

Microfilmed Newspaper Policy

There are many newspapers available on microfilm for you to use. Here are the ways that we, as staff, can aid you in using them. We can:

- Help you find the title of the newspaper you need and the reel with the date you need;
- Show you how to set up and use the microfilm reader, reader/printer, or scanner;
- Change lenses, add paper, change toner cartridges and clear paper jams in the reader/printer;
- Answer any questions you have on the machines or films.

While using the microfilms, you are responsible for:

- Finding the specific article(s) you want using the reader, reader/printer, or scanner;
- Paying for any printing costs by using coins or a Tiger Card;
- Rewinding films, removing them from machines, and returning them to their boxes.