GUIDE TO SELECTED MICROFORMS

IN THE

McPHERSON LIBRARY

University of Victoria
Victoria, B.C.

1980
(New and/or revised pages, August 1985)

Reference Publication No. 39b
# TABLE OF CONTENTS

**INTRODUCTION** ........................................................................................................... i
**GENERAL ARRANGEMENT** .................................................................................... iii
**DEFINITIONS** ........................................................................................................... iv

<table>
<thead>
<tr>
<th>TITLES</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Fiction. 1774-1900 (Wright)</td>
<td>1.0</td>
</tr>
<tr>
<td>American State Papers</td>
<td>2.0</td>
</tr>
<tr>
<td>Archives of the Royal Literary Fund, 1790-1918</td>
<td>2.5</td>
</tr>
<tr>
<td>British Columbia Provincial Library Newspaper Index</td>
<td>3.0</td>
</tr>
<tr>
<td>CIHM/ICMH Microfiche Series, 1980-</td>
<td>4.0</td>
</tr>
<tr>
<td>Calendars of State Papers</td>
<td>5.0</td>
</tr>
<tr>
<td>Canada. Commission of Inquiry into Non-medical Use of Drugs. Research Reports. (Le Dain Comm.)</td>
<td>5.3</td>
</tr>
<tr>
<td>Canada. Mackenzie Valley Pipeline Inquiry Transcripts</td>
<td>5.4</td>
</tr>
<tr>
<td>Canada. Royal Commission on National Development in the Arts, Letters and Sciences</td>
<td>5.5</td>
</tr>
<tr>
<td>Canadex 1974-1978</td>
<td>5.6</td>
</tr>
<tr>
<td>Canadian Imprints 1751-1800 (Tremaine)</td>
<td>6.0</td>
</tr>
<tr>
<td>Canadian Urban Sources 1973-1975/76</td>
<td>6.1</td>
</tr>
<tr>
<td>Canadiana in the Toronto Public Library</td>
<td>7.0</td>
</tr>
<tr>
<td>Collection of Pre-1900 Printed Canadiana</td>
<td></td>
</tr>
<tr>
<td>See CIHM/ICMH Microfiche Series (above)</td>
<td></td>
</tr>
<tr>
<td>Early American Imprints 1639-1800 (Evans)</td>
<td>8.0</td>
</tr>
<tr>
<td>Eighteenth Century, The [Microform]</td>
<td>8.1</td>
</tr>
<tr>
<td>English and American Plays of the Nineteenth Century</td>
<td>9.0</td>
</tr>
<tr>
<td>English Books 1475-1700 (Pollard and Redgrave) (Wing)</td>
<td>10.0</td>
</tr>
<tr>
<td>English Literary Periodicals of the 17th, 18th and 19th Centuries</td>
<td>11.0</td>
</tr>
<tr>
<td>ERIC Reports, 1972-</td>
<td>11.3</td>
</tr>
<tr>
<td>Great Britain. Historical Manuscript Commission Reports. Series 1-81, 1870-1946</td>
<td>13.0</td>
</tr>
</tbody>
</table>
(Table of Contents - continued)

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Britain. Prime Minister. Cabinet Reports by Prime Ministers to the</td>
<td></td>
</tr>
<tr>
<td>Crown, 1868-1916</td>
<td>13.5</td>
</tr>
<tr>
<td>Human Relations Area Files</td>
<td>14.0</td>
</tr>
<tr>
<td>Index to Canadian Painters and their Work</td>
<td>15.0</td>
</tr>
<tr>
<td>Michigan Early Modern English Materials (MEMEM)</td>
<td>15.1</td>
</tr>
<tr>
<td>Microlog, 1979-</td>
<td>15.2</td>
</tr>
<tr>
<td>Migne, J. P. Patrologiae Cursus Completus (Patrologia Latina)</td>
<td>16.0</td>
</tr>
<tr>
<td>Migne, J. P. Patrologiae Cursus Completus (Series graeca)</td>
<td>16.1</td>
</tr>
<tr>
<td>Pacific Salmon Literature Compilation, 1900-59</td>
<td>17.0</td>
</tr>
<tr>
<td>Peel Bibliography on Microfiche</td>
<td>17.01</td>
</tr>
<tr>
<td>Profile, 1973-76</td>
<td>17.011</td>
</tr>
<tr>
<td>Project Information Exchange</td>
<td>17.02</td>
</tr>
<tr>
<td>1977-</td>
<td>17.03</td>
</tr>
<tr>
<td>Publicat, 1977-78</td>
<td>17.05</td>
</tr>
<tr>
<td>Publications of the English Record Society and the Index Library on Microfiche</td>
<td>17.07</td>
</tr>
<tr>
<td>Roosevelt, Franklin D. The Press Conferences of</td>
<td>17.1</td>
</tr>
<tr>
<td>Source Materials in the Field of Theatre</td>
<td>18.0</td>
</tr>
<tr>
<td>Stuart Papers</td>
<td>19.0</td>
</tr>
<tr>
<td>Three Centuries of English and American Plays</td>
<td>20.0</td>
</tr>
<tr>
<td>Thomason Tracts</td>
<td></td>
</tr>
<tr>
<td>United Nations Documents</td>
<td>21.0</td>
</tr>
<tr>
<td>United States. Congressional Record</td>
<td>22.0</td>
</tr>
<tr>
<td>United States. Government Depository Publications</td>
<td>23.0</td>
</tr>
<tr>
<td>United States. Government Non-depository Publications</td>
<td>24.0</td>
</tr>
<tr>
<td>United States. Library of Congress. Cyrillic Union Catalog</td>
<td>24.2</td>
</tr>
<tr>
<td>United States. Serial Set</td>
<td>25.0</td>
</tr>
<tr>
<td>Urban Canada 1976-78</td>
<td>25.1</td>
</tr>
<tr>
<td>Victorian Fiction and other Nineteenth Century Fiction</td>
<td>26.0</td>
</tr>
<tr>
<td>William S. Gray Research Collection in Reading</td>
<td>26.1</td>
</tr>
</tbody>
</table>
INTRODUCTION

Microforms are photographic reproductions of printed material greatly reduced in size.

Their merit stems from their:

1. size
2. economy

and their faults from the fact that they require a machine to read, and even then are difficult. In fact, prolonged use of the machines may cause painful eyestrain.

Nevertheless, it is better to have information on microform than not to have it at all, and in cases such as newspapers, which are awkward to shelve and handle, the microformat is even preferable. Enlargement prints can be made inexpensively to solve the reading problem.

The types of materials in the McPherson Library microform collection are several:

1. newspapers and other periodical publications, where the convenience and economy, and ease of maintenance and use, make microfilm preferable to keeping files of the original;
2. unpublished materials, such as manuscripts, diaries, journals and other documents not available in the original;
3. theses, most commonly available only in this form;
4. most important of all, whole libraries of out-of-print material which, if presuming they were findable and were to be acquired through antiquarian dealers, would be prohibitively expensive and result in a haphazard collection.

By ordering complete collections on microform, this Library has been able to obtain, at one time, in a systematic manner and at a reasonable price, some of the riches of the greatest libraries in the world.

Although all of this material is housed separately in Microforms in the Basement, it is handled (catalogued and classified) in much the same way as letterpress material. The card catalogue is the main entry to the material in Microforms. This applies especially to theses, monographs, journals and newspapers, where the entry in the catalogue identifies the whole.

Depending on the type of microform of a particular title, the call number will include either:

Microf or Micfilm (for reel film)

Microfiche or Micfiche

Microcard

or Microprint

(see DEFINITIONS, p. iv). These symbols indicate its location in Microforms.
Generally, those individual works which are not part of a collection are not described in this guide.

As noted above, however, much of the material in Microforms consists of:

large collections especially brought together for publication in micro-reduction of some sort,

e.g., Three centuries of English and American plays

or vast files of documents,

e.g., British sessional papers.

For many of these collections, author, title and, in some cases, even subject cards for the individual works within them, have been entered in the card catalogue (the first collection mentioned above is an example). More are in the process of being analyzed.

As for individual works (within collections) not entered in the card catalogue, one will have to refer to the indexes, bibliographies and finding lists that come with or form the basis of a particular collection.

What these indexes, bibliographies, etc., are, where to find them and how to use them is the major purpose of this guide.

A secondary purpose is to describe large collections (even though analyzed by the card catalogue) and titles that have considerable material or are complex in nature.
GENERAL ARRANGEMENT

Although all microforms carry a classification number, the arrangement of the materials in Microforms does not strictly follow the sequence.

Generally speaking, similar formats are together, i.e., microprints on shelves, microfilms and microfiche in special cabinets.

Within each format, some attempt has been made to follow call number order. Microfiche and microcard are in this order, as are microprints—with some major exceptions.

Titles in microfilm are shelved in numerical order. The number for each title can be obtained from the shelflist kept in Microforms.

It is best to ask the attendant for any individual title.
DEFINITIONS

MICROFILM

Regular film strip.
Usually 35 mm., but sometimes 16 mm.
Wound on reels, stored in boxes, kept in filing cases.
One or two pages to a frame.

MICROFICHE

A sheet of microfilm.
Contains multiple micro images in a grid pattern.
Sizes vary from 75 x 125 mm. (3 x 5") to 115 x 148 mm. (4 x 6").
Usually contains a title which can be read without magnification.

