

Requesting Microfilm from Archives of Ontario (OTAR)

Please follow these procedures (updated for VDX 5.0) and revised December 2011 to reflect minor changes introduced with the new Interlibrary Loan system at the Archives of Ontario, which is capable of receiving and updating your VDX issued requests through Generic Script Messaging protocol.

Verify Request Details

Search the Archives of Ontario's website to verify request details and obtain microfilm reel numbers.

Note: The Archives will NOT accept any requests without reel numbers.

The Website address is: <http://www.archives.gov.on.ca>

1. Select language English or French.
2. Select "How to access your records" in left panel.
3. Search the [Microfilm Interloan Catalogue](#) to identify the reels of microfilm or fiche that you would like to order.
4. Note the reference code and a brief description of the records.

The reference code should consist of:

- "GS 1", "GS 2", "MS", "FS", "B" or "N" fiche, microfilm group code
- a microfilm reel number/or fiche number
- a brief description of the records on the reel

Some Examples:

- GS 2, Reel 1246, Court Records, Frontenac Surrogate Court, Estate Files #2261 to #2349
- MS 937, Reel 10, Vital Statistics, Indexes to Deaths, 1922
- B 34, Reel 3, Historical Atlases, Atlas of the County of Middlesex, 1878
- B 70, Reel 1, City of Toronto Directories
- FS 001, Ontario Land Record Index
 - If you are requesting by Township, FS 001, please enter "1T" in the reel # field
 - If you are requesting by Name, FS 001, please enter "1N" in the reel # field

5. General information:

- a. The loan period is 4 weeks for Canada, 5 weeks for the US, and 6 weeks for the rest of the world.
- b. Microfilm/fiche must remain within the borrowing institution during the loan period.
- c. Researchers may make copies for their own research purposes only. If the material is being published or distributed, written copyright permission must first be acquired from the Archives of Ontario. You may wish to consult [Customer Service Guide 108: Copyright and Your Research](#).

Step-by-Step VDX Instructions

1. Select **Requests** button in VDX left panel and select **Create** at the top of the screen to access a blank Request screen. *Create a unique and separate request for each reel of microfilm required.*
2. Fill in the ILL Request details to complete the request as illustrated below.

Request Details

Authorisation Status: To be Authorised

Item Format: OTHER

Service Details

Service 1

Service Type: Loan

Media Type: Microform

Item Details (Book)

Use Our Local Number to record your locally defined running number for this request

Our Local Number: OTAR

Title: MS 937, Reel 10

Subtitle: Vital Statistics, Indexes to Deaths, 1922

Author(s)/Editor(s)/Creator(s):

Series Title & Numbering:

Rota Details

Holdings Found

Available: Archives of Ontario

Selected: Archives of Ontario

Library symbol or location name: OTAR Search

TIP: Enter OTAR in the "Our Local Number" field to facilitate future request searches

Enter reference code and reel number in "Title"

Enter item description in "Subtitle"

Enter OTAR here and click on "Search" button

Additional Service Details

Service Level

Can Hold

Max. Cost

Need By Date

Expiry Type

Expiry Days

Select **No Expiry**. Be sure to override the Blank default=Calc from Expiry Days (which is 4 days) by selecting **“No Expiry”** from the drop down menu.

Finally, at the Top of ILL Request Screen

Change Authorization Status to **“Authorized”** before submitting the request.

Response from the Archives of Ontario (OTAR)

The Archives of Ontario’s Interlibrary Loan System is capable of receiving and updating your VDX issued requests through Generic Script Messaging. When Archives staff process your request on their end, the following update status should be applied to your VDX request.

Service Types	From Status	Action / Message Type	To Status
Loan	Pending	Answer Will Supply	Pending
Loan	Pending	Answer Will Supply - Your Request is On Hold	Pending
Loan	Pending	Answer Nonsupply-Indication	Not Supplied
Loan	Pending	Cancel	Not Supplied
Loan	Pending	Shipped	Shipped
Loan	Shipped	Renew	Renew Pending
Loan	Renew Pending	Change Local Request Details	Renew Pending
Loan	Renew Pending	Message	Renew Pending
Loan	Renew Pending	Renew	Renew Pending
Loan	Renew Pending	Overdue	Renew / Overdue
Loan	Renew Pending	Renew No	Shipped
Loan	Renew Pending	Renew Yes	Shipped

N.B. Very occasionally you might also get an email describing what the Archives responder action will be on your request. As this email alert is a duplicate response to the updated status that you will get on your VDX order, the email can be ignored.

The Archives will apply:

- **Answer Will Supply** – if they can supply the reel of microfilm at the time of your request
- **Shipped** - the microfilm will be sent or has been sent with a packing slip that quotes your VDX request number to facilitate performing the Received action in VDX.
* See sample Shipping Slip below.
- **Answer Will Supply – Your Request is On Hold** - if requested microfilm is in use or has other reserves on it already. When it becomes available for shipping the Archives staff will update the status of the request to “Shipped -Indication”.
- **Answer Non-Supply** – with notes for reject reasons such as “Not Owned, Non Circulating, Not Found as Cited etc, and if the requested microfilm is not available for interlibrary loan. If the requested microfilm is not in their collection often they will redirect you to place your request with the National Archives (OOA) in Ottawa or to other institutions.

