



**NOTICE:** This file contains information that was previously published in the *WIPO Handbook on Industrial Property Information and Documentation*, but that has become outdated.

## APPENDIX

### TECHNICAL GUIDELINES - OPTICAL DISC

*Revision adopted by the Standing Committee on Information Technologies  
at its fourth Plenary session on December 10, 1999*

#### I. GENERAL

##### *Frequency of publication*

In deciding the frequency of publication of optical discs due consideration should be given to the needs of the receiving offices.

##### *Contents*

Patent documents in any format (including facsimile, mixed mode or compound document formats) which are published on optical disc (including CD-ROM, CD-R, DVD-ROM, or DVD-R) are covered by these guidelines.

The types of data of patent documents contained on the optical disc should be clearly identified by the publisher.

##### *Standards*

All relevant WIPO Standards should be followed, e.g., ST.32, ST.33, ST.40 and ST.50.

#### II. ORGANIZATION OF DATA

Providing offices should make every effort to follow all the recommendations laid down in the relevant WIPO Standards, e.g., ST.40. However, any departure from the recommendations in respect of directory structure, image file format, indexes and character coding sets should be notified in writing to the International Bureau and clearly defined in the product documentation.

#### III. USER INTERFACE

- (1) To assist users to more easily use the optical disc product, either the screen interface should follow closely those of other similar products, or an additional commonly used language interface, e.g., English, should be provided.
- (2) A menu-assisted mode of operation should be provided.
- (3) Installation options and help screens should be provided.
- (4) Screen layout and display should permit easy readability.

#### IV. SOFTWARE

- (1) The software should be able to work in environments which are widely supported, i.e., popular and available, e.g., MS-WINDOWS.
- (2) The software should preferably provide for the possibility of use of jukeboxes and use in local area networks.
- (3) The software should run on hardware which is standard and widely used, and due consideration should be given to the needs of the small user.

#### V. HARDWARE

The hardware required, including specified printers and screens, should be standard and widely used and due consideration should be given to the needs of the small user.



## HANDBOOK ON INDUSTRIAL PROPERTY INFORMATION AND DOCUMENTATION

Ref.: Archives

page: 4

### Appendix, page 2

#### VI. COMPATIBILITY

- (1) The need to update hardware with undue frequency should be avoided.
- (2) New software versions should provide for backward compatibility with earlier optical disc issues of the same documentation series.

#### VII. PRINT

Recommended configurations of hardware and supplied software should provide for:

- (i) recto-verso printing with recognition of end of document;
- (ii) printing all of a document or particular sections, e.g., first page, drawing pages, etc. All these printing options should be available without display of the document;
- (iii) a print quality of at least 300 dpi.

#### VIII. DOWNLOADING OF DATA

Downloading functions should reflect current SCIT policy.

#### IX. MEDIA QUALITY

- (1) Optical disc quality control checks should be in line with internationally accepted industry standards.
- (2) Providing offices should ensure the availability of replacement optical discs for issued optical discs which are defective or damaged, on or shortly after delivery. In case of a manufacturing defect the replacement should be free of charge.
- (3) Receiving offices should give due regard to the storage (e.g., exposure to light, temperature and humidity) and handling (e.g., use of caddies, jukeboxes) of optical discs to minimize problems of deterioration or damage.
- (4) Providing offices should store all data for a period longer than the expected lifetime of an issued optical disc.

#### X. COPYING OF OPTICAL DISCS

Receiving offices are permitted to make archival copies of the optical discs for internal use only.

#### XI. TRAINING/SUPPORT FROM PROVIDING OFFICES

- (1) Concise, clear manuals or instructions, preferably in a language which is commonly used, e.g., English, should be provided.
- (2) Technical advice on installation and subsequent problems should be available.
- (3) Software training courses, preferably free, should be provided if required.
- (4) Advice on the various systems and their proper use and details of costs involved should be available, particularly for developing countries.

[End of the document]