full-size hard-copy or electronic formats. These finding aids are most useful when they are parts of an organization and retrieval system for microfiche that includes divider cards with index tabbing, eye-legible information frames within the image areas of microfiche, and the microfiche headers themselves. For these reasons, both the information suggested and the information required for microfiche headers in this standard should be coordinated with information that appears elsewhere in the organization and retrieval system of which the microfiche are a part; and the information provided for organization and retrieval within the system as a whole should be as complete as possible.

Additionally, the standard is intended to apply to computer-output microfiche of monographic or serial materials that are intended for library use and that meet the dimensional requirements of ANSI/AIIM MS5-1992, despite current difficulties in meeting the standard's polarity requirements. In addition, the standard may be used as a guide in preparing headers for other computer-output microfiche when its provisions are appropriate and to the extent space permits. Indeed, relevant provisions of the standard may be used in preparing headers for any microfiche, even those to which the standard does not directly apply.

Because small variations in the use of punctuation do not seriously hinder the identification and filing of microfiche, only 6.3.1.4 and 6.3.2.4 require the use of specific punctuation. The *ISBD (G): General International Standard Bibliographic Description, Revised Edition* (1992, New York and Munich: K.G. Saur) is recommended as a guide for header punctuation. (continued)

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The text of the 1981 standard has been retained; the revised text contains only minor additions and revisions. It includes a specific area for a publisher's company or product logo or identification; advances the citation of both the title of the fiche collection and the title of the work on the fiche; and makes editorial changes. It also includes definitions for *polarity*, *collection*, and *series*. Definitions for *collection* and *series* are from *Anglo-American Cataloguing Rules, Revised Second Edition* (1988). The list of references has been updated, and the word "heading(s)" has been changed to "header(s)" throughout the standard.

NISO acknowledges with thanks and appreciation Harriet Rebuldela, Head, Acquisitions Department, and Tim Byrne, Head, Government Publications at

the University of Colorado Library for their contributions in revising this standard.

This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members April 1, 1995 - July 7, 1995. It will next be reviewed in 2000. 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 necessarily 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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Information on Microfiche Headers

1. Scope

This standard concerns the composition of the information to be provided in the header areas of microfiche that conform to the dimensional requirements of ANSI/AIIMMS5-1992 American National Standard for Microfiche, and that are produced for distribution to libraries and information centers. It applies to original micropublications as well as microfiche reprints of monographs and serials.

2. Purpose

The purpose of this standard is to specify the elements necessary or desirable for basic identification and retrieval of microfiche.

3. References

This standard is to be used in conjunction with the following American National Standards:

ANSI/AIIM MS5-1992, Microfiche.

ANSI/NISO Z39.5-1985, Abbreviation of Titles of Publications.

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

ISO 2108, International Standard Book Numbering (ISBN).

ANSI/NISO Z39.23-1990, Standard Technical Report Number (STRN) Format and Creation.

4. Definitions

Collection—1. Three or more independent works or parts of works by one author published together. 2. Two or more independent works or parts of works by more than one author published together and not written for the same occasion or for the publication in hand.

Document—Any published (including micro-published) or manuscript 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.

Microfiche header—The area above the image area of each microfiche that is reserved for identification of the information on the microfiche. It is readable without magnification. (See ANSI/AIIMMS5-1992.)

Monograph—A nonserial document either complete in one bibliographically independent volume or published in a number of volumes under the same title.

Polarity—The tonal relationship between the original film or paper format and the copy made from it. A negative polarity is one in which the tonal values are reversed from the original with white appearing as black and black appearing as white. A positive polarity is one in which the tonal values are the same as the originals with white appearing as white and black appearing as black.

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

Series—1. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence (e.g., Lowell's *Among my books*, second series). 3. A separately numbered sequence of volumes within a series or serial (e.g., *Notes and queries*, 1st series, 2nd series, etc.).

5. General Statements

5.1 Polarity

Polarity of the information in the header area should, where possible, be positive; that is, dark characters on a light background. Note: Positive headers may