

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, navigate back to library.mills.edu and click on the Interlibrary Loan link.

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

Log in, with the same username and password that you would use to sign into the portal.

Fill out the form with as much information as possible.

Your Banner number and email address should automatically populate.

Double check to make sure the information is correct.

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.

Say you find an article while you're searching in the library's catalog. When you click on Full Text Finder, you see that we don't have full text access to it.

You can request this item through Mills Interlibrary loan and the form will pre-populate the article information.

Check to make sure all pre populated fields are correct.

Don't forget to fill out your email address at the bottom of the form.

If you are searching for an article online and run into a paywall, search for the title in the Databases and Articles tab.

Select the Full Text Finder and request the article through Interlibrary Loan.