

## Requesting Microfilm from Sand Point (axmic)

The microfilm collections listed below were moved to Sand Point because they are available online. Please **strongly** encourage patrons to use the online editions.

American Periodical Series, microfilm A122  
American Periodical Series, microfilm A444  
Early English Books, microfilm A2791  
American Periodical Series, microfilm A6680  
The Eighteenth Century, microfilm A7173  
Thomason Tracts, microfilm A8193  
Early English Books, microfilm A9600

If the patron must use the microfilm version, please follow these steps to request the microfilm reel and to check it back in.

### To Request:

1. Open Millennium Circulation
2. Scan the GovMicMap borrower's card (kept in help desk key drawer) or enter **ngovmicmap**

Millennium Circulation · University of Washington · Unit- GovPubs (maack)

File Edit View Go Tools Admin Help

### Circulation Desk

Key or Scan Item or Patron Barcode

Search

PATRN NAME GOVMICMAP FOR MICROFILM REQUESTING  
P BARCODE 29352001833013  
MAIL ADDRESS BOX 352900  
ATTN: JESSICA ALBANO  
Patron Type 0 Internal variable  
CL RTRND 0  
Expiration Date 12-31-2012

Check Out (0) **Checked-Out Items(2)** Holds(0) Fines(\$0.00) Check In (0) Bookings(0)

Add Holds Cancel Holds Modify Holds View Cancelled Holds All

All	#	Barcode	Call Num	Location	Title	Pickup ...	Not After	Status
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View-Only Mode(IN USE)









3. Click the **Holds** tab
4. Click the **Add Holds** button

Millennium Circulation · University of Washington · Unit- GovPubs (maack)

File Edit View Go Tools Admin Help

### Circulation Desk

 New  View  Edit  Messages  Browse  Print  Close

 Millennium  
 Circulation Desk  
 Check-In  
 Search / Holds  
 View Holds  
 Transfer Paged ...  
 Notices  
 Count Use

Key or Scan Item or Patron Barcode

PATR NNAME GOVMICMAP FOR MICROFILM REQUESTING  
P BARCODE 29352001833013  
MAIL ADDRES BOX 352900  
ATTN: JESSICA ALBANO  
Patron Type 0 Internal variable  
CL RTRND 0  
Expiration Date 12-31-2012

Check Out (0) **Checked-Out Items(2)** **Holds(0)** Fines(\$0.00) Check In (0) Bookings(0)

All

All	#	Barcode	Call Num	Location	Title	Pickup ...	Not After	Status
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5. Search for the call number. Enter the call number and click the **Search** button. Don't forget to search under Other Call Number and enter "microfilm" before the A number.

**f OTHER CALL NO microfilm A444**

The screenshot shows a web browser window titled "Browse". The address bar contains the text "Hold for GOVMICMAP FOR MICROFILM REQUESTING". Below the address bar is a menu bar with "File", "Edit", "View", "Go", and "Tools". To the right of the menu bar are four icons: "Limit", "View", "Edit", and "WB". Below the icons is a search form with a dropdown menu labeled "Index:" and a text input field. The dropdown menu is set to "f OTHER CALL NO" and the text input field contains "microfilm a444". To the right of the text input field are three buttons: "Search", "Expand All", and "Select". Below the search form is a table with two columns: "# OTHER CALL NO" and "# ENTRIES". The table is currently empty.

#	OTHER CALL NO	# ENTRIES
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Call numbers for collections at Sand point:

American Periodical Series, microfilm A122  
American Periodical Series, microfilm A444  
Early English Books, microfilm A2791  
American Periodical Series, microfilm A6680  
The Eighteenth Century, microfilm A7173  
Thomason Tracts, microfilm A8193  
Early English Books, microfilm A9600

6. Click on the appropriate microfilm reel in the list and click the **Select** button.

Browse · b36989654

File Edit View Go Tools

**Hold for GOVMICMAP FOR MICROFILM REQUESTING**

Limit View Edit WB

b36989654

TITLE Littell's living age [microform]

