#### **How to Locate Obituaries**

### from Monroe County on Microfilm

Follow these instructions to find obituaries using the online Monroe County Obituary Index and newspaper microfilms in the Indiana Room.

Bloomington-based newspapers dating back to 1824 are archived on microfilm in the Indiana Room and are available to view and print using the microfilm reader. Library staff and volunteers have compiled basic obituary information into a searchable index online.

## 1. Begin by navigating to the Monroe County Obituary Index on the Library's website.

The Monroe County Obituary Index is linked from the Indiana Room page:

#### https://mcpl.info/Indiana

The Index can also be found in the list of Online Library Resources, under "Research" from the menu on the Library's website.

# **2. Search the Index for the person you are trying to locate.** The Monroe County Obituary Index is searchable by:

- Last name
- First name
- Maiden Name
- Middle name

If your search returns too many results, try including the maiden or middle name in your search—initials may also prove useful.

## **3. After you locate the obituary in the Index**, make note of the:

- Publication date
- Newspaper title
- Page and Column information, if available

## 4. Use the binder to find the microfilm reel number.

Once you have the newspaper date and title information, locate the corresponding microfilm in the Indiana Room.

Use the "Newspaper Holdings on Microfilm" binder to find the corresponding microfilm reel number. The binder is organized by year then newspaper title and date.

When you find the correct newspaper, make note of the microfilm reel number.

**5. Scan the microfilm drawers to find the correct newspaper** title and date range, open the drawer, and locate the box with the correct reel number.

Use the microfilm reader to view your microfilm.

Library staff are available to assist with locating obituaries and using the microfilm reader. Just ask!



