

## Family Search Microfilm/fiche Loans

1. Online Microfilm Ordering Web site :

<http://www.familysearch.org/films>

2. Open an account with FamilySearch if you haven't already. Click on the "Sign In" button at the top right of the screen to set-up your account. Be sure to select Huntsville Public Library or your preferred location as the default location to receive your microform loans.

3. Once you are signed in you can search for the items you want to borrow by searching the Family History Library Catalog. A link is on the <http://www.familysearch.org/films> web page.

4. Before ordering any film, you may want to check to make sure the Family History Library Catalog does not have a digital copy online.

5. Microfilm is available for \$5.50 for a 30 day loan period that begins the day the materials are shipped. They may be renewed for an additional 30 days for \$5.50. After 3 loan periods, the microfilm is on permanent loan status at the library.

Microfiche is \$0.15/fiche for an indefinite loan.

6. Payment is made online using a credit or debit card or PayPal.

7. Once an order is placed, you will get notification that the order was received and when it ships to the Affiliate Library. The Library will contact you once the order arrives.