



HANDBOOK ON INDUSTRIAL PROPERTY INFORMATION AND DOCUMENTATION

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STANDARD ST.7/D

RECOMMENDATION FOR A STANDARDIZED METHOD OF IDENTIFYING ROLL MICROFILM FILES OF PATENT AND PATENT-RELATED DOCUMENTS

INTRODUCTION

1. The recommendation provides for a standardized method of identifying roll microfilm files of patent and patent-related documents (e.g., on roll film containers, on roll microfilms and in the corresponding descriptive literature).
2. The recommendation applies to the content, language and presentation of the data by which these roll microfilm files may be identified and is therefore subdivided into three parts dealing with these three subjects.

DEFINITIONS

3. For the purposes of this recommendation, the expression “patent documents” includes patents for inventions, inventors’ certificates, utility certificates, utility models, patents or certificates of addition, inventors’ certificates of addition, utility certificates of addition, etc., and published applications therefor.
4. For the purposes of this recommendation, the expression “patent-related documents” covers official gazettes, indexes relating to patent documents, etc.
5. For the purposes of this recommendation, the terms used in respect of micrographics are defined in the Appendix to this recommendation.
6. For the purposes of this recommendation, the expression “descriptive literature” means any document containing data allowing identification of roll microfilms of patent and patent-related documents, such as docketts, lists, etc.

RECOMMENDATION

Content of identification data

7. The following identification data are applicable for use as indicated in paragraph 9.
 - 7.1 Data allowing identification of the microfilm content
 - 7.1.1 Kind of patent or patent-related documents filmed.
As far as patent documents are concerned, the “Recommended Standard Code for the Identification of Different Kinds of Patent Documents” (WIPO Standard ST.16) should preferably be used
 - 7.1.2 Country of publication of the documents filmed (coded in accordance with the two-letter country code (WIPO Standard ST.3)).
 - 7.1.3 Organization of the file (e.g., numerical or classified).
If classified: classification used (e.g., Int. Cl., Japanese Classification, US Classification)
 - 7.1.4 Range of the documents filmed
 - 7.1.4.1 In the case of a numerical file: serial numbers or volume numbers and/or publication dates of the first and last documents filmed.
 - 7.1.4.2 In the case of a classified file: classification symbol(s) and range of documents (first and last numbers), if applicable
 - 7.1.5 Part of series (e.g., roll of rolls, or number of items if open ended)
 - 7.1.6 Quantity (length of film, number of documents, number of images)
 - 7.1.7 Indication of type of indexing if provided for, e.g., machine indexing, document marks (“blips”)



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- 7.2 Data concerning the physical characteristics of the microfilm and its origin
- 7.2.1 Size (16 mm, 35 mm, etc.)
- 7.2.2 Thickness (thin, standard)
- 7.2.3 Film type (silver-halide, diazo, vesicular; brand and product number if significant)
- 7.2.4 Generation (2nd, 3rd, etc.)
- 7.2.5 Polarity (positive, negative)
- 7.2.6 Reduction ratio
- 7.2.7 Image orientation (image-positioning technique, such as simplex, duplex, comic strip, 8-up, etc.)
- 7.2.8 Photographic quality of dissemination copy (resolution, density, contrast, degree of archival quality, as applicable)
- 7.2.9 Special film treatment, if applicable
- 7.2.10 Microfilm originator (firm or organization and country in which it operates).

LANGUAGE

8. The data allowing identification of microfilm files produced for potential exchange with, or transfer to, patent offices should be given in English.

APPLICATION OF THE IDENTIFICATION DATA

9. The identification data should be applied as follows:

	On the film	On the container		In descriptive literature
		flat panel	end panel	
7.1.1 Kind of document ⁽¹⁾	X	X	X	X
7.1.2 Country ⁽¹⁾	X	X	X	X
7.1.3 File organization	X	X	—	X
7.1.4 Range of documents	X ⁽²⁾	X	X	X
7.1.5 Series	—	X	X	—
7.1.6 Quantity	—	—	—	X
7.1.7 Indexing	—	X	—	X
7.2.1 Size	—	—	—	X
7.2.2 Thickness	—	X ⁽³⁾	—	X
7.2.3 Film type	—	—	—	X
7.2.4 Generation	—	X	—	X
7.2.5 Polarity	—	X	—	X
7.2.6 Reduction ratio	—	X	—	X
7.2.7 Image orientation	—	—	—	X
7.2.8 Quality	—	—	—	X
7.2.9 Treatment	—	—	—	X
7.2.10 Origin of film	—	X	—	X

[Standard ST.7/E follows]

⁽¹⁾ In the case of a classified microfilm file of patent documents, the descriptive literature should contain as complete information as possible about the kind of documents and countries of publication. If space does not permit indicating specific information on the container, it is sufficient to note "various" to indicate that more than one kind of document is included on the film, and "several" to denote that the documents of more than one country are included. No notations are required on the microfilm.

⁽²⁾ On the film, only the "first document filmed" should be indicated.

⁽³⁾ For thin film only.