MICROCARD

An opaque card made from a photographic negative.
Size 75 x 125 mm. (3 x 5")
Contains up to 70 reduced pages of printed text. This number can be doubled per card since they frequently contain material on both sides of the card.

MICROPRINT

An opaque card, printed by a special lithographic process.
Size 9 x 6".
Contains up to 100 reduced pages of printed text.

MICROFILM JACKET

A card with a cardboard top to which is attached a sleeve of clear plastic.
Size 75 x 125 mm. (3 x 5").
A strip consisting of several frames of microfilm is inserted into this sleeve.

MICROFORM

A generic term for any form, either film or paper, which contains micro images.
AMERICAN FICTION. 1774-1900 (WRIGHT)

FORMAT: Microfiche

CALL NO.: Microfiche PS643 A5

BIBLIOGRAPHY: Ref Wright, Lyle Henry. American fiction; a contribution toward a Z1231 bibliography. San Marino, Calif., Huntington Library, 1948-F4W7

v. 1. 1774-1850
v. 2. 1851-1875
v. 3. 1876-1900

COVERAGE: This collection is to include the text of all items listed in the above bibliography. The purpose of the bibliography is to record, with certain exceptions, the fiction written by Americans for adults and printed in the United States during the years that saw the beginnings of the American culture in a framework of religious, political and moral rigidity, through the years of national growth, great causes, social upheaval and vast national flux to that period of American literary self satisfaction, the New England Renaissance. The exceptions for the most part are minor but include periodicals and subscription series. Some 12,000 entries.

ARRANGEMENT: The microfiche collection is arranged alphabetically by author, or by title where author is unknown. Author, title and some subject cards for the individual works have been filed in the card catalogue. As the microfiche edition is not yet complete, the title required may not be found. To establish if it has yet been issued, consult:

Microfiche Lost Cause Press microcard catalog (and supplements)
PS643 Louisville, Ky., Lost Cause Press, 1967-A5
A5
Index
**AMERICAN STATE PAPERS** *

**FORMAT:** Microprint  
**CALL NO.:** J 83 A 45

**COVERAGE AND ARRANGEMENT:** The American State Papers contain the pre-serially-numbered publications covering the period 1789 to 1838, comprising some of the most important publications of the 1st to 14th Congresses (1789-1817) and many publications of the 15th to 25th Congresses (1817-1838). Because the Serials Set began numbering from number 1 only in 1817, the papers prior to that date were assigned the serial numbers 01 to 038, referring to the 38 volumes of publications gathered into the following ten subjects and subarranged chronologically:

- Foreign affairs: 6 vols.
- Indian affairs: 2 vols.
- Finance: 5 vols.
- Commerce and navigation: 2 vols.
- Naval affairs: 4 vols.
- Post Office: 1 vol.
- Public Lands: 8 vols.
- Claims: 1 vol.
- Miscellaneous: 2 vols.

As each of the 38 volumes has its own index, it is possible to go directly to the microprint boxes and obtain a given publication if the serial number of the volume (i.e., the subject) is known. If this is not known, one must obtain the information from outside indexes, viz.:

Ref Z1223 A113 1911  
**Part One:** Checklist of United States public documents 1789-1909.  
**Part Two:** A classified listing, by agency, with an index of the agencies at the back.

Ref Z1223 A1885  
A chronological listing, by year, of most U.S. publications, subarranged by document and report numbers; subject and name index at the back.

ARCHIVES OF THE ROYAL LITERARY FUND, 1790-1918

FORMAT: 35 mm. reel film
CALL NO.: Micfilm PR105 R6

COVERAGE: For the time span indicated, the archives on film include the case files of applicants (3,600 files) which are made up of letters of support, printed advertisements, press-cuttings, medical certificates, publisher's receipts and application forms of the applicants. The Secretary's index to the case files, a catalogue of documents, an index of names, a catalogue of sponsors and a catalogue of catalogues are also on film.

FINDING AID: Micfilm PR105 R6
Contains an index of applicants and a list of contents of reels of the microfilm. Also includes an introduction to the history of the Fund and the archives.
Kept in Microforms.
The index was begun in 1900 by the Provincial Library and continues. There is a gap between 1910 and 1916. Between 1916 and 1926, the newspapers were spottily indexed and coverage depended upon the subject. Originally limited to political matters, the scope of the Index has been expanded to cover all news of provincial relevance. It now stands as the foremost tool for research of primary sources of British Columbia history.

The newspapers currently covered are the Vancouver Sun, Vancouver Province (Four-star editions), Victoria Times and Victoria Colonist (Home editions). When the Vancouver Times and Herald were published, they were also indexed daily. This does not mean that the Index's use is restricted to these papers. In the case of an event or matter of topical interest, simultaneous coverage will very likely be given by other B.C. newspapers. These should be examined for evidence of regional bias, suppression of certain details, editorial twist or the influence of vested interest.

Only items of British Columbia interest are included. If a story is national, it is covered only if it has implications for British Columbia. If a Canadian Press story appears in more than one paper, its first appearance is indexed. If, however, the headline in another paper gives a better indication of the story, it will be listed as well.

SOME CAUTIONS:

As far as possible, Library of Congress headings have been used. When these have proved inadequate, Reader's guide, Canadian periodical index and Canadian subject headings have been consulted. If these do not provide a sufficiently accurate description (usually for regional reasons), a subject heading based on current usage is originated. Subject headings have not been kept up-to-date, e.g., early articles on air pollution first appeared under "Smoke." Only recently has there been some subdividing of the subject headings by place, e.g., one can now find a heading AIR POLLUTION - VANCOUVER. For past information relating to Vancouver, one would have to look up under AIR POLLUTION or SMOKE.

Early indexing of subjects was not as specific as today. It is wise when searching to look at the most specific subject heading first, and if this is not successful to go on to a more general subject heading. Once a key article has been found, it is possible to follow up other names, etc., in the Index.

There are some "see also" references, but many more are needed.
Names:

The personal name has given the Provincial Library the most difficulty as far as indexing is concerned. It has often been impossible to tell if the same person has already been indexed. Initials may be used by one newspaper and full name by another, etc. One person, therefore, may have two cards, and it is equally possible to have information about two people indexed under one name. There has been no continuation note made at the bottom of a card saying that information on one person has been continued to the next card. However, if the final entry is not an obituary, it may be assumed there are further entries.

Editions:

If the story cannot be found on the cited page, it may be that the reference is to another edition. A little search, however, will usually turn up the information elsewhere in the paper.
CIHM/ICMH MICROFICHE SERIES, 1980- *

FORMAT: 105 x 150 mm. fiche

CALL NO.: Micfiche
AC1
C68

BIBLIOGRAPHY: Ref Canada, the printed record; a bibliographic register with
AC1 indexes to the microfiche series of the Canadian Institute for
C682 Historical Microreproductions. Ottawa, CIHM, 1981-

Includes five indexes and introduction on how to access the
CIHM series.

COVERAGE: Generally includes all pre-1900 printed Canadiana; more specifically,
all relevant items published/printed in Canada, all relevant items
published/printed outside Canada and written by Canadians, and all relevant
items of Canadian subject matter published outside Canada.

Categories of materials included are:

- monographs, pamphlets, leaflets, playbills and broadsides
- catalogues of books, pictures, articles for sale
- offprints which are not detached articles
- publications of municipal and county governments
- non-Canadian government monographs with Canadian content

Categories of materials excluded are:

- Canadian federal, provincial and territorial government publications
- journals and newspapers
- manuscript materials
- engraved materials such as maps and prints

ARRANGEMENT: Filed sequentially by CIHM register number. Author, title, subject
and other indexes are on fiche with the set.

* Also known as: Collection of pre-1900 printed Canadiana.

[Aug 85]
CALENDARS OF STATE PAPERS

FORMAT: Microfiche

WHAT ARE STATE PAPERS:
State papers are the principal documents of the Crown and comprise original treaties or treaty papers, law papers, political reports with royal, departmental and miscellaneous letters and instruments under the Signet of Sign Manual. They were originally Chancery records, however, with the gravitation of certain executive prerogatives back to the Crown, these papers originated more often with the King's secretary, later Secretary of State. Yet, later, with the division of this office into that of Home, Foreign and Colonial Secretary, the papers divided into a similar trichotomy.

DOMESTIC SERIES:
Deal with those matters which now would be the responsibility of the Home Secretary, and include papers relating to a wide variety of subjects such as ecclesiastical, diplomatic, naval and military matters, universities, Parliament, forests, poor law, voyages, ship money, etc., and contain grants of arms, proclamations, muster, lists of judges, justices of the peace and other officers of the Crown, returns of aliens, nonconformists, Jesuits, etc.

Coverage:

1. Edward VI, Mary, Elizabeth, James I, 1547-1625
   Microfiche Great Britain. Public Record Office. Calendar of state papers, domestic series, of the reigns of Edward VI, Mary, Elizabeth and James I, 1547-1625. 270 cards.

2. Charles I, 1625-1649

3. Commonwealth, 1649-1660

4. Charles II, 1660-1677

continued . . .
5. William and Mary, 1689-1702

Microfiche Great Britain. Public Record Office. Calendar of state
DA25 papers, domestic series, of the reign of William and
F5 Mary, 1689-1702. 41 cards.

6. Queen Anne, 1702-1714

DA25 Great Britain. Public Record Office. Calendar of state
F6 papers, domestic series, of the reign of Anne. 2 v.

Note: This is not in microfiche, but is in letterpress in the general collection.

