INTERNATIONAL STANDARD

**ISO
9878**

Micrographics — Graphical symbols for use in microfilming

Micrographie — Symboles graphiques applicables à la micrographie

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 9878 was prepared by Technical Committee ISO/TC 171, *Micrographics and optical memories for document and image recording, storage and use.*

Introduction

Because of the increasing international interest in the design and use of graphical symbols, this International Standard presents a certain number of graphical symbols applicable to micrographics, in the synopsis given in clause 3 (additional symbols will be published as they become available). The numbers of the symbols in this standard are those appearing in ISO 7000 as assigned by ISO/TC 145 which is responsible for standardization in the field of graphical symbols.

A graphical symbol is defined as an optically perceptible figure produced by means of writing, drawing, printing, or other techniques. It is used to transmit a message and represents an object or concept in clearly understandable manner, independently of any language. The principles for the uniform presentation and publication of graphical symbols are laid down in ISO 3461.

NOTE — Information on the availability and price of single standard symbols on aperture cards suitable for photographic reproduction is available from the ISO/TC 145 secretariat or from the ISO Central Secretariat in Geneva.

This page intentionally left blank

Micrographics — Graphical symbols for use in microfilming

1 Scope

This International Standard covers graphical symbols which may be used in micrographics to convey information concerning the condition of the original document, the production and use of microforms.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.
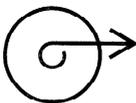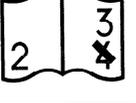
ISO 3461-1 : 1988, *General principles for the creation of graphical symbols — Part 1: Graphical symbols for use on equipment.*

ISO 3461-2 : 1987, *General principles for the creation of graphical symbols — Part 2: Graphical symbols for use in technical product documentation.*

ISO 7000 : 1984, *Graphical symbols for use on equipment — Index and synopsis.*

3 Symbols

The symbols given on page 2 are in accordance with the general principle of presentation described in ISO 3461.

1

Reference No. in ISO 7000	Symbol	Referent	Application	Location
0075		End of roll.	To signify the end of the microfilm roll.	In the last frame at the end of the roll.
0076		Beginning of roll.	To signify the beginning of the microfilm roll.	In the first frame at the beginning of the roll.
0077		Original difficult to read.	To signify that the original document is difficult to read.	Preferably preceding the irregular image.
0078		Damaged text. Wrong binding.	To signify that the original document is damaged and/or wrongly bound.	Preferably preceding the irregular image.
0079		Incorrect numbering. Incorrect date.	To signify that the given numbering and/or date of a document is incorrect.	Preferably preceding the image(s) of the particular document.
0080		Repetition of image.	To signify that an image is deliberately repeated.	Preferably after the image to be repeated.
0081		Missing pages and/or issues.	To signify that parts of the reproduced set are missing.	Preferably before the irregularity.
0486		Documents to be filmed.	To signify that the documents in the file are to be filmed.	Can be indicated with a stamp on the documents or the folder.
0487		Documents not to be filmed.	To signify that the documents in the file are not to be filmed.	Can be indicated with a stamp on the documents or the folder.
0488		Original in colour.	To signify that the original is in colour.	Preferably before the image(s) of the particular document.
0489		Microform of first generation in colour.	To signify that the microform of first generation is in colour.	Must be recorded on the first generation colour microform, preferably at the beginning.
0490		Continued on another roll.	To signify that the file is continued on another roll.	At the end of the roll before the symbol "End of roll".
0491		Continued from another roll.	To signify that the beginning of the file is on another roll.	At the beginning of the roll after the symbol "Beginning of roll".