

**Code of practice for microfilming of newspapers on 35 mm black and white, silver-gelatin type microfilm / planetary camera filming – Operating procedures**

**AMENDMENT NO. 1**

March 2013

**1. Page 4, Foreword**

*Replace* the first paragraph with:

This Singapore Standard Code of Practice is prepared by the Technical Committee on Microfilming under the purview of the Chemical Standards Committee. It is a revision of CP 72. CP 72 has been re-numbered as SS 523.

**2. Page 9, 4.3.2**

*Replace* the paragraph with:

When filming newspapers up to A2 size with a rotatable camera head, it is best to adopt the cine mode at reductions from 16x to 19x. It is also possible to film centre-spreads using comic mode without changing the reduction ratio.

**3. Page 9, 4.3.3**

*Replace* the 1<sup>st</sup> sentence with:

Both cine and comic modes can be used for filming of newspapers using a non-rotatable camera head with fixed DIN Standard reductions.

**4. Page 10, 5.2 Leader and trailer**

*Replace* the text of the subclause with:

To avoid fogging during processing and to protect the microfilm from scratches due to improper handling during duplication, at least 1200 mm of unexposed film shall be left at the beginning and end of each roll.

If a residual thiosulphate ion test as stated in SS 522 : 2006 – “Code of practice for quality control inspection of 16 mm and 35 mm black and white, silver-gelatin type microfilm”, is required, at least an additional 50 mm of unexposed film shall be left at the beginning and end of each roll in addition to the leader and trailer.

**5. Page 12, 5.6 Exposure control**

*Replace* the text of the subclause with:

The operator should ensure that the density is uniform across the roll. However certain drawing documents, for a variety of reasons listed below, may require multiple exposure and/or special exposure techniques, to allow different parts of the drawing documents to be captured more effectively:

- a) bleed-through/show-through (for very thin paper);
- b) molting;
- c) multiple toned and colour drawing documents;

- d) pencil markings and fine-lined inscriptions; and/or
- e) interleaving/overleafing or multi-faceted openings.

As a general rule, these drawing documents (for example, drawing document with photographs or multi-coloured drawing document) shall be microfilmed at two different exposure levels; one at the level which is best for the text and one at the level which is best for the illustration. If the normal illumination/exposure is inadequate to reproduce the original material and therefore requires a separate exposure the first exposure should be at the normal illumination and the subsequent ones at the adjusted illumination. When multiple exposures are made routinely and repeatedly within a given volume or reel, the "Duplicate exposure" target shall be filmed in the appropriate location.

**6. Page 13, 5.12 Voltage stabilisation**

*Replace the 3<sup>rd</sup> sentence with:*

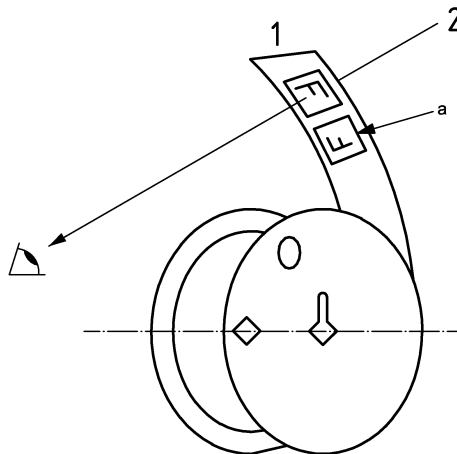
The use of a reliable power conditioner or uninterruptured power supply (UPS) can effectively arrest most of the harmful power problems such as over-voltage spikes, surges and electronic noise (harmonics, electromagnetic interference and radio frequency interference).

**7. Page 13, New subclauses**

*Add the following new subclauses:*

**5.14 Winding**

After processing, the microfilm should be wound such that the image "F" shall appear in the orientation as shown when viewed by the observer (see Figure 5).



**Key**

- 1 leader
- 2 light
- a Orientation of scripts in Japanese, Chinese, Arabic and Hebrew languages

**Figure 5 – Diagram showing the winding of the film on the reel**

### 5.15 Labelling of microfilm container

The processed microfilm should be kept in the original casing and labelled accordingly for ease of identification and retrieval. It could be further secured with a non-acidic wrapper that came with the raw film (as shown in Figure 6 and Figure 7) or a button-and-string tie wrapper (as shown in Figure 8) to prevent the spooled film from unwinding. Rubber bands, paper clips, tapes or fasteners of any other kind shall not be used to secure film on spools.



Figure 6 – Wrapper for 16 mm format



Figure 7 – Wrapper for 35 mm format

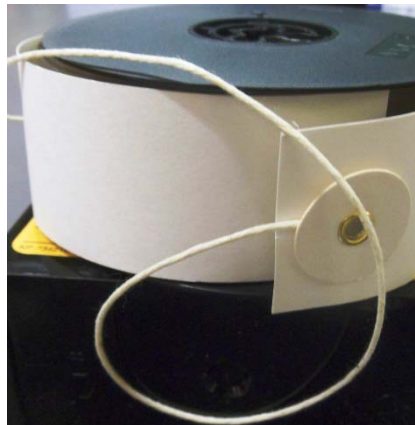


Figure 8 – Button-and-string tie wrapper for 35 mm format