Using Microfilm/Microfiche

Back issues of magazines, journals and newspapers are stored on microfilm and microfiche. These are arranged alphabetically in the microform cabinets. Fiche and film copiers are located adjacent to the cabinets.

Go to Microfiche/Microfilm drawers

Drawers are divided by title, then by year(s) of publication

Microfiche looks like this...

Microfilm is in boxes.

This is the reader/printer. Locate the power switch on the front and turn on the machine.

To read microfiche, pull out the tray until the glass plate is elevated about ½ inch. Slip the microfiche under the glass tray.
To load microfilm, follow the diagram on the left side of the machine, below the silver peg.

Place the roll of film on the peg, then pull out the gray tray until the glass plate is elevated. Feed through to the other silver peg.

To zoom or focus on an image, turn the gray or blue wheels.

To print an image, press the green PRINT button.

Remember....

If you have any questions or need help with the microfilm or microfiche, please ask the Librarian at the Reference desk!