



Microfilm & Microfiche

Research Guide: 206

Most Recent Update: February 2019

Getting started

Microfilm and microfiche were popular formats used to preserve copies of documents prior to the widespread use of computers. They are quite durable and easy to store due to their compact size. This format also allows people to access copies of documents that may have become fragile over time, and where the original items should not be handled to prevent them from being damaged.

Microfilm and microfiche both require a special reader to allow the user to view the documents. The only major difference between the two is that microfilms are reels of film kept on a spool, while microfiche are flat sheets. Reference staff can show clients how to use the microform equipment available in the Reference Room.

For records of this kind pertaining to the former Rideau Township and its predecessors, North Gower and Marlborough Township, please see the City of Ottawa Archives Research Guide No. 211 – Rideau Branch.

Resources

The City of Ottawa Archives holds microfilm or microfiche copies of some civic records, as well as local newspapers, historical cemetery and hospital records, vital statistics records (births, marriages, deaths), and other community records.

The following are some of the resources available on microfilm or microfiche in the Central Archives Reference Room:

Newspapers:

Table 1-Newspapers

Material	Dates Available
Centretown News	1970 - 1980
Le Droit	January 1913 - December 1948
L'Ora Di Ottawa	1968 - 1980
Marché ByWard Market	Commencing in 1979
National Capital Chinese Community Newsletter	Commencing in 1977
Ottawa Jewish Bulletin	1940 - 1979
Richmond Ledger Day Book	No date
Sandy Hill Image	1972
The Bytown Gazette	February 1836 - November 1945
The Carp Review	February 1905 - December 1930
The Clarion	September 1959 - December 1975
The Glebe News	1970 - 1972
The Glebe Report	1973 - 1980
The Olde Forge Flyer	Commencing in 1978
The Ottawa Citizen (including the Bytown Packet)	September 1846 - January 1886 August 1980 - October 1980
The Ottawa Farm Journal	February 1948 - December 1955
The Ottawa Journal	December 1885 - August 1980
The Ottawa Revue	October 1978 - June 1979
The Penny Press	1973 - 1977

Various Resources:

Table 2-Various Resources

Material	Dates Available
Cemetery records for Beachwood Cemetery	Aug. 21, 1873 - Feb. 27, 1987
Civic government records of selected former Municipalities including council minutes, committee minutes, and by-laws	Various
Cremations for Beachwood Cemetery	May 1, 1963 - Jan 30, 1981
Early Hospital Records	1851 - 1858, 1865 - 1907, 1881 - 1890
Historical Registered Plans	Organized by plan number – incomplete set
NCC Heritage Building Files	Organized by street name in alphabetical order
Notre Dame Cemetery	1878 - 1989
Orphanage Records	1917 - 1926
Ottawa City Directories	1861 - 1960
Ottawa Electric Railway Scrapbooks	1890 - 1932
Property Tax Assessment Rolls	See Property Assessment and Tax Collector Records Guide for dates
Vital Statistics	Birth (1869 - 1906), marriage (1869 - 1921), and death registrations (1869 - 1931)

Additional Services

We do not provide research services, however our reference staff are willing to assist. Researchers may telephone, write by mail or email, or visit the City of Ottawa Archives in-person. Please note there may be a delay in accessing certain materials; it is

recommended that you contact Reference Services well before the date of your intended visit.

Central Branch

Tel: 613-580-2857

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Email: archives@ottawa.ca

Address: City of Ottawa Archives, 100 Tallwood Drive, Ottawa, ON K2G 4R7

Hours:

Tuesday to Friday: 9 am to 4 pm

Saturday 10 am to 5 pm

Website

For information about the Archives' holdings, as well as access to research guides and other customer service materials available through the City of Ottawa Archives, please access our website, ottawa.ca/archives.