

MICROFILM/ MICROFICHE GUIDE

WHAT IS MICROFILM?

A microform is a miniature reproduction of a document, usually on photographic film or paper, designed for transmission, storage, reading, and printing. These images are typically reduced to approximately 4% or 1/25th of the original document's size, though more considerable optical reductions may be used for specific purposes.

DO'S AND DON'TS OF MICROFILM

- ★ **DO:** Ensure the glass top plate is removed before rewinding or inserting film.

- ★ **DO:** Handle the film delicately to prevent fingerprints, scratches, or creases in the preserved media.

- 🗨️ **DON'T:** Don't allow the film to unwind off the original reel entirely. At the end of the reel, lift the glass plate and use the rewind button to return the film to the reel.

- 🗨️ **DON'T:** Don't touch the front of the film — touching the emulsion should be avoided whenever possible, so handle the film by the edges.

- 🗨️ **DON'T:** Don't have food or drink open or nearby when working with the film or machinery

HOW TO LOAD MICROFILM

1. Carefully remove the lens; be mindful because it is fragile.
2. Remove the glass insert.

3. Take the reel of film and feed the loose end under the two black rollers on the left, and under the rollers on the right.
4. Place the film reel onto the spindle.
5. Feed the film up into the take-up reel on the right. Secure it under the metal latch by gently pulling the latch back and placing the film underneath it.
6. Reinsert the glass and the lens.
7. Begin use.

HOW TO LOAD MICROFICHE

1. Hold the microfiche by the top border and flip the bottom away from you.
2. Lift and remove the glass and place the microfiche into the tray.
3. Reinsert the glass on top of the microfiche in the tray.
4. Begin use.