

Microfilm and Microfiche

Most collections held on Microfilm and Microfiche have the prefix **MI** and **MF**

The Record Office holds information on both microfilm and microfiche. Some of this material is available on a self-serve basis which is available in the cabinets located in the Local Studies area. Further microfilms will need to be ordered from the strongrooms.

What collections are held on microfilm and microfiche?

Please see the separate guide '**Quick Reference Guide to Microfilm and Microfiche Collections held at the CRO**'. The full catalogue for these catalogues should then be consulted for further details.

Ordering microfilm/microfiche that are not self-service.

- Please complete a document request slip with the relevant microfilm/microfiche reference number. These slips can be found on the cabinets in the Local Studies area and at the searchroom desk
- You will need to choose a film/fiche reader and put the number on the request slip.
- Place the request slip in the green box on the searchroom desk and the staff will notify you when your film has been retrieved.

Please note that microfilms held in the strongrooms cannot be produced during the lunchtime document production closure (12.00-2.15pm).

Self Service microfilm/microfiche

- Please choose a microfilm/microfiche reader.
- On each machine you will find a numbered box (or triangle for fiche)
- Take this numbered box/triangle to replace the film/fiche you wish to view from the cabinets. One at a time please.

Using your Microfilm

Directions on how to load your microfilm is located on every machine.

Important: When you have finished **please wind the film back onto the original reel** before replacing it in the cabinet.

Using your Microfiche

Directions on how to load your microfiche is located on the carriage of the machine.

Printing from Microfilm and Microfiche

You will need to transfer your film or fiche to the **Reader Printer Machine**. This is coin operated, and the current charge per copy will be displayed on the pay machine. Full instructions on how to use the Reader Printer can be found next to the machine.

Other Microfilms held at the CRO

For microfilm series PG, GM, GMJ and ENG please see separate catalogue