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# Microfilm Interloan Service

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**110** Customer  
Service Guide

Most Recent Update: January 2008

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The Archives of Ontario's Microfilm Interloan Service enables researchers to borrow microfilmed archival records through a library or other institution that participates in the Interinstitutional Loan Service. The Archives' Microfilm Interloan Service does not lend microfilm directly to individuals and is not able to conduct research on researchers' behalf. Direct requests from individuals will not be accepted. The Archives of Ontario does not charge for its Interloan service. Please ask at your local library/institution about their interlibrary loan policies.

## What is available for loan

Only microfilm listed in the Archives of Ontario Microfilm Interloan Catalogue is available for loan. The Catalogue can be found on the Archives' website at the following address: [www.archives.gov.on.ca/english/interloan/index.html](http://www.archives.gov.on.ca/english/interloan/index.html).

Approximately 15,000 reels of our most popular microfilm, including Vital Statistics, Land Records, Wills and Estate Files, Court of General Sessions of the Peace Records, Municipal Records, Education Records, and some non-Government records are available for interloan. The Archives of Ontario does not loan original documents for research purposes.

## How to order microfilm

Researchers must submit requests for microfilm reels through a participating library or institution. Requests must include the complete Archives of Ontario Microfilm Reference Number as listed in the Microfilm Interloan Catalogue and brief identifying information (e.g., MS 935 Reel 52, Volumes E-H, Registrations of Deaths for 1888). Incomplete requests will be returned to the borrowing institution. If you need copies of documents from the microfilm, please submit your request to a library/institution which has a microfilm reader/printer. Libraries can submit requests through the following methods: 1) Use **AMIS**, our password-protected database, accessible through our website. 2) SOLS and OLS-N libraries should use the VDX system. 3) Via fax, email or by regular mail but we strongly encourage you to use **AMIS** for more efficient and prompt service.

## Conditions of loan

The loan period is 4 weeks for Canada and the US and 6 weeks for the rest of the world. Microfilm must stay in the borrowing library or institution during the loan period.

## For more information, contact:

Archives of Ontario  
Microfilm Interloan Service  
77 Grenville Street, 3<sup>rd</sup> Floor  
Toronto, Ontario, Canada M5S 1B3  
Tel: 416-327-1599 or 416-327-1018  
Toll-free in Ontario: 1-800-668-9933, ext. 1599 or ext. 1018  
Fax: 416-327-1999  
E-mail: [interloan@archives.gov.on.ca](mailto:interloan@archives.gov.on.ca)

## Microfilm Interloan Catalogue:

[www.archives.gov.on.ca/english/interloan/index.html](http://www.archives.gov.on.ca/english/interloan/index.html)

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**Archives of Ontario, 77 Grenville Street, 3<sup>rd</sup> Floor, Toronto, Ontario M5S 1B3**  
**Tel: (416) 327-1600 Toll free (Ontario): 1-800-668-9933 Fax: (416) 327-1999**  
**e-mail: [reference@archives.gov.on.ca](mailto:reference@archives.gov.on.ca) Website: [www.archives.gov.on.ca](http://www.archives.gov.on.ca)**

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