FOREIGN SERIES:

1. Edward VI, 1547-1553

Microfiche Great Britain. Public Record Office. Calendar of state
DA25 papers, foreign series, of the reign of Edward VI,
H7 1547-1553.

2. Mary, 1553-1558

Microfiche Great Britain. Public Record Office. Calendar of state
DA25 papers, foreign series, of the reign of Mary, 1553-
H8 1558.

3. Elizabeth I, 1558-1603

Microfiche Great Britain. Public Record Office. Calendar of state
DA25 papers, foreign series, of the reign of Elizabeth,
H8 1558-1603. v. 1-16, 256 cards.

Note: v. 17-23, 1583-1589, also in letterpress in the general collection (DA25/H83).

COLONIAL SERIES:  

Microfiche Great Britain. Public Record Office. Calendar of state
DA25 papers, colonial series, 1574-602 cards.

Note: v. 1-40, 43, 1574-1783, 1737, also in letterpress in the general collection (DA25/H5).

ARRANGEMENT: The arrangement is strictly chronological, hence the term "calendar."

continued ...
INDEXES: At the end of each volume.

For an extremely general index to all the collections of the Public Record, see:


NOTE: A calendar in this sense consists of abstracts of these records, usually in sufficient detail to be an adequate substitute for the original.
CANADA. COMMISSION OF INQUIRY INTO NON-MEDICAL USE OF DRUGS. RESEARCH REPORTS (LE DAIN COMM.)

FORMAT: 16 mm. film

CALL NO.: Microf HV5840 C2A32

COVERAGE: Includes approximately 500 research reports consulted by the Commission.

FINDING AID: A separate list of the reports entitled Project list arranges the reports in numerical order, giving the author and title of each. The List is in Microforms.
CANADA. MACKENZIE VALLEY PIPELINE INQUIRY TRANSCRIPTS.

FORMAT: 16 mm. reel film

CALL NO.: Microf
TD195
P5C3

COVERAGE: Contains all verbatim transcripts of the Inquiry’s public hearings, and most of the textual exhibits (briefs, submissions) tabled by the participants, with two primary exceptions—the Canadian Arctic Gas Ltd. submission (too voluminous), and certain technical exhibits.

ARRANGEMENT: The reels are divided into two principal series, “E” and “T.”

Finding aids and exhibits are to be found on “E” reels.

Transcripts of the testimony are found on reels in the “T” series. The “T” series itself is in two parts, one for formal hearings and another for community hearings.

Material is generally in chronological order, but in the case of the “T” series, material is in the order in which it was received.

FINDING AIDS:

<table>
<thead>
<tr>
<th>Microf TD195 P5C3 Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose-leaf.</td>
</tr>
<tr>
<td>Lists contents of each reel in order of reel number. Does include a “name index,” which is superseded by the Index below.</td>
</tr>
<tr>
<td>Ref TD195 P5C3 Index</td>
</tr>
<tr>
<td>1208 pp.</td>
</tr>
<tr>
<td>Contains alphabetical listing of witnesses. Gives 1977 volume number of transcripts and paging. Refer to first finding aid for reel number. Main part of this Index provides a subject approach to the Inquiry’s hearings. Again, refer to first finding aid for reel number.</td>
</tr>
</tbody>
</table>
CANADA. ROYAL COMMISSION ON NATIONAL DEVELOPMENT IN THE ARTS, LETTERS AND SCIENCES

FORMAT: 35 mm. reel film

CALL NO.: Microf
          AZ515
          A55

COVERAGE: Includes all briefs (442) and transcripts of public hearings.

ARRANGEMENT: Briefs are in alphabetical order by author. Each brief is followed by the transcript of the public hearing (if any) at which the author appeared.


Call No. Same as above.

Lists authors in alphabetical order, showing the reel number on which material pertinent to each appears. The complete set of transcripts of the public hearings of the Commission appear on reels 19 (latter half) to 24.
CANEDEX 1974-1978

FORMAT: Fiche, 115 x 148 mm.  
CALL NO.: Microfiche LA410 C3

BIBLIOGRAPHY:  Ref Z5815 C3C3  
Published five times between October and June, including the annual cumulation. Shelved on Index Case 2 in Reference. C.E.I. is an author, subject index to a selected list of Canadian educational periodicals, books, pamphlets and reports.

COVERAGE:  CANEDEX includes education books, pamphlets and reports indexed by the C.E.I. (above) for which the publisher has received copyright.

FINDING AID:  “Checklist of monographs.”
CANADIAN IMPRINTS 1751-1800 (TREMAINE)

FORMAT: Microfilm
CALL NO.: Microf
F1003.5
C28

T7

COVERAGE: Begun as an approach to the study of Canadian life and thought in the formative years of Canadian history. This bibliography provides a useful checklist of the documents of a period when the communication of ideas depended largely upon the printed word.

The work includes books, pamphlets, leaflets, broadsides, handbills and some pictorial publications recorded year by year, also newspapers and magazines produced in the colonies, now provinces, of Canada. Full bibliographical descriptions are given for items known to be extant, and any descriptive data available for items not known to have survived.

ARRANGEMENT: The arrangement of the bibliography is chronological, with an author-title index. Each item is numbered. The microfilmed material is in consecutive order on 26 reels; the reel's span is noted on each box.

NEWSPAPERS: Note: All Tremaine items except newspapers are included in this series. Newspapers are on separate reels and are separately catalogued. To find a particular newspaper, refer to the card catalogue or the Library's Serials holdings catalogue.
CANADIAN URBAN SOURCES 1973-1975/76 *

FORMAT: Fiche, 115 x 148 mm.

CALL NO.: Microfiche
HT127
C3C38

BIBLIOGRAPHY: Ref Canadian Council on Urban and Regional Research. Urban and
C3

COVERAGE: Microreproduction of many of the publications listed in the above
bibliography, i.e., that period between 1973 and 1975/76, when the
bibliography was terminated. The object of the microfiche service was
to facilitate the acquisition of the many fugitive research publications in
the field issued by Canadian governments, institutions and consultants.

ARRANGEMENT: Numerically according to fiche accession numbers used in the main
classified sections of the above bibliography. Only those numbers that
have the (S) prefix are included in the microfiche collection.

* Continued by Urban Canada (q.v.).
CANADIANA IN THE TORONTO PUBLIC LIBRARY

FORMAT: Microfiche

CALL NO.: Microfiche F1003.3 C3

COVERAGE: The items in this collection were chosen from the Reference collection of the Toronto Public Library to form a chronological record of the history of Canada from its discovery, 400 years ago, until Confederation in 1867. They are the primary sources of Canadian history: journals of explorers, records of administrators, narratives of travellers, documents of government and business. The work is still in progress. Many items have already been reprinted and are available in letterpress.

ARRANGEMENT: The arrangement follows the numbering of the Toronto Public Library's published bibliography, which is itself a chronological arrangement. There are, however, many gaps.

BIBLIOGRAPHY: Ref Toronto. Public Library. A bibliography of Canadiana, being Z1365 items in the Library of Toronto, Canada, relating to the early T64 history and development of Canada, ed. by Frances M. Staton and Marie Tremaine. Toronto, Public Library, 1934.

EARLY AMERICAN IMPRINTS 1639-1800 (EVANS)

FORMAT: Microprint
CALL NO.: Microprint
PS531
E2

COVERAGE: In 1903 the American bibliographer, Charles Evans, at the request and under the sponsorship of a group of distinguished libraries and citizens eager for a systematic documentation of the American literary heritage, undertook a chronological enumeration of all books, pamphlets and periodical publications printed in the United States, from the beginning of printing in 1639 to the year 1820. The result was a 13 volume catalogue of 39,162 titles:

Ref Evans, Charles. American bibliography; a chronological dictionary of all books, pamphlets and periodical publications printed in the United States of America from the genesis of printing . . . with bibliographical and biographical notes. Chicago, Privately printed 1903-34.

The entries are arranged year-by-year, alphabetically by author within each year. Unfortunately, the work is full of errors, and "ghosts" (entries for items which never existed) abound. In fact, it is estimated that almost one-third of the entries are more or less inaccurate. Although the microprint edition of Early American imprints is based on this list, painstaking editorial work has sought to ensure that the texts here reproduced are as definitive as possible.

ARRANGEMENT: The items are filed in the microprint boxes by Evans' number, i.e., the overall consecutive numbering given to the entries in Evans.

INDEX:


A short-title list of both Evans and additional items, in one alphabetical order, incorporating all bibliographical corrections of the Evans entries. Reference to the entry number is given. Information cards indicating that the works of an author are to be found in Early American imprints have been filed in the card catalogue.
THE EIGHTEENTH CENTURY [MICROFORM]

FORMAT: 35 mm. reel film

CALL NO.: Micfilm
AC5
E3

COVERAGE: This set will consist of approximately 200,000 items selected from the 500,000 titles printed in Great Britain and its colonies or printed in English anywhere else in the world from 1701-1800. It is based on the British (Museum) Library’s Eighteenth century short title catalogue (ESTC). First and variant editions of books, pamphlets and tracts are included, along with all titles by major authors, but the collection does not include newspapers, serials, maps or music.

GUIDE: Each guide* (one will appear with each unit received) provides a list of the publications and is arranged alphabetically by author (or title where appropriate). To locate a specific item, find the author or title and then note the reel and the reel location number supplied in italics at the end of the entry. A title roster listing reel content is located at the beginning of each reel.

* Ref The eighteenth century; guide to the microfilm collection; units 1-10. 1984.
Z2013 E54

Ref The eighteenth century; guide to the microfilm collection; units 11-25. 1985.
Z2013 E542

These are cumulations of the above guides.

* in Microforms

[Aug 85]
ENGLISH AND AMERICAN PLAYS OF THE NINETEENTH CENTURY

FORMAT: Microprint

English Plays: CALL NO.: Microprint PR1271 E6

American Plays: CALL NO.: Microprint PS632 E6

COVERAGE: This collection represents a more complete assembly of all the plays of the nineteenth century in the English language than the holdings of any single institution in the United States or Europe. It supplements Three centuries of English and American plays, and brings blanket coverage of English language drama up to the beginning of the present century. As inclusive as possible, it includes unpublished manuscripts as well as published works. A total of almost 28,000 plays. In two parts: English plays 1801-1900, American plays 1831-1900.

ARRANGEMENT: The microprints are arranged alphabetically within each part by author or title (for anonymous works). Author and/or title cards for the individual works have been filed in the card catalogue.

BIBLIOGRAPHIES: For English plays:


For American plays:

Ref Roden, Robert F. Later American plays 1831-1900; being a compilation of the titles of plays by American authors published and performed in America since 1831. New York, 1960.
ENGLISH BOOKS 1475-1700 (POLLARD AND REDGRAVE) (WING)

FORMAT: Microfilm

CALL NOS.: Microf microf
PR1105 PR1105
U5 U52

BIBLIOGRAPHIES: This microfilm collection is based upon:


   The most comprehensive record of English books for this period including about 26,500 editions. Arranged alphabetically by authors and other main entries; gives, for each item, author, brief title, size, printer, date, reference to entry of the book in the Stationer's registers and indications of libraries possessing copies.

2. Ref Wing, Donald Goddard. Short-title catalogue of books printed in England, Scotland, Ireland, Wales, and British America and of English books printed in other countries, 1641-1700. N.Y., pr. for the Index Society by the Colum. Univ. Pr., 1945-51. 3 v.

   Published as a continuation of the above Short-title catalogue . . . 1475-1640. The scope and method of selection and entry are described in the preface, which should be carefully read in order to understand fully the information given.

THE MICROFILM SET: For 32 years now, and still not yet finished, University Microfilms has been visiting libraries of the English-speaking world to capture on film the best examples of the texts of these early works. This means that when the project is complete, McPherson Library will be able to provide the researcher with the original texts of virtually everything printed in the British Isles, and to some extent abroad, since the first press came to Britain up until 1700.

ARRANGEMENT: Microf ) 1475-1640 Microf ) 1641-1700
PR1105 ) PR1105 )
U5 ) U52 )

The arrangement of the microfilms in each of these series is by reel number. As there is therefore no alphabetical arrangement, a

continued . . .
**cross-index** is provided by University Microfilms. Of these, there is one for each of the two periods:


*Issued annually with cumulations.* Lists the microfilms published each year of the books listed in Pollard and Redgrave's Short-title catalogue. Includes cumulated cross-indexes.


*Issued annually with cumulations.* Lists the microfilms published each year of the books listed in Wing's Short-title catalogue. Includes cumulated cross-indexes. Superseded, in part, by Accessing early English books, 1641-1700 (see below) for units 1-32.

To find a **title**, look up appropriate Short-title catalogue corresponding **entry number**. The **cross-index** then will give the **reel numbers**. Both of these indexes will be found in Microforms.

The Library has filed into its public card catalogue individual entries for many items in this microfilm collection and access for these is directly from the **author**, **title** or **subject** in the catalogue to the reel in question. Below are examples of **cards** presently in the catalogue which indicate how this works:
FILM


MiU F65-9


Note: Many of the titles in these collections are also in letterpress in the general collection.


Provides access to the collection of more than 25,000 currently available titles based on Wing’s Short-title catalogue of books. The 125,000 entries are arranged by author, title, subjec and Wing number. Essentially cumulates the annual, English books, 1641-1700; a partial list by Wing numbers (Ref/ Z2002/ W52) up to unit 33 (see above).
ENGLISH LITERARY PERIODICALS OF THE 17th, 18th AND 19th CENTURIES

FORMAT: Microfilm

CALL NO.: Microf AP3 E5

Here are the primary sources for the scholar tracing the main currents in English thought across the recent centuries. More so than books, periodicals capture the ephemera of the times. Books chronicle the rise and fall of empires, periodicals capture the waspish mood of the moment. Particularly in the 18th century when satirical polemic was waged in essay and letter, making them the dominant literary genres of the times, the periodical was the vehicle of intellectual and literary expression, and even now is the forum of critical opinion and the crucible of fashion.

In these periodicals, one can read, unedited, unamended, unbowedlerized, and with all the excitement of contemporary urgency, the original statements of those who now seem so remote--Addison, Swift, Steele--and across the years trace the flux of their opinion, the maturity of their style without the taint of editorial bias or sepulchrous reverence that sometimes creeps into modern editions.

SCOPE: See attached lists.

NOTE: These are not all the periodicals included in the University Microfilm series. Again, the Library holds periodicals of this period both in microfilm and letterpress, which have no connection with this series.

ARRANGEMENT: The arrangement of the reels in the microfilm filing cabinet is a straight numerical sequence. The attached list of the periodicals in this series provides an alphabetical sequence of titles, and a numerical sequence of reels. Note that the numbering is not continuous.

All titles will be found in the card catalogue and in the current Serials holdings catalogue.

continued . . .
# LIST OF PERIODICALS

<table>
<thead>
<tr>
<th>Reel</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>32E</td>
<td>Athenian news, or Dunton's oracle</td>
</tr>
<tr>
<td>12E</td>
<td>British Apollo</td>
</tr>
<tr>
<td>144E</td>
<td>British librarian</td>
</tr>
<tr>
<td>14E</td>
<td>Cursor</td>
</tr>
<tr>
<td>16E</td>
<td>Champion</td>
</tr>
<tr>
<td>41E</td>
<td>Compleat library</td>
</tr>
<tr>
<td>38E</td>
<td>Democritus ridens</td>
</tr>
<tr>
<td>46E</td>
<td>Diverting post</td>
</tr>
<tr>
<td>4E</td>
<td>Edinburgh Magazine and literary miscellany</td>
</tr>
<tr>
<td>58E</td>
<td>Entertainer</td>
</tr>
<tr>
<td>16E</td>
<td>Examiner</td>
</tr>
<tr>
<td>16E</td>
<td>Female tatler</td>
</tr>
<tr>
<td>60E</td>
<td>Free-holder, or Political essays</td>
</tr>
<tr>
<td>61E</td>
<td>Grub Street journal</td>
</tr>
<tr>
<td>20E</td>
<td>History of learning</td>
</tr>
<tr>
<td>52E</td>
<td>History of the reign of Queen Anne</td>
</tr>
<tr>
<td>21E</td>
<td>History of the works of the learned</td>
</tr>
<tr>
<td>53E</td>
<td>History of the works of the learned</td>
</tr>
<tr>
<td>132E</td>
<td>Lay monk</td>
</tr>
<tr>
<td>136E</td>
<td>Literary magazine</td>
</tr>
<tr>
<td>62E</td>
<td>London spy</td>
</tr>
<tr>
<td>22E</td>
<td>Medley</td>
</tr>
<tr>
<td>23E</td>
<td>Memoirs of literature</td>
</tr>
<tr>
<td>16E</td>
<td>Midwife, or Old woman's magazine</td>
</tr>
<tr>
<td>168E</td>
<td>Monthly miscellany</td>
</tr>
<tr>
<td>38E</td>
<td>Northampton miscellany</td>
</tr>
<tr>
<td>27E</td>
<td>Observer</td>
</tr>
<tr>
<td>28E</td>
<td>Plain dealer</td>
</tr>
<tr>
<td>216E</td>
<td>Satirist, or Monthly meteor</td>
</tr>
<tr>
<td>217E</td>
<td>Scourge and satirist</td>
</tr>
<tr>
<td>38E</td>
<td>Tory tatler</td>
</tr>
<tr>
<td>20E</td>
<td>Works of the learned</td>
</tr>
</tbody>
</table>

continued . . .
**LIST OF REELS**

<table>
<thead>
<tr>
<th>Reel</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4E</td>
<td>Edinburgh magazine and literary miscellany</td>
</tr>
<tr>
<td>12E</td>
<td>British Apollo</td>
</tr>
<tr>
<td>14E</td>
<td>Censor</td>
</tr>
</tbody>
</table>
| 16E  | Female tatler  
Examiner  
Midwife, or Old woman's magazine |
| 20E  | History of learning  
Works of the learned |
| 21E  | History of the works of the learned |
| 22E  | Medley |
| 23E  | Memoirs of literature |
| 27E  | Observator |
| 28E  | Plain dealer |
| 32E  | Athenian news, or Dunton's oracle  
Democritus ridens  
Northampton miscellany |
| 38E  | Tory tatler  
Observator |
| 41E  | Compleat library |
| 46E  | Diverting post |
| 52E  | History of the reign of Queen Anne |
| 53E  | History of the works of the learned |
| 58E  | Entertainer |
| 60E  | Free-holder, or Political essays |
| 61E  | Grub Street journal |
| 62E  | London spy |
| 132E | Lay monk |
| 136E | Literary magazine |
| 144E | British librarian |
| 168E | Monthly miscellany |
| 216E | Satirist, or Monthly meteor |
| 217E | Scourge |
ERIC REPORTS, 1972-

FORMAT: Fiche, 115 x 148 mm.

CALL NO.: Microfiche
           LB5
           E7

COVERAGE: ERIC (Educational Resources Information Center) is a national information system designed and supported by the U.S. Office of Education for providing ready access to results of programs, research and development efforts, and related information that can be used in developing educational programs. Through a network of specialized centres or clearinghouses, each of which is responsible for a particular educational area, current significant information relevant to education is monitored, acquired, evaluated, abstracted, indexed and listed in ERIC reference products. The actual reports or documents cited in the ERIC reference works are available (except as noted) from the ERIC Document Reproduction Service (EDRS). The ERIC Reports represent the microfiche collection of these documents from 1972 on.

The names of the clearinghouses below will indicate the subject coverage of the ERIC Reports:

Adult, Career, and Vocational Education
Counseling and Personnel Services
Educational Management
Elementary and Early Childhood Education
Handicapped and Gifted Children
Higher Education
Information Resources
Junior Colleges
Language and Linguistics
Reading and Communication Skills
Rural Education and Small Schools
Science, Mathematics and Environmental Education
Social Studies/Social Science Education
Teacher Education
Tests, Measurement, and Evaluation
Urban Education

ARRANGEMENT: Filed sequentially by ERIC number, ED 037 821, ED 037 822, etc.

continued . . .
INDEX:  Ref L11 R3 Research in education.*. Washington, D.C. v. 1- Nov. 1966-

A monthly abstract journal made up of document resumes and indexes. The resumes highlight the significance of each document and are numbered sequentially in the Document section by ED numbers. The indexes which follow the resumes in each issue cite the contents by subject, author, institution and accession number. The indexes are cumulated semi-annually and annually.

* Present title: Resources in education.
FRANCE. JOURNAL OFFICIEL. DEBATS PARLEMENTAIRES.
CHAMBRE DES DEPUTES, 1881-1940

FORMAT: Microfiche
CALL NO.: Microfiche J341 K2

COVERAGE: The Journal was published as one consecutive-numbered volume through 1880. Beginning in 1881, it was broken into various sections (Chamber of Deputies, Senate, Documents, etc.), each with its own pagination. The part of the Journal we are dealing with here is the official record of the country’s legislative body, the National Assembly (Chambre des Deputes) from 1881 to the dissolution of the Third Republic on July 9, 1940, at Vichy. It gives verbatim accounts of parliamentary debates, records of roll-call votes, texts of laws and decrees and various public documents.

ARRANGEMENT: Chronological.

FINDING AIDS: The indices and tables of the original publication are reproduced; eye-legible bibliographic descriptions contain title, legislative year and fiche number. Each index includes several sections.

1. Index of names of deputies, their constituencies and terms of office, names of ministers, commissioners of government who spoke in the National Assembly and the subject of their speech.

2. Subject index to the Journal. This is the major portion of the index. All laws are listed in alphabetical order by title. For each there is a brief statement of content and the name of the sponsor. With each ministry are gathered its reports, decrees, decisions, circulars and announcements. Questions submitted to a minister in writing are in a separate index.

3. Parliamentary documents are also listed in a chronological index.

4. The list of administrative documents, such as reports, lists and statistics, is published as an appendix. There are cross-references to help one find the way to the right page of the Journal.
GREAT BRITAIN. HISTORICAL MANUSCRIPT COMMISSION
REPORTS. SERIES 1-81, 1870-1946

FORMAT: Microfiche
CALL NO.: Microfiche DA25 M1

COVERAGE: Since the time of its first appointment, the Commission has reported on the manuscripts of over 400 private owners and of over 200 corporate bodies including boroughs, cathedrals, counties, parishes and endowed institutions. These Reports now amount to over 250 volumes, and more are in preparation. The microfiche collection consists of the reports from 1870 to 1946.

ARRANGEMENT: The Reports are of two kinds: the Commissioners' Reports to the Crown, and the Inspectors' Reports to the Commissioners (mainly mss. of the individual collections in chronological order). The first nine of the former reports are included in the reports of the latter (Series 1-9). The 10th to the 22nd (1885-1946) Commissioners' Reports are separate publications and are filed in that order after the Inspectors' Reports (Series 1-81, 1870-1946), which are themselves filed in numerical order, i.e., 1 to 81.

LISTS AND INDEXES: The following aids to the use of the collection are available in Microforms:


   On microfiche and are filed at the beginning of the collection.


   Detailed list of the publications of the Historical Manuscript Commission.


   In Reference (Ref/ DA25/ M1U6). Contains a subject index to materials on the period from 1603 to 1660 in collections represented in the first nine reports of the Historical Manuscript Commission, and in later reports dealing with the same collection. It is limited to collections which were in England or Wales, in private hands and not in possession of any corporate body.
Expressed very simply, it may be said that the papers of Britain's Parliament are of three kinds:

1. **JOURNALS.** These are records of what has been done by Parliament in the transaction of its daily business. They include such matters as votes, proceedings, divisions, notices of meetings, questions and orders of the day, and are prepared from the notes kept by the Clerk of the House. The Library does not hold these.

2. **PARLIAMENTARY DEBATES,** popularly known as **Hansard.** These are verbatim records of what has been said. They will be found in the stacks under the call number J301/K22.

3. **THE SESSIONAL PAPERS, 1801-**. These are papers giving Parliament information and other material bearing on questions of policy, administration and other matters which it may have to consider. They become less important after 1921 as much is printed elsewhere. They are of three kinds:

   a. **House of Commons Papers.** These arise inside the House itself in the form of reports of its own Select Committees, or as a result of its own request for, or insistence upon, being given information, such as reports (Retuns) it has specifically called for or has required by statute (Act Papers). They are numbered chronologically each session.

   b. **Command Papers.** These arise outside the House, from the activities of Royal Commissions and government departments, and consist of reports of inquiries, statements, annual reports, etc.; traditionally, they are "Presented by Command" of the Crown to Parliament. The Papers are numbered unlike the House papers, a series extending over several sessions, the number usually being bracketed and preceded by an abbreviation for the term 'command.'

   c. **Bills.** Of two kinds, public and private. Public bills, relating to matters of policy, are numbered in a separate series. Private bills, relating to particular interests, are not printed until they have been enacted.

   continued . . .
The Sessional Papers are bound annually and grouped as follows, the papers within each group being bound in alphabetical order:

1. Bills
2. Reports of Committees
3. Reports of Commissioners
4. Accounts and papers

Each group runs to many volumes and has its own sequence of numbers. In addition, there is, for each year, an overall enumeration of volumes. It is this latter number that is used in the indexes, and on the Microprint boxes.

INDEXES: The Sessional index is the last volume in each year's Sessional Set. For the period 1801-1900, these have been collected into the boxes at the end of the run labelled Collection of indexes. They comprise:

- List of Bound Volumes
- Numerical List of Bills
- Numerical List of Papers
- Numerical List of Command Papers
- Alphabetical Index

The Alphabetical index, the most useful section, has been cumulated into the following collections:

- 1801-1852
- 1852-1869
- 1870-1879
- 1880-1889
- 1890-1899

From 1901 and on, the Sessional index remains in its place, i.e., as the last volume of each session.

These indexes are also being procured in letterpress editions. They are in Reference under the call number Ref/J301/K623.

In these, the entries, under the subject headings, are arranged in the four groups corresponding to the arrangement of the papers in the annual volumes:

1. Bills
2. Reports of Committees
3. Reports of Commissioners
4. Accounts and Papers

continued . . .
In addition, two selective indexes form an excellent guide to the papers of the period. These contain a brief, and often full, description of the papers mentioned:

J 310  of Parliamentary Papers, 1694-1834; reprinted in facsimile . . .
1953

Ref  Ford, Percy and G. Ford. Select list of British Parliamentary Papers,
M 3  1953

References in these indexes are first to the year, then to the paper number.

The Roman numerals refer to the volume number.

A further useful index where the Command Paper number only is known is:

Ref  Di Roma, Edward. A numerical finding list of British Command Papers
D 5
GREAT BRITAIN. PARLIAMENT. HOUSE OF LORDS. SESSIONAL PAPERS

FORMAT: Microfilm
CALL NO.: Microfilm
J301
J6

COVERAGE: Includes the years 1806 to 1859. It will be the most complete set for this period available anywhere. A considerable portion of the papers are unique to the Lords. The 16,000 papers include reports of Select Committees and Royal Commissions, Bills (legislative drafts), statistical returns, peerage cases and the Minutes of Proceedings of the Lords from 1837.

ARRANGEMENT: Similar to the Commons sessional papers, i.e., a single series of volumes for each session, with the following sub-series:

1. Bills
2. Reports of Committees
3. Reports of Commissioners
4. Accounts and Papers

There is an index at the end of each session. See below for printed cumulated index.

FINDING AID: Ref J301
J6
1801-59
A General index to the Sessional papers printed by order of the House of Lords . . . 1801 to 1859 (Session 1). Dobbsferry, N.Y., Oceana Publications, 1976. 2 v.

Subject index. Reference is to session, volume and page of Papers.
GREAT BRITAIN. PRIME MINISTER. CABINET REPORTS BY PRIME MINISTERS TO THE CROWN, 1868-1916

FORMAT: 35 mm. film

CALL NO.: Microf J301 N5 1974

COVERAGE: Consists of 7,000 pages on 13 reels of “the unique and unpublished manuscript series of 1,700 confidential letters from Prime Ministers to the Crown, preserved in the Royal Archives in Windsor Castle.”

