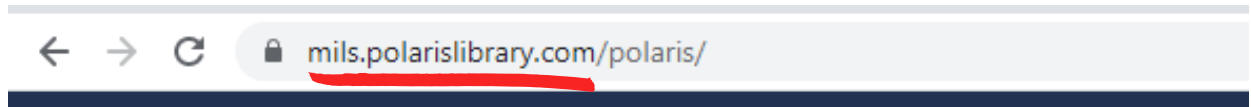


HOW TO REQUEST ITEMS ONLINE

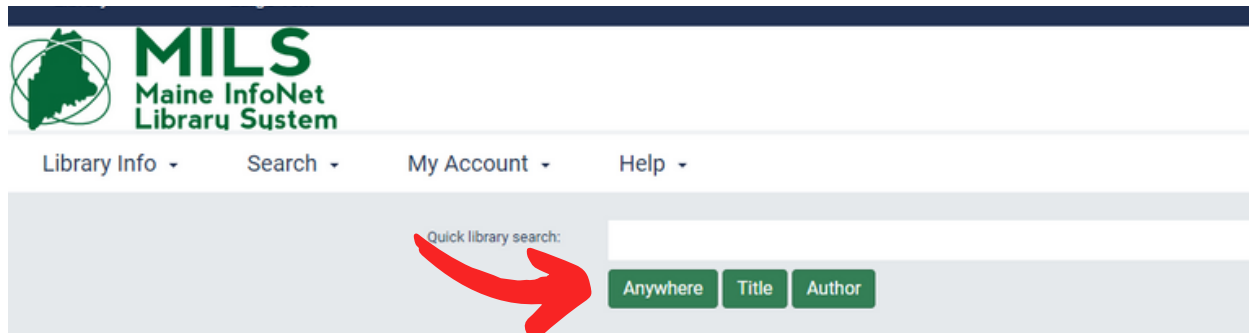
STEP

1 Visit <https://mils.polarislibrary.com/>



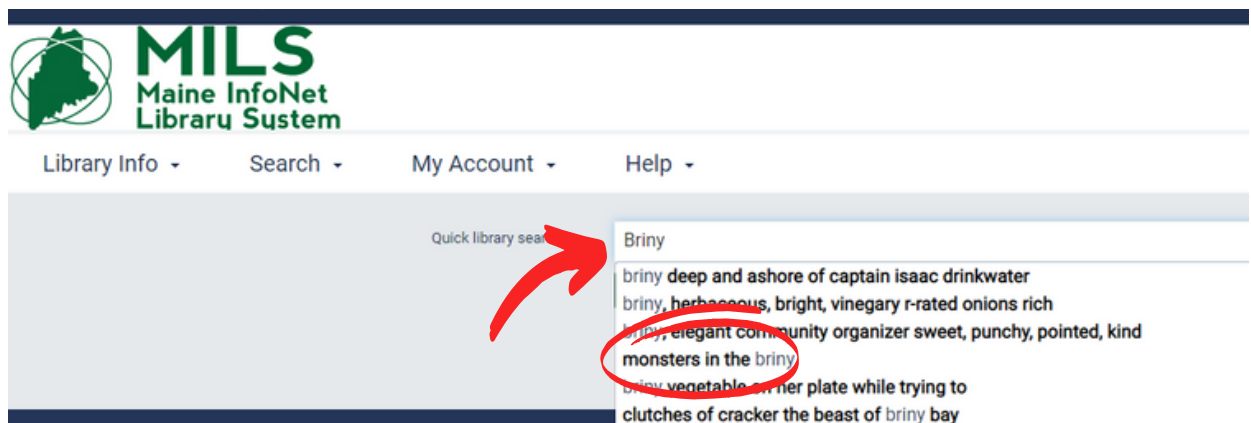
STEP

2 Search based on Keyword, Title, or Author.



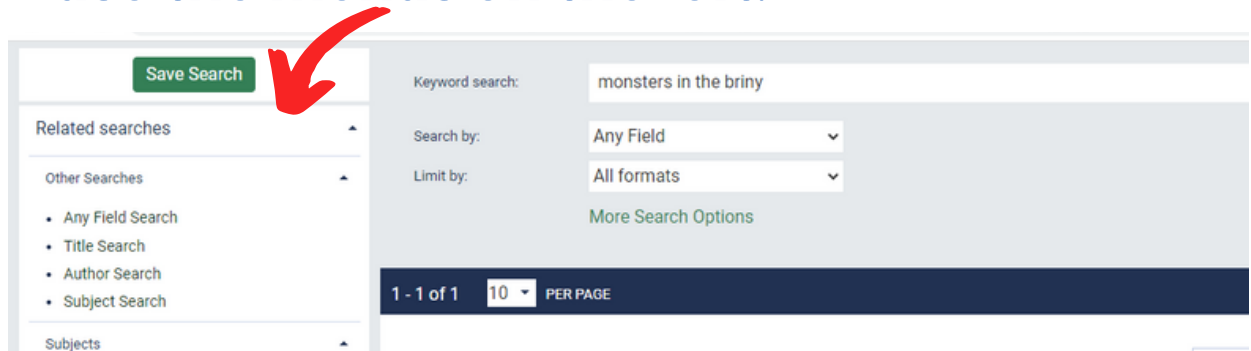
STEP

3 As you type in the search box suggested titles/authors will be listed below. Select the one you are searching for or click enter to search.



STEP

4 If you need to narrow your search further, use the menus on the left.



STEP 5

When you find the item, click "Place Request" to request the item.

The screenshot shows a search results page for the book "Monsters in the briny" by Lynn Becker. The search filters are set to "Any Field" and "All formats". The results show 1 item per page. The book details include the author, publisher (Sleeping Bear Press, 2022), and a description: "1 volume (unpaged) : color illustrations, music ; 24 x 29 cm". A "Place Request" button is circled in red in the right-hand menu.

STEP 6

Sign in with your library barcode card number and pin number*.

*If you do not know your library pin number or need to reset it, please come into the library or call the circulation desk at 723-7020

The screenshot shows the MILS (Maine InfoNet Library System) login page. The user is prompted to "Place a request" for "Monsters in the briny" and is asked to "Please enter your barcode and password". A red arrow points to the "Barcode:" and "Password:" input fields. Below the fields are "Log In" and "Cancel" buttons.

STEP 7

Confirm your information & select "Submit Request."

STEP 8

You have now placed your hold request. You will be notified when the item is ready for pick up!

The screenshot shows the MILS request confirmation page. The user has confirmed the request for "Monsters in the briny" with a barcode of "*****1707" and a pickup location of "Millinocket Memorial Library". The activation date is "8/31/2022". A "Submit Request" button is circled in red.

The screenshot shows the MILS confirmation page after the request has been placed. The message "Your request has been placed." is displayed. The user is notified of "0 New messages" and "0 Read messages". Buttons for "Return to search results", "Go to your list of hold requests", and "Log Out" are visible.