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## Microfilm Interloan Service

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**110** Customer Service Guide

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### Microfilm Interloan Service

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 Inter-institutional 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 or microfiche listed in the Archives of Ontario Microfilm Interloan Catalogue are available for loan. The Catalogue can be found on the Archives' website. [Click here to access the Microfilm InterLibrary Loan Online Services.](#)

Approximately 32,000 reels of our most popular microfilm are available for Interloan. This includes Vital Statistics Records, Land Records, Wills and Estate Files, Court of General Sessions of the Peace Records, Municipal Records, Education Records, and some non-Government records. The Archives of Ontario does not loan original documents for research purposes.

#### How to order microfilm through the Interloan Service:

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 the **Microfilm Interlibrary Loan Online Services**, accessible through our website. [Click here to access the Microfilm InterLibrary Loan Online Services.](#)

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 the **Microfilm Interlibrary Loan Online Services** for more efficient and prompt service. [Click here to access the Microfilm InterLibrary Loan Online Services.](#)

### **Conditions of loan:**

The loan period is 4 weeks for Canada, 5 weeks for 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  
134 Ian Macdonald Blvd.  
Toronto, Ontario, Canada M7A 2C5  
Tel: 416-327-1600  
Toll-free in Ontario: 1-800-668-9933  
Fax: 416-327-1999  
E-mail: [Click here to email the Microfilm Interloan Service](#)

### **Microfilm Interloan Catalogue:**

[Click here to access the Microfilm Interloan Catalogue online.](#)

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**Archives of Ontario, 134 Ian Macdonald Blvd., Toronto, ON M7A 2C5  
Tel: (416) 327-1600 Toll free (Ontario): 1-800-668-9933 Fax: (416) 327-1999  
e-mail: [reference@ontario.ca](mailto:reference@ontario.ca) Website: [www.archives.gov.on.ca](http://www.archives.gov.on.ca)**

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