ARRANGEMENT: In chronological order of the letters. Reel 1 lists the letters contained on each reel.
HUMAN RELATIONS AREA FILES

FORMAT:  Fiche, 115 x 148 mm.

CALL NO.:  Microfiche
            GN4
            H8

Essentially a collection of ethnographic materials on world societies. The actual Files (compiled by Yale) are composed of 5 x 8” sheets, each of which is a duplicate of an original page of a published or unpublished source dealing with a particular culture or society. The HRAF-Microfiles, a microfilm version of these slips, are on 115 x 148 mm. (4 x 6”) microfiche.

The materials processed for the Files are basically descriptive rather than theoretical, and the vast majority of sources are primary documents resulting from field observation. Most files are organized around identifiable ethnic units rather than political states, although a number of national files are also available. The collection is a growing one as new files are opened and others are added to.

ARRANGEMENT:  File pages are filed according to subject content, following a standardized system of universal categories (Outline of cultural materials). Materials are arranged by the ethnic or other sociopolitical groupings (as in the Outline of world cultures). All materials dealing with a particular subject category are thus brought together in a single location within each ethnic or area file.

To use the microfiles, the researcher must consult:

1. Outline of cultural materials* (OCM): the subject classification system on which the Files are based.

2. Outline of world cultures* (OCM): the area or culture classification around which each File is organized.

Supplementary publications of interest are:

3. HRAF research guide*: explains the nature and research potentiality of the Files.

4. HRAF source bibliography*: lists all sources available in the Human Relations Area Files.

* Available in Microforms
INDEX TO CANADIAN PAINTERS AND THEIR WORK

FORMAT: Microfilm

CALL NO.: Microf Z5949 C2V3

COVERAGE: Consists of 16 reels of microfilm of the card index to Canadian painters and their work in the Fine Arts and Music Division of the Vancouver Public Library.

ARRANGEMENT: Alphabetical by painter. Coverage within each reel is indicated on the carton.

AIDS: A shelflist of indexed material in letterpress is kept in Microforms. The shelflist is also on film and takes up almost the first reel.
MICHIGAN EARLY MODERN ENGLISH MATERIALS (MEMEM)

FORMAT: Fiche, 115 x 148 mm.  
CALL NO.: Microfiche PE1650 M5

COVERAGE: The microfiche in this file are part of Michigan early modern English materials by Richard W. Bailey, James W. Downer and Jay L. Robinson (see above call number) with Patricia V. Lehman, and should be used only in conjunction with this work. A complete description of these microfiche will be found beginning on page xxxiii. Basically, MEMEM is a presentation of selected data illustrating the usages of a large number of words in the period 1475 to 1700.

ARRANGEMENT: The data are arranged to give access to the more than 38,000 citations constituting the collection. Access to these citations takes four forms.

1. **Primary Index**: arranges citations chronologically within an alphabetized set of entry words--the Early Modern English verbs and verbal auxiliaries.

2. **Secondary Index**: provides access to all lexical forms stored in the collection.

3. **Forward Word Occurrence List**: alphabetizes each occurring lexical item and counts its occurrences.

4. **Reverse Word Occurrence List**: provides the same inventory but alphabetizes from final letter to first.
MICROLOG, 1979- *

FORMAT:  Fiche, 115 x 148 mm.  

CALL NO.:  Microfiche J 103 C3M5


COVERAGE:  Generally includes Canadian report literature of reference value from government and institutional sources of the type covered formerly by Publicat (q.v.), ProFile and Urban Canada (q.v.).  UVic Library’s subscription to Microlog is to only those documents that would have been included in Publicat and Urban Canada (i.e., not ProFile).  Those that are specifically available in Microforms have been ticked in the main entry index of Microlog index.

For a more detailed description of Microlog, see the introduction in any issue of Microlog index (Ref/ Z1373/ M5).

ARRANGEMENT:  Numerically according to fiche accession number used in the main entry section of the Microlog index.

* Continues Publicat, Urban Canada.
MIGNE, J. P. PATROLOGIAE CURSUS COMPLETUS
(Patrologia Latina)

FORMAT: Microfilm
CALL NO.: Microfilm
          BR60
          M36

COVERAGE: Published by the Catholic Microfilm Center, Berkeley, California, 1969,
in 29 reels. The collected writings of the Latin "Fathers of the Church"
extending from the earliest times to Innocent III (1216).

ARRANGEMENT: Chronological.

INDEX: Alphabetical index extracted from volume 218 of the Patrologia Latina

Kept in Reference: Ref/ BR60/ M37.
MIGNE, J. P. PATROLOGIAE CURSUS COMPLETUS
(Series graeca)

FORMAT: Microfiche                  CALL NO.: Microfiche
                                              BR60
                                              M35

COVERAGE: Published by the International Documentation Centre. 161 v. in 166. One of the richest collections of ancient and medieval Christian texts consisting basically of the writings of the "Fathers of the Church" extending from the earliest times to the Council of Florence (1439).

ARRANGEMENT: Chronological. The fiche collection includes the Index Locupletissimus published in 2 v.

INDEX: A complete list of names of the authors whose works are printed in the Greek series of Migne's "Patrologia," compiled by J. B. Pearson. Cambridge, 1882.

Kept in Reference: Ref/BR60/M37.
PACIFIC SALMON LITERATURE COMPILATION, 1900-59

Edited and compiled by Galen H. Maxfield, Fishery Biologist, Bureau of Commercial Fisheries Biological Laboratory, Seattle. The purpose of the compilation, totaling 645 microfiches, is to make published scientific information on the five North American species of Pacific salmon immediately accessible and usable.

COVERAGE: Contains 1,406 articles on original research comprising 17,895 pages of text from 119 serials, journals and reports.

ARRANGEMENT: The text material was analyzed and items of information were coded according to an outline of subject categories. The pages of text are duplicated as many times as different items of information under these subject categories are contained in the text. Each item is arranged by author and date of publication.


Contains instructions for finding information on a subject as well as the actual key that leads one from the subject category to the fiche. One copy kept with the collection in Microforms.
PEEL BIBLIOGRAPHY ON MICROFICHE

FORMAT:  Fiche, 115 X 148 mm.  
CALL NO.:  Microfiche 
           FC3231 
P4

BIBLIOGRAPHY:  Ref  Peel, Bruce P.  A bibliography of the Prairie Provinces to 1953 
               Z1365  with bibliographical index.  2nd ed.  Toronto, Univ. of Toronto 
               1973

COVERAGE:  Includes microreproductions of all the titles in the above bibliography 
           that could be found, and/or that were not restricted by copyright.  For the 
           scope of the bibliography itself, see the preface, pp. xvii-xxi.

ARRANGEMENT:  By number as given in the above bibliography, which is chronological.

FINDING AID:  Above bibliography: one copy in Reference, another copy in 
              Microforms.
PROFILE, 1973-78 *

**FORMAT:** Fiche, 110 x 150 mm.  

**CALL NO.:**

**BIBLIOGRAPHY:** Ref Profile index. 1973-78. Toronto, Micromedia Ltd., annual. Z1373.5  
A1P68

**COVERAGE:** Includes selected publications of all the provinces (except P.E.I.) and the two territories for the period covered (1973-78). Types of material covered are: annual reports, bibliographic aids, budget statements, estimates, public accounts, statistical summaries, board, committee and commission reports, research studies, Royal Commission reports and studies and planning reports. Profile does not include: gazettes, Hansards, journals, minutes, statutes, bylaws, regulations, ephemera and maps.

**ARRANGEMENT:** Numerically, within each year, according to fiche accession number used in the bibliographic section of the index.

* Continued by Microlog, 1979- .
PROJECT INFORMATION EXCHANGE

FORMAT: Fiche, 115 x 148 mm.

CALL NO.: Microfiche HN101 P7

BIBLIOGRAPHY: Ref Project information exchange. 1st ed. 1967/70-
Z7164
C4P7

COVERAGE: The bibliography above is an inventory of studies, briefs and social
action projects compiled by the Canadian Council on Social Development.
The microfiche collection consists of some of the reports that have become
available.

ARRANGEMENT: Numerically by project number as given in each edition of the above
bibliography.
PUBLIC ARCHIVES OF CANADA. MANUSCRIPT DIVISION. FINDING AIDS ON MICROFICHE. 1977-

FORMAT: Fiche, 115 x 148 mm.

CALL NO.: Microfiche Z6621 P8

COVERAGE: Detailed lists and indexes to about 200 collections in the Public Archives. Those for another 800 will be added over the next few years. Among the collections of papers for which there are aids are those of Eugene Forsey, Sir Alexander Galt, William Lyon Mackenzie King, Archibald Lampman, Sir Wilfrid Laurier, David Milne, the Papineau family, Lester Pearson, Louis Riel, Sir Charles Tupper and J. S. Woodsworth. The many organizations included range from the Canadian Council on Social Development to the Ottawa Little Theatre, the Canadian Water Ski Association, the Denholm Angling Club and the Order of the Daughters of Penelope.

ARRANGEMENT: Numerically. The first fiche in the set is an alphabetical index to the file.
PUBLICAT, 1977-78 *

FORMAT: Fiche, 115 x 148 mm.