Example of Archives of Ontario Shipping Slip:



Archives of Ontario Microfilm Interloan Services

**** Shipping Slip ****

Date Shipped: November 30, 2011
Institution Name: Horton Library
123456 Address St.
Toronto Ontario M5S 1B3
Canada

<u>Transaction ID</u>	<u>Ref. Code</u>	<u>Reel #</u>	<u>DueDate</u>	<u>Barcode</u>	<u>VDX Request #</u>
127221	MS 929	60	04-Jan-2012	100289	B00012168

Note : To be used in the borrowing Library / Institution only.
Please rewind microfilm after use.

For inquiries quote **Transaction ID**. Thank You.

Your VDX Request # to facilitate performing the Received action

Receiving microfilm from Archives of Ontario (OTAR)

1. When you receive microfilm in response to your request you should use the VDX “Received” action on your request.
2. If the Archives of Ontario AMIS system does not update your VDX request for microfilm with a “Shipped” or “Non-Supply” response and you do not receive the requested item within a few weeks, you should **telephone** the Archives to check on your request.

Archives of Ontario
Microfilm Interloan Service
134 Ian Macdonald Blvd.
Toronto, Ontario
Canada M7A 2C5
Tel: 416-327-1018
or toll-free in Ontario: **1-800-668-9933, ext. 1018**
Fax: 416-327-1999

Microfilm requests RETURNED to Archives of Ontario (OTAR)

The Archives of Ontario’s Interlibrary Loan System is not an ISO protocol system. It uses generic script messaging and can interact with VDX but **does not send a “Checked In” status message to update your “Returned” status VDX request.** Without a “Checked In” status update your request does not completed to give it closure.

Your MF requests will remain in your Borrower Work Queue “Returned” category indefinitely, causing the Work Queue to take more time to load.

From time to time, take a few minutes to **manually clean up** older returned OTAR requests by applying the “Complete” action.

Step 1: Find Them

1. Select Work Queue. Select Borrower “Returned” category.
2. Select “Current Responder Name” in ascending order (Sort By options at top of the results screen). This will result in responder names starting with the letter “A” being at the beginning of the list.
3. Find “ArchivesOnt” items that were returned awhile ago. Anything longer than 3-4 months ago should be safe to clean up. The Archives would have contacted you by now if they did not get the MF back on time.

NOTE: Even if you “Complete” the request and then subsequently get an inquiry, you can still retrieve the request in VDX to examine the details.

Results for: Returned

Sort by descending ascending

Sort by descending ascending

Sort

Number of Results: 50+

Bulk Action: [Select all](#) [Deselect all](#) **Bulk Action** **Unlock**

- MddlsxCoMain:8325337 / ArchivesOnt:8325337
MS 693, Reel 105 [microfilm] RG 01 C13 - Fiats & Warrants, Crown Land Records
Status: Returned:25 May 2010 Authorisation: Processed Last Action: Returned:25 May 2010 Rota: 1 of 1
- MddlsxCoMain:8523923 / ArchivesOnt:8523923
MS 693 Reel 190
Status: Returned:21 Jul 2010 Authorisation: Processed Last Action: Returned:21 Jul 2010 Rota: 1 of 1

Step 2: Clean up with Batch Complete action

1. Select the older dated returned requests that you want to Complete for closure with a check mark in the bulk action box.
2. Select Bulk Action button to submit to a bulk action processing screen.

Bulk Action: [Select all](#) [Deselect all](#) **Bulk Action** **Unlock**

- MddlsxCoMain:8325337 / ArchivesOnt:8325337
MS 693, Reel 105 [microfilm] RG 01 C13 - Fiats & Warrants, Crown Land Records
Status: Returned:25 May 2010 Authorisation: Processed Last Action: Returned:25 May 2010 Rota: 1 of 1
- MddlsxCoMain:8523923 / ArchivesOnt:8523923
MS 693 Reel 190
Status: Returned:21 Jul 2010 Authorisation: Processed Last Action: Returned:21 Jul 2010 Rota: 1 of 1



3. Select “**Complete**” action on the bulk action screen and click on “Submit” button.
4. Add private note for reference:
“Completed d/m/y as check-in not received from OTAR system on returned items”.
5. Select “Complete” button to submit the bulk action, applying the Complete action and note to the selected items all at once.

Action: Complete

Complete

ILL nos. 8325337, 8523923, 8523930

Notes	
Private Note	Completed May 20/11 as check in not received from OTAR system on this returned item

Last Step: Celebrate!

Congratulate yourself for getting rid of some Work Queue “dust bunnies”.

Contact Information for Archives of Ontario

Archives of Ontario
Microfilm Interloan Service
134 Ian Macdonald Blvd.
Toronto, Ontario
Canada M7A 2C5
Tel: 416-327-1018
or toll-free in Ontario: **1-800-668-9933, ext. 1018**
Fax: 416-327-1999