

# Microforms at Olin Library

## About the Collection

Type of microform	Description	How it is Shelved
Microcards and All Other Microfiche	<p><b>Microfiche:</b> Approximately 3"x4" transparent pieces of plastic printed with very small images of documents; View with microform reader</p> <p><b>Microcards:</b> Various sizes of cardboard printed with very small images of documents; Scan with flatbed scanner attached to printer and view on-screen</p>	Alphabetically, by primary entry in the online catalog
Government Document and ERIC Microfiche	Approximately 3"x4" transparent pieces of plastic printed with very small images of documents; View with microform reader	By Call Number
Microfilm	Approximately 35mm wide rolls of transparent plastic printed with very small images; View with microform reader	Alphabetically, by primary entry in the online catalog

### Microforms are shelved in the following order:

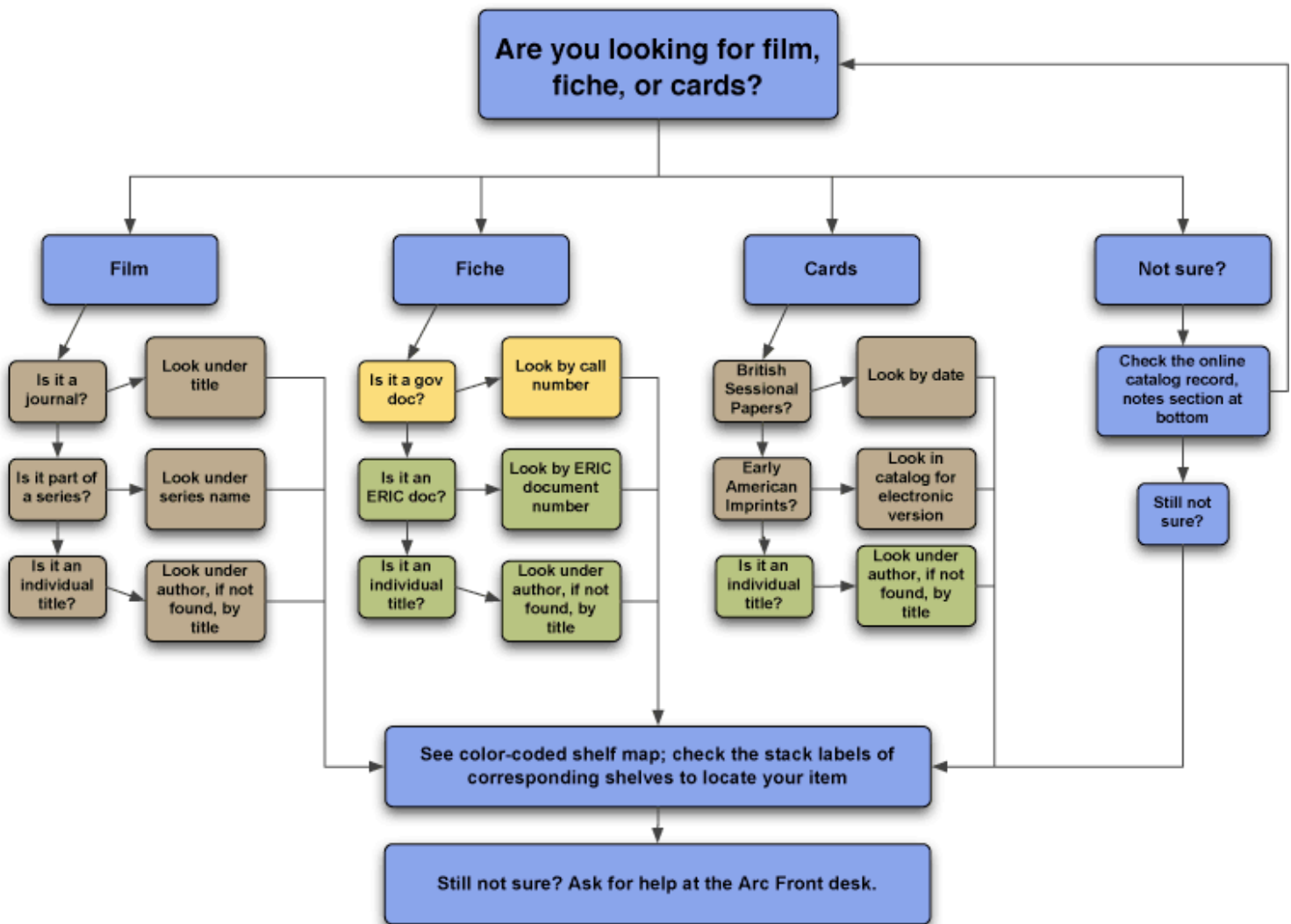
Books, Fiche & Cards	Books, Fiche & Cards	Gov't Document Fiche	Gov't Document Fiche	Gov't Document Fiche	Microfilm	Microfilm	Microfilm	Microfilm	Microfilm	Microfilm	Microfilm	Microfilm
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Note: Some microcards (British Sessional Papers & Early American Imprints) can also be found in boxes located on the top shelves of the yellow and tan areas above.

## How to Find Microforms

1. Determine if you are looking for a microfilm, microfiche, or microcard by checking the online catalog (<http://catalog.wustl.edu/search/>).
2. While looking at the item's catalog record, make a note of the item's primary (first) entry in the record. This is most likely the author or title. Also check to see if it is part of a series.
  - Individual titles are often filed by author
  - Journals are filed by title

- Items which are part of a series will be filed by series title (e.g. STC or Wing reels fall under “Early English Books”).
3. Use the flow chart below to best determine where your item is located within the collection .
  4. Use signs at the end of each shelf to determine the aisle in which the title is located. You may use the online **Microform Drawer Guide** to determine the precise drawer number that your item is in.



## Using Microform Readers

- **Microfiche viewing instructions**
- **Microfilm viewing instructions**
- **Microfiche & microfilm saving and printing instructions**
- **Microcard scanning and printing instructions**