CALL NO.: Microfiche J103 C3P8

P85

COVERAGE: Contains the complete text on fiche of many of the documents listed in the bibliographic section of the Publicat index (above). The Index lists Canadian federal government publications of general reference value, many of which do not appear in the government’s own catalogues and checklists. Specific types included are annual reports; research reports and special studies, including those submitted by outside consultants working under contract to government departments and agencies; policy announcements and important press releases; position papers and discussion guides; selected proceedings of government-sponsored conferences; working papers and planning studies; public documents prepared for commissions of inquiry; significant statements and speeches; bibliographies and catalogues; and organization manuals and directories.

ARRANGEMENT: The microfiche collection is in numerical order. In order to find a publication in the collection, obtain the fiche number from the bibliographic section of the Index. A subject approach is provided by a subject and name index section.

* Continued by Microlog (q.v.).
PUBLICATIONS OF THE ENGLISH RECORD SOCIETY AND THE
INDEX LIBRARY ON MICROFICHE

FORMAT: Fiche, 10.5 x 15 cm.  CALL NO.: Micfiche DA670 to DA690


COVERAGE: The volumes in microfiche are a selection from the publications listed in the above bibliography, which can also be used as an index to the series. As indicated in the subtitle, it is ‘an analytical guide’ and thus outlines the contents of each publication. The preface is a good general introduction to the types of material covered.

P8 1978 Lists all the titles held in the microfiche set. It is kept in Microforms.

ARRANGEMENT: The collection is catalogued separately under the various societies, etc., that have published the records, e.g., Bristol Record Society is under Micfiche/DA690/B8B75. For other parts of the collection thus catalogued, see the above guide. They are shelved in call number order in Microforms.
ROOSEVELT, FRANKLIN D. THE PRESS CONFERENCES OF

FORMAT: Microfilm

CALL NO.: Microf E742.5 R7

COVERAGE: During his more than 12 years in office (1933-1945), FDR met with reporters some 1,011 times to discuss--frequently in "off the record" terms--such crucial issues as the banking crisis; New Deal agencies and legislation; party politics; the "Court-packing" controversy; America's involvement in Europe and Asia; wartime policies and priorities; meetings with Churchill and Stalin; the United Nations; and many of the controversial figures of his day. Considered to be the most important source for the New Deal presidency.

INDEX: A subject index to each roll of microfilm precedes the volumes on that roll. Each entry cites the volume, page number and date of the pertinent press conference.
SOURCE MATERIALS IN THE FIELD OF THEATRE

FORMAT: Microfilm

CALL NO.: Microfilm
PN2020
S7

COVERAGE: This collection of 80 books, periodicals, manuscripts, journals and diaries contains selected primary and secondary sources of historical and critical importance. Gathered from scattered private collections in American and foreign libraries in a series of 22 reels of microfilm, many of these works are now accessible for the first time to a larger number of libraries and students of theatre.

BIBLIOGRAPHY: Angotti, Vincent L. Source materials in the field of theatre; an annotated bibliography and subject index to the microfilm collection. Ann Arbor, Michigan, University Microfilms Library Services, 1967. 73 p.

Call number as above. Designed as a complementary guide to the microfilm collection. Its general purpose is twofold:

1. to serve as a research aid for the student of theatre and drama in implementing the available material

2. to serve as a bibliographic aid for the catalogers of libraries owning the set.
STUART PAPERS . . .

FORMAT: Microfilm

CALL NO.: Microf
DA370
S88

COVERAGE AND ARRANGEMENT: Collection consists of 243 microfilm reels and represents 641 volumes of the Stuart Papers held at the Royal Archives in Windsor Castle. Included are four reels of indexes.

The Papers consist mostly of letters, domestic papers, entry books, warrants and certificates, etc., arising out of or collected by the exiled Stuart court in France and Italy. Of special interest are the four volumes of the Life of James II, instructions of King James to his son, and the will of the former. Eye-witness accounts of Prince Charles' expedition to Scotland are also included. Generally the Papers cover the period from 1687 to 1796*. They are in chronological order.

The index is to names of writers and addressees, arranged in alphabetical order.

* For further information, see Alistair and Henrietta Tayler's The Stuart papers at Windsor (1930), call number DA813/T27.
THREE CENTURIES OF ENGLISH AND AMERICAN PLAYS

FORMAT: Microprint

CALL NO.: Microprint
PR1241
W3  1714-1830. American
     1516-1641. Elizabethan, Shakespeare, Jacobean
W31  1642-1700. Restoration drama
W32  1701-1750. Early eighteenth century
W33  1751-1800. Late eighteenth century
W34  1737-1800. Larpent MS plays

COVERAGE: This collection, supplemented by another, English and American plays of the nineteenth century, means that the Library can provide the complete text of virtually every important English language play from Gammer Gurton's needle, considered to be the first of the secular drama, up to the beginning of this century. It can probably also provide the drama of this century but not in this microcard series.

The Larpent collection. In 1737, the Licensing Act provided for the censorship and certification of all English drama. John Larpent, then censor, retained copies of all plays submitted to him, and, as inevitably some plays were refused licenses, the collection therefore includes the MSS of some plays never hitherto published. Hence, it is an invaluable source for the researcher. The total series exceeds 5,000 plays.

HOW TO FIND: All the plays in this collection are entered in the card catalogue. But do not think that this is the only text of the play that the Library has. Most plays are published in collections and the individual items in collections are not usually listed in the catalogue. To find out in what collection a particular play is included, consult the PLAY INDEX. If you do not find it there, consult a librarian.

ARRANGEMENT: The cards within each box are arranged alphabetically by author or by title where the authorship is unknown. They are consecutively numbered.

D7B4

One copy is in Reference; another is with the microprints. In both, reference is made from the play to the card number.
George Thomason, born in or about 1602, was a noted London bookseller who became perhaps one of the most noted English bibliographers. Following the execution of Charles I and the initial meeting of the Long Parliament on November 3, 1640, George Thomason collected “every book, pamphlet and newspaper issued in London and as many as he could obtain from the provinces or abroad.” He continued this until the restoration of Charles II, April 23, 1661.

The Wing collection of English books covers the period 1641-1700 and, while indeed some of Thomason’s bibliography is included, the researcher for the time of the Protectorate (1640-1661) is wise to consult the Catalogue of the Thomason Tracts 1640-1661 (Z2018/B85).
UNITED NATIONS CONFERENCE ON THE HUMAN ENVIRONMENT,
STOCKHOLM, 1972

FORMAT: Microfiche
CALL NO.: Microfiche
HM206
U55

COVERAGE: Includes the national reports, case studies and other basic documents received by the Conference secretariat from States invited to the Conference in accordance with General Assembly resolution 2850 (XXVI), and the basic documents received from members of the U.N. system and other sources, including inter-governmental and non-governmental sources. It should be noted that the basic documents listed are those which were specially prepared in connection with the secretariat's preparations for the Conference. In most cases, these documents have not until now been accessible outside the Conference secretariat.

ARRANGEMENT: By document number.

FINDING AID: A guide to the Conference bibliography. Lists the documents by type and by country.
UNITED NATIONS DOCUMENTS

FORMAT: Microprint

COVERAGE: The Readex Microprint edition of the United Nations Publications provides as complete a set as is possible of the mimeographed and printed symbol series documents of Commissions, Plenary Committees, Conferences and Committees, as well as all the Official Records of all the principal organs of the United Nations--the General Assembly, Economic and Social Council, Security Council, Trusteeship Council, Disarmament Commission, Atomic Energy Commission--in addition to those of the recently created organ, Trade and Development. Included in the collection is also the documentation of all the functional and regional commissions of the Economic and Social Council, as well as the Journal of the United Nations.

At present, the documents and publications series of the U.N. Secretariat are not included in the Microprint edition unless they are also issued as a document under the symbol series of another organ and are therefore entered in the United Nations Documents Index.

The value of the collection is enhanced by the fact that materials which are not available anywhere else, such as the whole series of publications of the Scientific Committee for Atomic Radiation, are supplied in the Microprint edition of the United Nations publications.

ARRANGEMENT: The arrangement (1946-75) is by issuing agency, alphabetical by the identifying letter symbol of each. For a detailed description of the arrangements and sub-arrangements, Reference has prepared a guide, "The Arrangement of United Nations Documents." Ask for this at the Reference Desk.

Starting with the 1976 documents, arrangement is alphabetical by the letter symbol within each year.

INDEXES: United Nations documents index. v. 1-

A checklist and a subject index, the index cumulating annually. Covers the United Nations documents and publications received in the Documents Index Unit. Beginning with v. 14 (1963), the monthly issues are replaced and superseded by two separate annual cumulations: (1) Cumulative checklist, and (2) Cumulative (subject) index.

continued . . .
UNITED STATES. CONGRESSIONAL RECORD

TITLE: U.S. Congress. Congressional record: Containing the proceedings and debates of the 43rd Congress - March 4, 1873-. Wash., Govt. Prt. Off., 1873-

FORMAT: Microfilm. CALL NO.: Microf J 11 R 5

Issued daily while Congress is in session, revised and issued in bound form at the end of the session, the issue for each session numbered as one volume and paged continuously throughout though bound in several parts. There are frequent indexes during the session and a final index to the whole volume, this index sometimes bound separately, sometimes included in the last bound part. It contains the Presidents’ messages, congressional speeches and debates in full, and record of votes. It does not include text of bills.

Each index is in two parts:

1. alphabetical index of names and subjects, giving, under subjects, bills and bill number

2. history of bills arranged by bill number.

