

# LEARN HOW TO REQUEST BOOKS

## FROM LIBRARIES ACROSS THE STATE USING MILS

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***MILS is a shared library system that brings together small libraries from across Maine and gives patrons faster access to more books. However, it is important that you request books that you want, especially the most popular ones. You can request from any computer using the following steps.***

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1. Go to [www.mils.maine.edu](http://www.mils.maine.edu)
2. If you want to look for the item in *any* library in the MILS system, select "View Entire Collection" in the bottom search field. To filter out *only our* collection, select "Millinocket Memorial Library" in the bottom search field.
3. You may search by Keyword, Title, or Author. Click "Submit".
4. The results page will show the items that match your search criteria and the availability of each item.
5. If the book is available in Millinocket, find it on the shelves using the Call Number provided.
6. If you'd like to request it, click on title of the item, and then click the "Request" button at the top left of your page.
7. Enter your full name and your MML barcode number. Click "Submit". Depending on your contact preferences, we will call or email you when your item arrives at the library.
8. Once you are done, don't forget to Log Out of your account at the top right of the page.
9. **Please talk to a library volunteer about how to expand your search to include MaineCat.**