

**Code of practice for digital conversion of 16 mm/35 mm microfilm and 105 mm microfiche –  
Operating procedures**

**AMENDMENT NO. 1**

August 2023

**1. Page 6, Foreword**

*Replace* 'The figures in this standard are reproduced with permission from CD Imaging Pte Ltd and ISEAS Library, ISEAS-Yusof Ishak Institute' with the following text:

'Acknowledgement is also made to the following organisations for their contributions:

- National Library Board for reviewing this standard which resulted in confirming the standard with amendment and classifying it as a mature standard.
- Micrographics Data Pte Ltd for assisting in this review.
- CD Imaging Pte Ltd and ISEAS Library, ISEAS-Yusof Ishak Institute for their kind permission to reproduce their figures in this standard.

The figures are included as examples in this Singapore Standard for the sole purpose of illustration. It does not connote any endorsement whatsoever of any product, service and/or design concept by the Working Group and Enterprise Singapore.'

**2. Page 15, 5.2.4 Selection of scan quality by reduction ratio**

*Delete* 'Table 1 below shows the relationship between microfilm reduction ratios and the corresponding expected minimum resolutions.' from the third paragraph.

**3. Page 16, Table 1 – Theoretical calculation of microfilm reduction ratios and expected minimum resolutions**

*Delete* Table 1.

**4. Page 17, 5.4 Voltage stabilisation**

*Delete* Subclause 5.4.

**5. Page 18, 6.1.4**

*Delete* '(Figure 10)'.

**6. Page 18, Figure 10 – Example of a strip of mirror images**

*Delete* Figure 10.

**7. Page 19, 6.2 Scan job set-up**

*Delete* '(as illustrated in Figure 12)' from the second paragraph.

**8. Page 20, Figure 12 – Screen capture of typical software displaying scan set-up**

*Delete* Figure 12.

9. **Page 20, 6.3 Loading of microfilm and microfiche**  
*Delete* '(Figure 13)'.
10. **Page 20, Figure 13 – Loading of film onto microfilm scanner**  
*Delete* Figure 13.
11. **Page 21, 6.4 Running a short test (pre-scan)**  
*Delete* '(Figure 14)' from the third paragraph.
12. **Page 21, Figure 14 – Preview of scan images on screen**  
*Delete* Figure 14.
13. **Page 22, 6.6 Commence actual scan**  
*Delete* '(Figure 15)' from the third paragraph.
14. **Page 22, Figure 15 – Illustration of incomplete images captured during scanning**  
*Delete* Figure 15.
15. **Page 23, 6.8.1 Typical post-scan processing tasks (see Figure 16)**  
*Delete* '(see Figure 16)'.
16. **Page 23, Figure 16 – Post scan processing**  
*Delete* Figure 16.
17. **Page 24, Figure 17 – Counter checking on source microfilm**  
*Replace* Figure 17 with the following diagram:

