## HOW TO…

- <u>Search for a book/item using the MILS system</u>
  - ○ First, go to https://mils.maine.edu/
  - ○ **If you open it from the Liberty Library webpage <liberty.lib.me.us>, it will go directly to the Liberty Library collection only.**

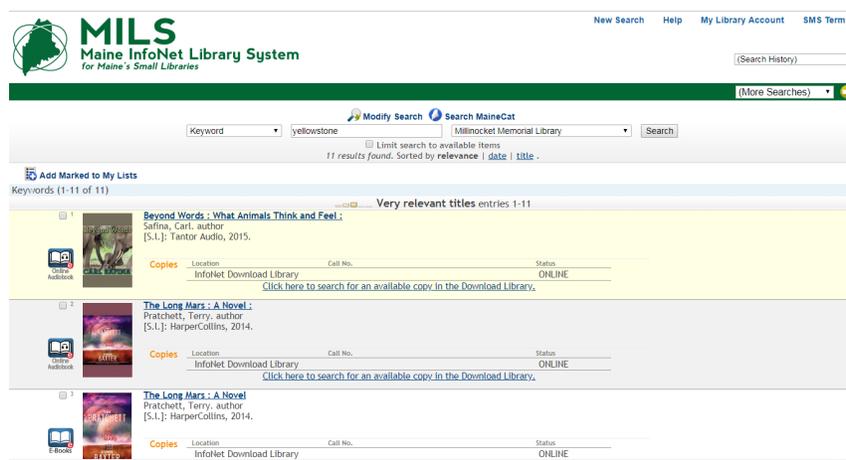### Search MILS

Keyword ▼
Liberty Library ▼    Submit

  - ○ If you want to look for the item in **any library in the MILS system**, select `View Entire Collection` in the bottom search field

### Search MILS

Keyword ▼
=View Entire Collection ▼    Submit

  - ○ You may search by Keyword, Title, or Author (Last Name, First Name)
  - ○ Once you have entered the information you need, click `Submit`.
  - ○ The results page will show the items that match your search criteria, as well as the availability of each item.

- If the book is available in  **Liberty**  :, find it on the shelves. If you'd like to request it, turn to the next page.
- **Any questions? Please ask a volunteer on staff!**

# HOW TO…

- ## Create a request an item using the MILS system
- First, follow the directions on the other side of this page to find the item you'd like.
- Next, click on the **title** of the item you'd like to hold. ★



- Click the **Request** button near the top of the page.



- Enter your name (First Name Last Name) and the bar code from your library card to request the item, and click `Submit`. This will make your request official.



- Once you are done, don't forget to **Log Out** of your account.



- **Any questions? Please ask a volunteer on staff!**