

**Division of Special Collections, Archives and Rare Books**  
**University of Missouri – Columbia**

<http://mulibraries.missouri.edu/specialcollections/>

Location: 401 Ellis Library

Phone: (573) 882-0076

E-mail: SpecialCollections@missouri.edu

**Using Special Collections Microform Resources**

**Finding Sources**

Most microforms are catalogued in MERLIN and have location codes that begin with MU ELLIS SPEC. The next part of the location code will be FILM, FICHE, MICPT, or MICD, depending on the format.

Many microform collections are uncatalogued, but Special Collections has a listing of all microform resources on the departmental website. Please use the search box or consult the subject reference guides on the website.

Most microforms and the machines to view them are available whenever the library is open, regardless of whether the Special Collections reading room is open. You do not need to ask for permission to use these collections, but if you need help, you are welcome to come to the Special Collections office during regular hours.

**Locating Microforms**

The microform format will be identified in the MERLIN location so you know where to find the item. Below is a list of locations for quick reference.

Format	MERLIN Location	Description/Location in Ellis Library
Microfilm	FILM	<ul style="list-style-type: none"><li>• Microfilms are rolls of film with either 16 or 35 mm width.</li><li>• Newspapers, periodicals, and most film books are located in <b>Rooms 406, 404 and 303</b>, accessible to patrons during all library hours.</li><li>• Items designated FILM BOOK 0001, FILM BOOK 0002, and FILM MISC, in addition to some other collections, must be retrieved by Special Collections staff during regular hours.</li></ul>
Microfiche	MICF	<ul style="list-style-type: none"><li>• Microfiche (MICF) are 4" x 6" film sheets holding 40 to 98 pages of text.</li><li>• These materials must be retrieved by Special Collections staff during regular hours (except for microfiche copies of Sanborn Fire Insurance maps, located in room 303).</li></ul>
Microcard	MICD	<ul style="list-style-type: none"><li>• Microcards (MICD) are 3" x 5" opaque cards which are viewed by a special reader or reader printer. Although obsolete now, a number of collections are in this format.</li><li>• Microcards and the machines to view them are located in <b>Room 303 and 408</b>. Digital scans can be made on a machine located in room 408.</li></ul>
Microprint	MICPT	<ul style="list-style-type: none"><li>• Microprints (MICPT) are 6" x 9" opaque cards similar to microcards.</li><li>• Microprints and the machines to view them are located in <b>Room 303</b>. Digital copies can be made on a machine located in room 408. The Early American Imprint Series has been moved to room 202.</li></ul>

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**Using reference guides**

In many cases you will need to know a reel, card, or fiche number in order to identify your resource. Usually this will be noted in the MERLIN catalog. However, several of the microform collections have printed reference guides that will help you locate specific items or reel numbers. These guides are catalogued in MERLIN as SPEC REF, and in most cases, records are linked or noted on the MERLIN screens for the microform items.

All items designated SPEC REF are located in room 406. These items cannot be checked out, but they can be consulted by patrons during all library hours.

**Can I make printouts or scans?**

Yes. Microform reader/printers are available in **Room 403** of Ellis Library during all library hours. Assistance is available in Room 401 during regular service hours.

Digital microform reader/scanners are available. There are 2 scanners available in Room 408 during regular service hours and 1 machine in room 403 available all hours of the library. Scans can be saved to a USB drive or on a CD-R.

An additional digital scanner is available on the first floor of Ellis Library during all library hours; please inquire at the main Reference Desk for assistance.