

Using the New York Times Index and New York Times on Microfilm

<http://library.defiance.edu/guides/usingnytindex.pdf>

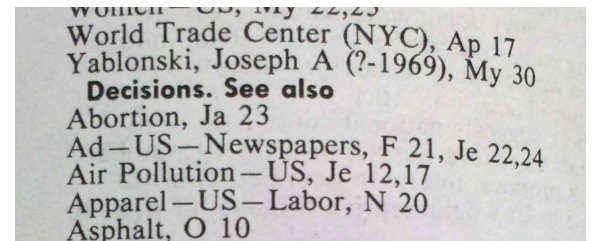
New York Times Index

The *New York Times Index* is a subject index to the articles published in the *New York Times*. The library has the *NYT Index* from 1890 to 2004. The print volumes are shelved in the microform area outside the Hench Autism Resource Center. This area is located on the north side of the Library past the Coffee Shop area. LexisNexis Academic (Databases A-Z) is the best tool to find articles published between 1969 to the present.

How do I find newspaper articles from before 1969?

You will need to know the year and general timeframe of your Supreme Court case. Pull the print index volumes for the year the court heard and decided the case. Look for articles by topic. You might have to think of different words to describe the topic. In general, you will not find articles listed by the actual case name (e.g. Roe v. Wade).

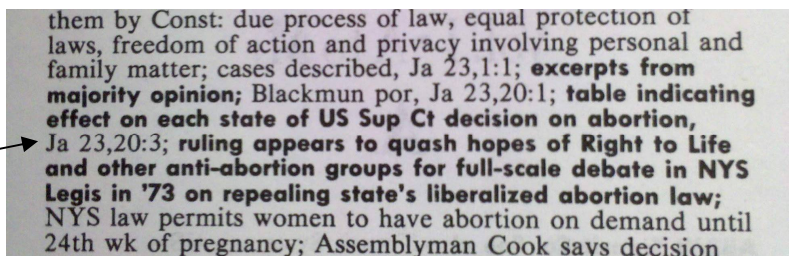
For example, to find articles about Roe v. Wade, we know that the Supreme Court made its final decision on January 22, 1973. You would find relevant articles by pulling the 1973 volumes and start looking under the entries for Supreme Court (US) and abortion. Keep an eye out for “see also” cross references, which will refer you to other topic headings.



How do I know what date and page number to use to find the article?

The *New York Times Index* provides a brief abstract and citation to the article. The example below shows that a “table indicating effect on each state of the US Sup Ct decision on abortion” appears on “Ja 23, 20:3”. This means the graphic can be found in the January 23, 1973 newspaper on page 20 in the third column.

Date, page number, column



How do I read the article?

We have the *New York Times* on microfilm from 1890 to 2002. The majority of articles in the *New York Times* from 1980 to the present can be found using LexisNexis Academic. Once you have the article citation for a pre-1980 article, go to the microform cabinets and find the drawer that contains the year you need. Find the microfilm roll for the date of your citation. Take the roll to one of the microfilm reader/printers. You can use either reader/printer, but the one on the right prints better and is easier to load.

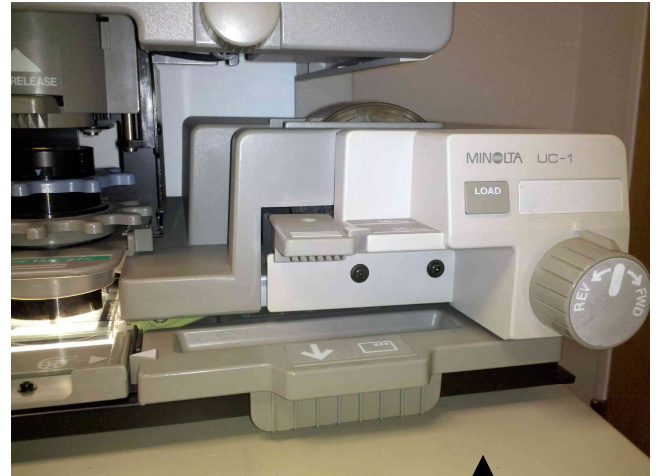
How do I load the microfilm?

Take the microfilm out of the box and place it on the spindle on the left. Thread it through the roller and down through the glass plates. The machine on the left requires you to manually place the microfilm end on the take up roll. The machine on the right will automatically load the microfilm end onto the take up roll. You do this by feeding it through and then clicking the load button. You can always ask for help by coming to the front desk. The pictures below are both of the machine on the right.



Put film on spindle

Feed under glass



Touch the Load button

How do I find the article once I have the microfilm loaded?

Use the scroll dial on the right side of the machine to advance the film to the correct date. Depending on the date you are looking for and the date sequence on the film, you may have to scroll forward through a majority of the film. You will need to stop periodically to check and see what date and page is currently displayed on the screen.

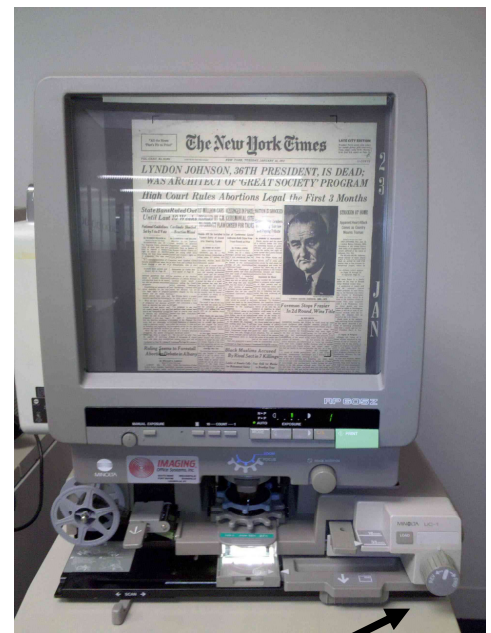
Can I print out the article?

Yes, you can. The cost is 10 cents per page. The machine accepts only dimes. You can ask for change at the front desk. Align the article in between the four square brackets on the screen and then touch the green print button to make a copy. The copy will come out in the tray below the machine surface.

You always have the option to read the article on the screen and not print it out.

Need Help? Ask Us!

Stop by the Library, call (419) 783-2481, or email awhitis@defiance.edu



Scroll dial