

Australian Standard<sup>®</sup>

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**UNITIZED  
MICROFILM CARRIERS (35mm)**

METRIC UNITS

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The following government departments and scientific and industrial organizations were officially represented on the committee entrusted with the preparation of this standard:

Associated Chamber of Manufactures of Australia  
Australian Gas Association  
Bureau of Steel Manufacturers  
Defence Standardization Committee  
Department of Manufacturing Industry  
Electricity Supply Association of Australia  
National Measurement Laboratory  
Postmaster-General's Department  
Registrar-General's Department, N.S.W.  
Society of Automotive Engineers — Australasia  
The Institution of Engineers, Australia  
The Institution of Production Engineers

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This standard, prepared by Committee ME/2 — Drawing Practice, was approved on behalf of the Council of the Standards Association of Australia on 13 November 1974.

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*This standard was issued in draft form for public review as DR 73166.*

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First published ..... 1975
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PUBLISHED BY STANDARDS AUSTRALIA  
(STANDARDS ASSOCIATION OF AUSTRALIA)  
1 THE CRESCENT, HOMEBUSH, NSW 2140

ISBN 0 7262 0647 4

## PREFACE

This standard was prepared by the Association's Drawing Practice Committee at the request of a number of government authorities and other interests. AS 1203, Microfilming of Engineering Documents (35 mm), sets out the requirements for the microfilming of engineering documents on 35 mm film. The complete process can be achieved in either of two ways—in roll film or in unitized microfilm carriers. Roll film may then be converted into unitized microfilm carriers if required. Special data processing cards each with an accurately positioned rectangular hole provide the base on which a series of unitized microfilm carriers is developed. All such carriers have been commonly termed aperture cards, but in this standard, care has been taken to distinguish aperture cards from the other types, namely, camera cards, copy cards and image cards.

Special attention has also been given to avoiding any misunderstanding in the use of the word 'carrier'. The title 'Unitized Microfilm Carriers' has been adopted internationally for the complete articles; the name 'microfilm support' has therefore been used for what has previously been referred to as the 'microfilm carrier'.

It will be noted that the standard contains a quality control plan to ensure the production of satisfactory image cards. The tests would generally only refer to the manufacture of the carriers as usually delivered to the purchaser. However, the purchaser may elect to

carry out some further checks in accordance with this standard.

Considerable assistance in the preparation of this standard was obtained from BS 4210: Part 3, ANSI PH5.8, the draft international standard ISO/DIS 3272/III and from drafts prepared by the Defence Standardization Committee. Due acknowledgement to these bodies is recorded for the assistance obtained.

Because of the relationship of this standard to AS 1100, Drawing Practice, the comma is used in this standard to indicate the decimal marker.

An appendix has also been included for general information as a guide to users both in the use of the unitized microfilm carriers as data processing cards and in the method of using printed formats on the face of the cards.

This standard may require reference to the following Australian standards:

- AS 1100 Drawing Practice
- AS 1203 Microfilming of Engineering Documents (35 mm)
- AS 1244 Unpunched Paper Cards for Information Interchange
- AS 1399 Guide to AS 1199, Sampling Procedures and Tables for Inspection by Attributes

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## STANDARDS ASSOCIATION OF AUSTRALIA

## Australian Standard Specification

for

## UNITIZED MICROFILM CARRIERS (35 mm)

## SECTION 1. SCOPE AND GENERAL

**1.1 SCOPE.** This specification applies to unitized microfilm carriers, as follows:

- (a) aperture cards prepared for the mounting of original 35 mm microfilm images;
- (b) camera cards for microfilming of technical documents;
- (c) copy cards for the reproduction of 35 mm microfilm images;
- (d) image cards, which embraces fully processed cards (a), (b) and (c) above.

NOTE: Hereinafter 'unitized microfilm carriers' are collectively termed 'carriers'.

**1.2 APPLICATION.** Carriers shall comply with the relevant requirements of this Section 1 and with the requirements of the following Sections, as appropriate:

Aperture cards	Section 2
Camera cards	Section 3
Copy cards	Section 4
Image cards	Section 5

**1.3 DEFINITIONS.** For the purpose of this specification, the following definitions apply:

**1.3.1 'Shall' and 'should'**—'shall' is taken to be mandatory and 'should' is taken to be advisory.

**1.3.2 Aperture card**—a data processing card with a rectangular hole prepared for the subsequent mounting of a frame of microfilm.

**1.3.3 Camera card**—a data processing card with a rectangular hole into which is mounted a frame of unexposed and unprocessed Type I Class 1 microfilm\* for subsequent exposure and processing in a special camera.

**1.3.4 Copy card**—a data processing card with a rectangular hole into which is mounted a frame of unexposed and unprocessed Type II or Type III microfilm\* for subsequent reproduction by contact printing.

**1.3.5 Frame**—the total exposed area of microfilm utilized in one exposure, regardless of whether or not the area is filled by the document image.

**1.3.6 Image card**—an aperture card, camera card or copy card in which a frame of fully processed microfilm is mounted.

#### 1.4 GENERAL REQUIREMENTS.

**1.4.1 Card Stock.** The card stock used in carriers shall be the same as specified in AS 1244, Unpunched Paper Cards for Information Interchange.

**1.4.2 Colour.** The colour of the cards for carriers unless otherwise specified shall be as follows:

- (i) aperture cards . . . . . buff
- (ii) camera cards . . . . . buff
- (iii) copy cards . . . . . salmon
- (iv) image cards . . . . . buff when derived from aperture and camera cards; or salmon when derived from copy cards.

**1.4.3 Identification.** The front face of the carriers shall be identified by a printed format unless otherwise specified.

#### 1.4.4 Dimensions.

**1.4.4.1 Plan view.** The external dimensions of the carriers including those for the corner cut and corner rounding shall conform to the dimensions specified in AS 1244.

The dimensions giving the location of the image in the carrier shall be as specified in Fig. 1.1.

**1.4.4.2 Thickness build-up.** The total thickness of the laminate of the card, plus microfilm support, plus microfilm where applicable, shall not exceed the thickness of the card alone by more than the values given in Table 1.1.

**TABLE 1.1**  
**MAXIMUM THICKNESS BUILD-UP**  
**OF CARRIERS**

Type of card	Maximum thickness build-up
	mm
Aperture—Type I	0,005*
Aperture—Type II	0,025
Camera	0,005*
Copy	0,005*
Image (from aperture cards—Type I)	0,005*
Image (from aperture card—Type II)	0,025
Image (from camera and copy cards)	0,005*

\* These values are used for carriers which are to be processed through machines with automatic feeds and carriers which are not to demonstrate excessive build-up in the aperture area in files. These values may be increased to 0,14 mm for carriers intended exclusively for other uses.

**1.4.4.3 Microfilm support.** The location of the microfilm supports shall be in accordance with the following figures:

\* For details on types and classes of microfilm, see AS 1203, Microfilming of Engineering Documents (35 mm).