



Getting things we don't have Video Transcript

If you are looking for a book or journal article that the library does not have, you can request it using interlibrary loan.

Basically, interlibrary loan means that the Mills Library will check out the book or article from another library on your behalf.

Interlibrary loan works best if you plan ahead. Books can take a couple weeks to arrive; articles can often be obtained in 2-3 business days

In order to request something through interlibrary loan, first make sure we don't have it already by searching the library catalog.

Once you are sure this is something we do not own, click on the Interlibrary Loan link at library.mills.edu

Read through the policies, then click on either Request a Book, or Request an Article.

Fill out the form with as much information as possible.

You'll need your barcode from the back of your MillsID. This is different than your banner number.

We will contact you via email when your item is ready to be picked up at the circulation desk, or we will email you a PDF of your article.

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