

Online Microfilm Ordering For Charlotte County Library Patrons

Create an Account in Family Search

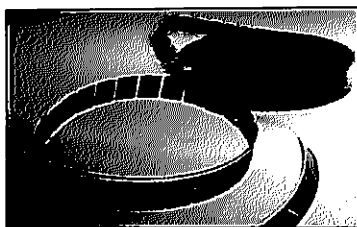
- 1) Go to <https://familysearch.org/films>
- 2) Click **Create an Account**.
- 3) Choose "FamilySearch" as type of account.
- 4) Enter Information: **Email address is required**.
- 5) Confirmation will be sent by email. Click the confirmation link within the email to complete your registration.

Searching for Film

- 1) Locate the microfilm number you would like to request from **Family History Library Catalog** on www.FamilySearch.org
- 2) Click **Catalog** to search.
- 3) Before ordering, check to see if a digital copy is available.

Creating and Submitting an Order

- 1) Sign into your account through:
<https://familysearch.org/films>
- 2) Set your **Family History Center** by clicking the link to set your Family History Center in the pink box.
- 3) Choose country and state from the drop down menus. Click **Search** and scroll down to **Mid-County Regional Library** and click the cable button.
- 4) Scroll down and click **Save**.
- 5) Click **Place an Order** on the menu on the right.
- 6) Select **Loan Type**:
Short Term (90 Days) \$5.50
Long Term (unlimited) \$13.75
A \$3.00 Processing Fee is also required at pick up
- 3) Enter **Film Number**.
- 4) Click **Search**.
- 5) Select the **Currency** from the drop down menu.
- 6) Click **Add to Cart**.
- 7) Click **Proceed to Checkout**.
- 8) Enter **Billing Information** and click continue.
- 9) Read "Microfilm Use Agreement" and click to **Accept**.
- 10) Click **Place Order**.
- 11) Complete **Payment Information**: VISA, MasterCard, or PayPal Account.
- 12) Click **Place Order**.



Online Microfilm Ordering For Charlotte County Library Patrons

After Submitting Your Order

- 1) You can track the status of your order through your Family Search account.
- 2) You will receive an **email notification** from Family Search when your film arrives at the Mid-County Regional Library.
- 3) A **Charlotte County Library Card** is required to check out your film. There will be a \$3.00 processing fee when you check out your film.
- 4) You may view your film during regular library hours:
Monday, Tuesday, Wednesday, Thursday 10 - 7 p.m.
Friday, Saturday 10 - 5 p.m.
- 5) Your film must stay at the Mid-County Regional Library during the loan period.



Mid-County Regional Library

2050 Forrest Nelson Blvd.

Port Charlotte, FL 33952

941.613.3160

Monday, Tuesday, Wednesday, Thursday 10 - 7 p.m.

Friday, Saturday 10 - 5 p.m.

www.CharlotteCountyFL.com

Distributed by Charlotte County Government