Index: f OTHER CALL NO microfilm a444

Search Expand All Select

#	OTHER CALL NO	# ENTRIES
1	Microfilm A444	25
2	Microfilm A444 1367	1
3	Microfilm A444 ree 301	1
4	Microfilm A444 reel 1	6
5	Microfilm A444 reel 1, 47	1
6	Microfilm A444 reel 1, 53	1
7	Microfilm A444 reel 10	1
8	Microfilm A444 reel 100	11
9	Microfilm A444 reel 100, 130	1
10	Microfilm A444 reel 1000	1
11	Microfilm A444 reel 1001	1
12	Microfilm A444 reel 1002	1

(no record) View-Only Mode

7. Select the reel number again and click the **Hold Selected Item** button.

Browse · b36989654

File Edit View Go Tools

**Hold for GOVMICMAP FOR MICROFILM REQUESTING**

Save All View Edit WB

b36989654

TITLE Littell's living age [microform]

Summary Record i86256750 0 Item-Level Holds 0 Bookings 0 Bib-Level Holds

View h Holds/Bookings Hold Copy Returned Soonest Hold Selected Item Transfer Holds

All

#	Recnum	Call Num	Barcode	Location	Due Date	H...	Book...
34	i86256750	Microfilm A444 reel 1001 v.155 (Oct-Dec....	No Barcode	axmic	AVAILABLE	0	0
35	i86256762	Microfilm A444 reel 1002 v.156-159 (Jan-...	No Barcode	axmic	AVAILABLE	0	0
36	i86256774	Microfilm A444 reel 1003 v.160-163 (Jan-...	39352074970385	axmic	AVAILABLE	0	0
37	i86256786	Microfilm A444 reel 1004 v.164-167 (Jan-...	No Barcode	axmic	AVAILABLE	0	0
38	i86256798	Microfilm A444 reel 1005 v.168-172 (Jan-...	No Barcode	axmic	AVAILABLE	0	0
39	i86256804	Microfilm A444 reel 1006 v.173-176 (Apr....	No Barcode	axmic	AVAILABLE	0	0
40	i8625683x	Microfilm A444 reel 1007 v.177-180 (Apr....	No Barcode	axmic	AVAILABLE	0	0
41	i86256841	Microfilm A444 reel 1008 v.181-183 (Apr....	No Barcode	axmic	AVAILABLE	0	0
42	i86256853	Microfilm A444 reel 1009 v.184-187 (Jan-...	No Barcode	axmic	AVAILABLE	0	0
43	i86256865	Microfilm A444 reel 1010 v.188-191 (Jan-...	No Barcode	axmic	AVAILABLE	0	0
44	i86256877	Microfilm A444 reel 1011 v.192-195 (Jan...	No Barcode	axmic	AVAILABLE	0	0

i86256750 Not checked out 48 Attached Item Records

8. Click the **Place hold; do Not print paging slip** button

Place Hold for an Available Item

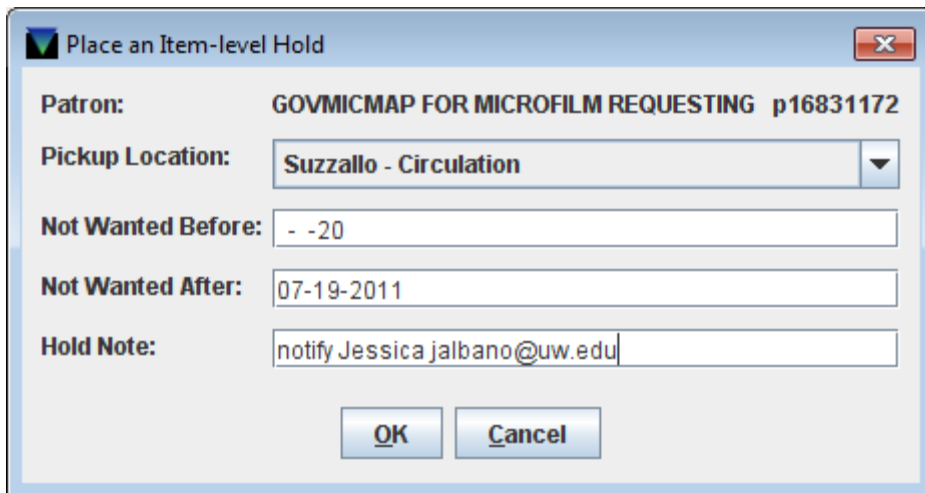
?

