

Microforms are photographic reductions of print materials produced in the interest of saving space, obtaining or preserving rare or heavily used materials or providing duplicate copies. Newman Library has a microform collection of over five million items including books and magazines, newspapers and engineering and technical reports.

Collection Arrangement

The word **microforms** refer to three formats:

1. **Microfilm** is a roll of film. The microfilm section begins under the yellow banner and is identified by **YELLOW** drawer labels. Microfilm is arranged by Library of Congress call number or by film number.
2. **Microfiche** is a 3"x5" or 4"x6" flat transparent sheet of film. Microfiche collections begin under the blue banner with the Library of Congress classified fiche and continue with individual collections, and are identified by **BLUE** labels.
3. **Microcard** is an opaque sheet of paper. A pink banner marks the Microcard section, which is next to the microfiche section on the shelving and **PINK** labeled cabinets. Microcards are arranged by Library of Congress call number or by collection.

Do not refile microforms. Put microfilm and microcards on the used film cart near the microfilm index table; put microfiche in the orange boxes near the microfiche readers and printers or in the orange box on the used film cart.

Finding materials on microform

To find materials on microforms, you may need to consult the index to a particular collection (on the fiche index table), the card catalog located in the microfiche section or on Addison, (the on-line catalog accessible from a terminal in the microforms area). All of these items are indicated on the map on the reverse side of this sheet.

Librarians are in the process of creating **FINDING AIDS** for many of the individual microform collections. Check the handout kiosks on the 1st and 4th floors near the reference desks for a handout on the collection in which you are interested. The aids are printed on blue paper.

A call number for microfiche that begins with **DOCS** is for U.S. Government Documents. These microforms are located on the 2nd floor.

Where to get help

Readers and printers are available for all microform formats. Please refer to the directions for using the readers and printers posted on or near the machines. All prints are free of charge. Microcard images can be scanned and saved to disk or printed.

If you need help finding a particular microform collection, ask at the 2nd floor reference desk. If you need help with a microform equipment, ask at the circulation/reserve desk.

The map of the microforms area (1st floor Newman Library) is on the reverse of this sheet. It does not contain the color-coding, as discussed above, for finding the different formats. Three line patterns indicate the different formats. Colored maps are posted throughout the Microforms area.