The second index is the one to use for full information about a bill, as it gives page reference to everything in the Record about the bill from its introduction to its final passage and signing.

For material before 1873, the following earlier compilations should be consulted. They precede the Congressional record in the microfilm cabinets:

Microf J 11 A 5
Debates and proceedings (better known as Annals of Congress). 1st-18th Congress, 1789-1824.

Microf J 11 D 5
Register of debates in Congress, 18th Congress, 2nd sess. - 21st Congress, 1st sess., 1824-1837.

Microf J 11 G 5
Congressional globe, 23rd-43rd Congress, 1833-1873.
UNITED STATES. GOVERNMENT DEPOSITORY PUBLICATIONS

FORMAT: Microfilm

CALL NO.: Microprint
J83
A4

COVERAGE: Complete collection from 1956 to 1980.

This collection of depository publications, and the following of non-depository publications, includes everything published by the United States Government Printing Office.

Under current United States statutes, selected government publications are automatically distributed to designated depository libraries. These consist of annual reports, yearbooks, manuals, directories, serial reports, and bulletins, periodicals, and other major publications of government agencies, as well as Senate and House hearings, and reports and documents which make up the Congressional, or Serial Set.

Every important department, agency, commission and authority is represented here by long runs of its reports, bulletins, special studies, journals and papers such as the Farmers bulletins, Marketing research reports, Technical bulletins, etc., of the Department of Agriculture; reports of the Census Bureau; House and Senate bills; the Geological Survey's bulletins; Treaties and other International Act Series; and many similar serials.

It is, therefore, a virtual record of the operations of the American government, and a primary source of statistical material.

ARRANGEMENT: The material is arranged by the entry number under which each publication is listed in the Monthly catalog of United States government publications*. This arrangement was adopted because, together with the annual and ten-year cumulative indexes of the Catalog, the monthly indexes serve as an effective approach to the Microprint edition. The documents are arranged in boxes by their Monthly catalog entry numbers, making them easy to locate.

NOTE: This Microprint edition begins with the items entered in the January 1956 issues of the Monthly catalog. However, the 1955 documents listed are not included.
* INDEX: Ref Z1223 A18

U.S. Superintendent of documents. Monthly catalog of United States government publications. Wash., GPO, 1893-

For access to serial titles, the **Title** index to U.S. government serials, **1953-55 and 1956-60**, Ref/Z1223/Z7R52 & R5, is useful as it brings serial volumes together and refers to **depository numbers**, as does the Monthly catalog.

[Aug 85]
These publications consist of approximately 12,000 items annually, which, for the most part, are not printed by the Government Printing Office, but are produced independently by the issuing agencies, usually in small editions. Most of them are processed materials produced by mimeograph, multilith, or some similar process. They include all manner of material, from the trivial to the tedious, from miniscule 5 cent pamphlets on how to crack crabs to expensive and ponderous volumes on rural electrification data. Despite the trivial, which in its way can be valuable, they nonetheless contain a large amount of essential reference matter. This ephemeral material is infrequently added to a library's permanent collection and quickly becomes unavailable to the library patron; this microcard edition, however, puts such material on lasting record.

The following list of agencies, all or most of whose publications are included in the Non-Depository Publications, illustrates the importance of the material included in this collection:

- Air Force
- Atomic Energy Commission
- Customs Bureau
- Economic Co-operation Administration
- Entomology and Quarantine Bureau
- Federal Power Commission
- Federal Reserve System Board of Governors
- Fish and Wildlife Service
- Forest Service
- General Accounting Office
- Interstate Commerce Commission
- Joint Publications Research Service
- Library of Congress
- Mines Bureau
- N.A.S.A.
- Naval Research Bureau
- Reclamation Bureau
- Rural Electrification Bureau
- Smithsonian Institution
- Wage, Hour & Public Contracts Division
- Weather Bureau

continued . . .
ARRANGEMENT: The U.S. Government Non-Depository material is arranged in the same manner as the Depository Publications, that is, by entry number under which each publication is listed in the Monthly catalog.*

The indexes to the Monthly catalog, therefore, serve as an effective author-subject index to the Microprint edition. Again, the documents are arranged in boxes by their Monthly catalog entry number, making them easy to locate.

UNITED STATES. LIBRARY OF CONGRESS. CYRILLIC UNION CATALOG

FORMAT: Microprint

CALL NO.: Microprint
Z881
A1C9

COVERAGE: Consists not only of the holdings of the Library of Congress in Russian, Ukrainian, Byelorussian, Bulgarian and Serbian, but also of titles reported by 185 American libraries. This includes major parts of the collections of the New York Public Library, the Hoover Library and the libraries of Columbia, Harvard and Yale.

ARRANGEMENT: In three parts:

a. by author and added entry
b. by title
c. by subject.

1,244 cards in seven boxes.
COVERAGE AND ARRANGEMENT: The University of Victoria's Readex edition of the U.S. Serial Set currently contains U.S. government publications covering the years 1817 to 1954 (15th to 83rd Congresses), serially numbered from 1 to 11814.

These publications are gathered sessionally, in straight serial number sequence, into three groups--the Journals, Documents and Reports of the House and of the Senate--and each is then provided with its own index for that session of Congress. If one knows either the serial number, the year, the Congress or the Congress and session, one can go directly to the material (in the case of the serial number, to the actual publication; in the other cases, to the indexes within the set). If none of these is known, the information would have to be obtained from outside indexes, viz.:

Ref
Z1223
A113
1911

Part One: a listing of all documents by serial number.

Part Two: a classified listing, by agency, of the agencies at the back.

Ref
Z1223
A1885
Descriptive catalogue of the government publications of the United States government 1774-1881, by B. S. Poore.

A chronological listing, by year, of most U.S. publications, subarranged by document and report number.

Subject and name index at the back.

Ref
Z1223
A13
1962
Comprehensive index to the publications of the United States government 1881-1893, by John C. Ames.

A straight alphabetical index.

A personal name index at back of v. 2.

Three columns:
1. originating author or agency
2. index proper
3. gives publication source (House or Senate), name of publication (whether a document or a report), and number, i.e., HED 94, SR 132, SMD 69, etc.

For a fuller explanation on how to use the U.S. Serial Set, see Reference Publication, "Guide to the American State Papers and the U.S. Serial Set," available at the Reference Desk.
URBAN CANADA 1976-78

FORMAT: Fiche, 115 x 148 mm.

CALL NO.: Microfiche
HT127
U66


Ref Urban Canada. Toronto, Micromedia, 1977-78. Z1391 U7

COVERAGE: Collection is based on the above bibliographies. It includes non-commercial publications in the field of Canadian urban affairs, including government documents, research reports, consultant’s studies, institutional publications and some theses. Also includes selected municipal government publications.

ARRANGEMENT: By accession number as they appear in the above bibliographies. Accession number reflects the date of issue, e.g., S74-0013, 77-4004, etc. “S” stands for “Sources,” when the collection was called Canadian urban sources (q.v.).

Continues Canadian urban sources (q.v.).
VICTORIAN FICTION AND OTHER NINETEENTH CENTURY FICTION

FORMAT: Microfilm  CALL NO.: Microfilm PR1303 V5

COVERAGE: A selected collection of 19th century English fiction, including such authors as W. H. Ainsworth, Jane Austen, Charlotte Bronte and Charles Dickens. The initial selection will be based on Michael Sadleir’s XIX century fiction: a bibliographical record, but the collection will not be restricted to titles recorded by Sadleir. In general, the specific editions recorded by Sadleir will be filmed, but significant editions not recorded by Sadleir will also be included.

ARRANGEMENT: The 56 reels are numbered by General Microfilm Company as they appear and are filed in this order. There are several items on each reel but there is no specific arrangement of these items within a reel. The items are identified clearly on short-title lists which accompany each shipment.


Short-title list.

In Microforms. Indicates titles in each reel.

SCOPE: As regards scope and limitations, those must first be clearly understood which govern the Catalogue as a whole, and then those relevant to the three Sections. The choice of Authors for inclusion has been governed by three quite simple rules. Any novelist whose writing-life was comprised within the limits of the nineteenth century is entitled to a place, assuming, of course, that he was represented in the Collection. No novelist who published fiction prior to the year 1800 has been admitted. Any writer who began publishing late in the century and issued a fiction in two or three volumes (provided a novel by him or her in this form was in the Collection) has been regarded as eligible for inclusion. Sadleir; Vol. 1, xxvii.
WILLIAM S. GRAY RESEARCH COLLECTION IN READING

FORMAT: Fiche, 110 x 150 mm. CALL NO.: Microfiche LB1050 W46

COVERAGE: A unique collection of reading research documents ranked by many experts as the most comprehensive compilation of current and retrospective published research in any domain in the field of education. There are 9,326 titles in the collection compiled by specialists from key journals, books, research reports and monographs published between 1884 and June 1976. Over 450 leading research journals and some 250 well-known book publishers are represented. About 600 full-text documents will be added to the collection yearly.

ARRANGEMENT: The microfiche are arranged numerically from MF00001 to MF03357. The digit following the slash on the MF numbers, e.g., MF00310/6, represents the exact location of the document on the specific microfiche. The various indexes mentioned above refer to these numbers.

FINDING AIDS: The collection has its own card indexes. Titles can be searched by the:

1. Author Alphabetical Index for a specific author
2. Author/Chronological Index for bibliographical entry, and annotation
3. Subject Index for special topics.