Place hold; print paging slip

Place hold; do NOT print paging slip

Cancel

9. Select the Pickup Location: **Suzzallo – Circulation** and Enter the patron's first name and email address in the **Hold Note**. Click the **OK** button.

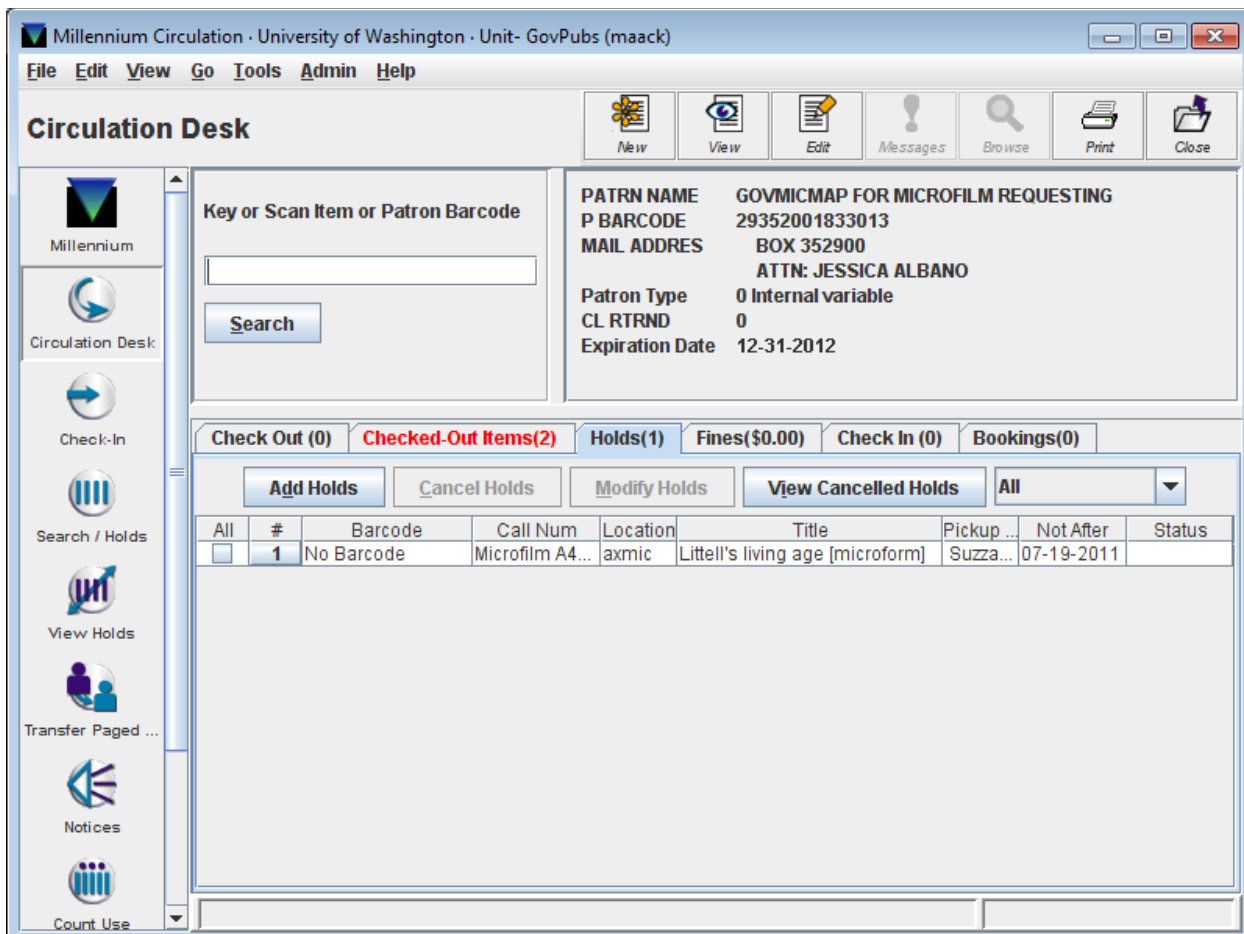


A dialog box titled "Place an Item-level Hold" with a close button (X) in the top right corner. The form contains the following fields:

- Patron:** GOVMICMAP FOR MICROFILM REQUESTING p16831172
- Pickup Location:** Suzzallo - Circulation (dropdown menu)
- Not Wanted Before:** - -20
- Not Wanted After:** 07-19-2011
- Hold Note:** notify Jessica jalbano@uw.edu

At the bottom are two buttons: **OK** and **Cancel**.

10. You should now see that the microfilm reel is on hold. Click the **Close** button to close the patron record.



The screenshot shows the "Millennium Circulation - University of Washington - Unit- GovPubs (maack)" application window. The interface includes a menu bar (File, Edit, View, Go, Tools, Admin, Help) and a toolbar with icons for New, View, Edit, Messages, Browse, Print, and Close.

The main area is titled "Circulation Desk" and features a sidebar on the left with icons for Millennium, Circulation Desk, Check-In, Search / Holds, View Holds, Transfer Paged ..., Notices, and Count Use.

The main content area displays the following information:

- Key or Scan Item or Patron Barcode:** A search field with a "Search" button.
- PATRN NAME:** GOVMICMAP FOR MICROFILM REQUESTING
- P BARCODE:** 29352001833013
- MAIL ADDRES:** BOX 352900, ATTN: JESSICA ALBANO
- Patron Type:** 0 Internal variable
- CL RTRND:** 0
- Expiration Date:** 12-31-2012

Below this information is a tabbed interface with the following tabs: Check Out (0), **Checked-Out Items(2)**, Holds(1), Fines(\$0.00), Check In (0), and Bookings(0). The "Holds(1)" tab is active, showing a table of holds.

All	#	Barcode	Call Num	Location	Title	Pickup ...	Not After	Status
<input type="checkbox"/>	1	No Barcode	Microfilm A4...	axmic	Littell's living age [microform]	Suzza...	07-19-2011	

11. Tell the patron that it may take up to three business days for the microfilm reel to be available for use. S/he will receive an email when it is available for use. The patron should come to the GovMicMaps Help Desk to get the microfilm reel. It will be waiting on the Courtesy Hold Shelf.

#### Additional Information:

Circulation staff at Sand Point will retrieve the microfilm reel from the Sand Point vault. They will barcode the microfilm reel and add the barcode to the item record for that item and all additional item records connected with that reel.

An email will be sent to [mcnews@u.washington.edu](mailto:mcnews@u.washington.edu) when the microfilm reel is available for pick up at Suzzallo Circulation.

MicNews staff will pick the reel up at Suzzallo Circulation and place it on the GMM Courtesy Hold Shelf.

Glenda or Jessica will look up the microfilm reel in Millennium to obtain the patron's information and email the patron that the microfilm is available for pick up at the Government Publications, Maps, Microforms & Newspapers Help Desk.

## To Check axmic microfilm in after the patron finishes using it:

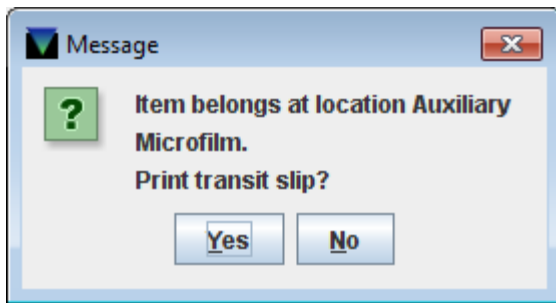
1. Scan the barcode located on the microfilm box.

