



Microfilm Loan Order Form Archives of Manitoba

200 Vaughan Street
Winnipeg, Manitoba, Canada R3C 1T5

Phone: (204) 945-3108
Fax: (204) 948-2008

Toll Free: 1-800-617-3588
E-Mail: micrographics@gov.mb.ca

Request

Microfilm Reel Numbers: _____
 Name of Borrowing Institution: _____
 Shipping Address: _____
 Name of Researcher: _____
 Date Requested: _____

Reply

	Microfilm Enclosed. Return Due Date: _____
	The reel(s) you requested is (are) presently on loan. Please reorder at a later date.
	You have ordered more than the maximum number of reels (3 at a time). Please reorder. The researcher may wish to contact the Archives of Manitoba to determine which reels he or she would like to order first.
	Please include the name of the researcher on future requests.
	The records you requested are not available on microfilm.
	The reels you requested are not AM microfilm.
	Your request cannot be filled because: _____

Notes:

- Orders for microfilm must be placed through a library, archives or other institution with a formal Inter-Library Loan Program.
- Copying from Microfilm is permitted.
- Please rewind the microfilm onto our reels before returning them.
- Microfilm must be returned by the Due Date, and in the boxes provided (no envelopes please.)
- American patrons – please affix Customs label indicating microfilms are “Canadian goods Being Returned to Canada”. Ensure the declared value of microfilm being returned does not exceed \$20.00 (Canadian) to avoid brokerage fees.

Personal Information Collection: When you provide the Archives of Manitoba with personal information it will be used only to reply to your query. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act.

The protection of privacy is important to us. If you have any questions about the collection of your personal information, contact the Chief of Access and Privacy Services by email (govreco@gov.mb.ca), telephone (204-945-3738) or fax (204-948-2008).