



Microform Collections

- ◆ **MICROFORMS** are materials that have been photographed and reprinted in a **miniaturized format**. CWU's collection includes a variety of materials, such as newspapers, periodicals, rare and out-of-print books, government publications dissertations and special collections. The microforms collection is in a separate room on the **3rd floor** of the library.

3 FORMATS of microforms (microformats) are available in the Library:

Microfiche (MH location) - Rectangular cards containing transparent film - filed in drawers.

Microfilm (MM location) - Reels with transparent film - in boxes filed in drawers.

Microcard /Microprint (MP location) - Cards with miniature black print. Filed in boxes on shelves.

EQUIPMENT for **reading** and **printing pages** in each of these formats is available on the 3rd floor.

 **INDEXES TO MICROFORMS** - vary according to the type of material:

MICROFORM SETS:

[CATTRAX](#) contains records for many of the microform sets. Searches can be performed using keywords, subject, author or title. The record for the set will provide the location number and format for CWU's collection. CATTRAX records describe the entire set, without any entries for the individual publications.

Printed indexes for most of the microform sets are available at the Documents Reference Desk. The indexes are arranged in numeric order, using the same number that was given to the microform set.

A card file at the Documents Reference Desk contains detailed descriptions and provides access by subject for selected sets.

NEWSPAPERS AND PERIODICALS:

[CATTRAX](#) contains records for newspapers and periodicals. Records indicate issues received, format and call number for newspaper and periodical titles owned by the Library.

Indexes and abstracts in the Reference Department (1st floor) and electronic **databases** accessible through the Library's web pages are used to locate articles within the publications).

GOVERNMENT DOCUMENTS:

CATTRAX and the [Marcive](#), and [GPO Monthly Catalog](#) subscription databases contain records for documents in all formats, including microfiche. The complete record is used to determine where each document title will be found. All documents are filed or shelved according to the "SuDocs" classification system, which puts materials in order by the publishing agency. (Documents are filed at the beginning of the microfiche collection).

Historical documents, primarily congressional materials, have been purchased as sets, with a separate index for each collection.

ASSISTANCE with locating microforms and using the equipment is available (and advisable for first-time users) at the Documents Reference Desk on the 3rd floor. We have both printers and digitizers available.

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