

FINDING MICROFILM, MICROFICHE, & MICROCARDS



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If the online catalog indicates that the journal/periodical, newspaper, book, etc. that you need is in microform, you can locate it in the Multimedia Collection--Room 320 by doing the following:

USE CARD CATALOG FOR MOST ITEMS: Located to the left against the film cabinets as you enter. Use Only the Left 6 Drawers, Labeled "A"—"Z"; the others are for Tulane and Loyola collections.

- **Journals, Magazines, Newspapers, New Orleans Directories, Books, Reports, Census**
 - a. Look up the **TITLE name** (for journals, magazines, newspapers) or **AUTHOR's name** (for books, reports, monographs).
 - b. In the top left corner of each card will be a penciled notation giving the cabinet number (0—64) and drawer location (A—V) of your microfilm. Example: Time Magazine, 25-A = Cabinet 25, Drawer A.
 - c. **"Z" or "M" Locations:** If you look up a title and the card indicates that it is in a "Z" cabinet or "M" shelf (Examples: *Early English Text Society Publications* "Z-6 & 7"; *Three Centuries of Drama* "M-16") this material is likely to be either on microcard or the smaller 3x5 fiche. If no staff can be found in Rm. 320, you will have to ask at the Public Service Desk on the first floor for assistance (see "Assistance" below). Microcards require a special reader (see "Equipment" below).
 - d. Numbered cabinets are located in the middle of the floor, between the Major Newspaper cabinets and the ERIC cabinets.
 - e. When pulling microfiche envelopes, please place a pink locator card from the cabinet top in its place.
 - f. **Louisiana Census Rolls (1810-1930)** and **SOUNDEX (1880-1930)** are in cabinets 19 & 20.

ITEMS WITHOUT CABINET NUMBERS

- **Major U.S. & Louisiana Newspapers** can be found in alphabetical order in the first row of microform cabinets on your left after entering the room. Notice these cabinets do not have cabinet numbers or drawer letters on them. Rather they have signs on the top which indicate the title of the newspaper found in those cabinets. The drawers are labeled with the first date included in the drawer as well as the last date. Find the reel(s) which contains the date(s) you want.
- **ERIC Documents (ED #'s)** are located in the dark blue fiche cabinets (and continue in 3 tan colored cabinets) in the last row of cabinets in the room. When pulling an ERIC fiche (some ED #'s have more than one fiche in the envelope), replace it with a pink card located on top of the cabinet so that it is easier to refile when you are finished. (NOTE: **EJ #'s** are not available on microfiche. You need to look up the title of the **journal** containing the article you want in the online catalog in order to get its call number and then find it in the appropriate stacks area using a location chart.)

EQUIPMENT

- **Microfilm & Microfiche Reader/Printers:** Upon entering Room 320C, you will find 4 Canon Microfilm/fiche Reader/Printers in carrels **4A** thru **4D** and **5A** thru **5D**. You will find instructions on how to operate these machines posted on the walls of the carrel. If you don't get a good copy from one machine, try a different one or contact the Public Services Desk on the first floor (see "Assistance" below). If the second one also doesn't work, use your cell phone and call 280-6355 and tell the person answering the phone you are having trouble in Multimedia—or go to the Public Service Desk on the first floor for assistance. Copies are 15 cents per page and the coin boxes will give change from quarters. Other machines which only read fiche and film are located in the first two rows of carrels and against the wall on your left upon entering Rm. 320C.
- **Microcards:** These items can only be read using the reader in carrel **9C** of the equipment room. No copies or printouts can be made of these materials, so you'll have to take notes.

ASSISTANCE

- If you need help finding items or using the equipment, please contact the Public Services Desk on the first floor, either by cell phone (280-6355) or the phone on the table behind the large card catalogs (Dial 3-6355).
- When finished with items, **DO NOT REFILE THEM IN THE CABINETS.** Leave them on the table and staff will put them away.
- Information regarding the use of our large microform research collections can be found at: <http://library.uno.edu/about/collections/microfilm/index.html>