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Subject: MICROFORMS

Approved by: LMAC

Contact: Dafoe Microforms Librarian

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Prepared by: Jan Horner

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Policy

The UM Libraries maintains a large collection of material in microform (microfiche, microfilm, microprint). The largest collection of microforms is maintained in the E. Dafoe Library and consists of backruns of periodicals and newspapers, theses, including UM theses, individual monograph titles, government documents, and special sets such as the ERIC Document microfiche collection and the CIHM collection (Canadian Institute for Historical Microreproductions). Most UM libraries also hold materials on microform related to their collection development policies. If microforms are part of a unit's collection this should be noted in the unit's narrative collection statement.

Access to microform materials will be provided through complete bibliographic records and holding statements in the online catalogue, BISON. In the Elizabeth Dafoe Library, a Microforms card catalogue provides locating information. Other units use card catalogues for microforms also. Finding aids should be purchased for any large microform sets which contain individual titles which cannot be individually catalogued.

Heavily used titles (e.g. Winnipeg Free Press) should be purchased on silver acetate microfilm for stability and permanence. In general, duplicate copies of microform material will not be acquired.

Equipment to access microform materials will be maintained although not all units holding microform collections will have the appropriate equipment. The Elizabeth Dafoe Library has microform readers, reader printers and one Reader Scanner Printer networked to a laser printer, with down loading and e-mail also available. Other units are able to use their material on this equipment.

Decisions regarding the purchase of material on microform, are made by the bibliographer and unit head (consultation with the microform librarian is recommended). Decisions include consideration of preservation and space concerns.

Procedures

1. When ordering microforms, note the format on the order request form.
2. Microforms which accompany printed material such as a book are outsourced for cataloguing.
3. Microforms as distinct, individual items are processed in Bibliographic Control.
4. Labels and barcodes produced for monographs and serials on microform are sent clipped to the item and are affixed in the unit for which the microform was ordered.