



# Information Series

## INSTRUCTIONS FOR MICROFORM USERS

- 1. Remove BOTH microfiche and envelope from drawer.**
- 2. Leave a “MICROFICHE-IN-USE” card in place of removed microfiche only. No card needed for removed microfilm.**
- 3. Refer to the user instructions on how to operate the Scanner posted near each machine.**
- 4. Please DO NOT REFILE microfiche/film after using it. Place it in appropriate box near each machine.**
- 5. Do ask for help. Report any problems to staff. (Examples: quality of fiche/film, quality of paper prints, paper jams, equipment troubles, etc.)**