The screenshot shows the 'Millennium Circulation' software window for the University of Washington. The title bar reads 'Millennium Circulation · University of Washington · Unit- GovPubs (maack)'. The menu bar includes 'File', 'Edit', 'View', 'Go', 'Tools', 'Admin', and 'Help'. The main window title is 'Check-In (No Patron)'. On the left is a vertical toolbar with icons and labels: 'Millennium', 'Circulation Desk', 'Check-In', 'Search / Holds', 'View Holds', 'Transfer Paged ...', 'Notices', and 'Count Use'. The main area is divided into sections. The top section is 'Key or Scan Item Barcode' with a text input field and a 'Search' button. Below this is a 'Check-In Date' section showing 'Wed Apr 20 2011' and a 'Backdate' button. To the right of the date is a 'Fines' section with a 'Total:' label and a text box displaying '\$0.00'. At the bottom of the window are two empty rectangular boxes.

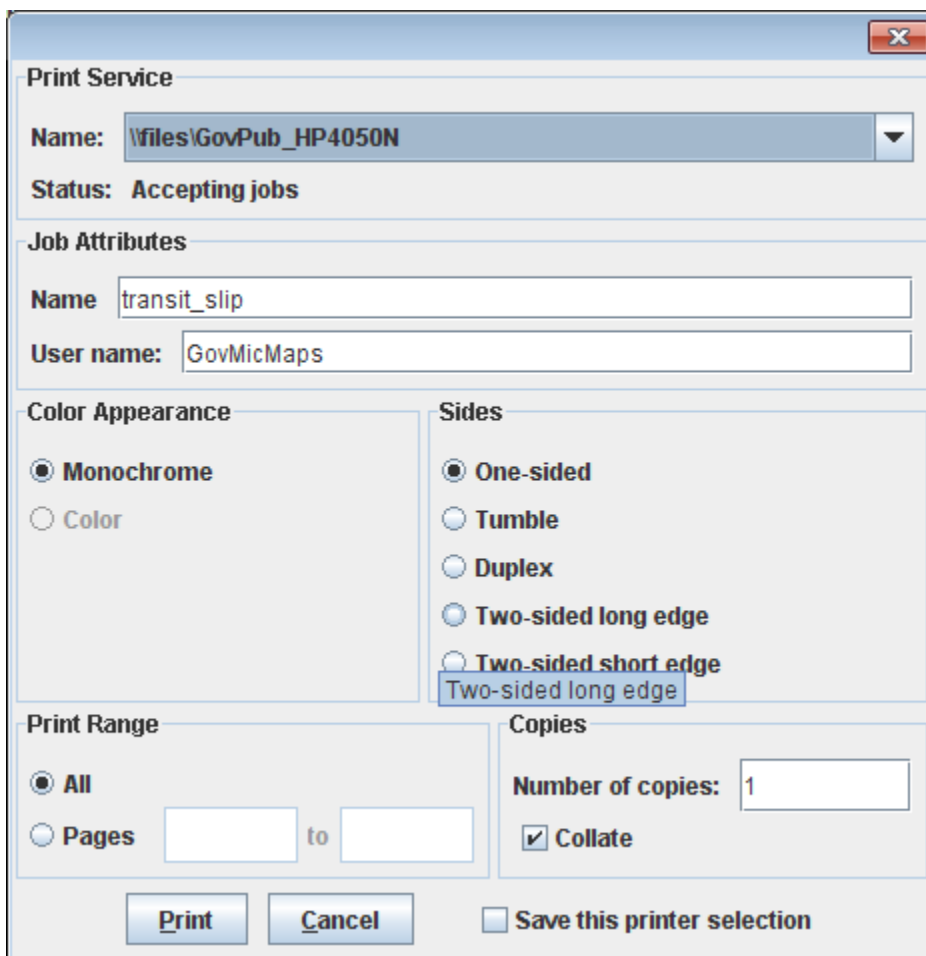
2. Set the status to **Transit** (insert screen shot)



3. Click the **Yes** button to print a transit slip.



4. Click the **Print** button and print the transit slip. Fold the slip and stick it inside the microfilm box so that the header “University of Washington Auxiliary Microfilm” sticks up outside the box.



5. Click the **Close** button to close the record.
6. Take the microfilm reel in to the Micnews staff area and place it in the “Reels for Sand Point” box located on the bottom row of shelves near the Courtesy Hold Shelf.