



## How to Request a Book Through MOBIUS

Forest Institute students, faculty and staff can request books directly from other libraries which belong to the statewide MOBIUS consortium. When you request a book through MOBIUS, it will be sent by the lending library to our Interlibrary Loan Department within 2 to 4 days. The Forest Library will notify you via email when the book arrives. The book can be checked out for 3 weeks when it is picked up at the Library's Front Desk.

- Visit the MOBIUS Union Catalog at <http://mobius.missouri.edu/search/>

- Search for your book by keyword or title.

  

- Once you've located the book, click on the REQUEST THIS ITEM link.

[Display Holdings of MOBIUS Libraries](#)  
[REQUEST THIS ITEM](#)

- Choose SWAN as your cluster from the pulldown list. Click the Submit button.

- Type in your name (first name and last name).

Your Name:

For example, type "Jane Smith" and then press the TAB key.

- For campus ID, see below
  - Type in **ALL** digits of your **CAMS ID Number + FIPP** (no spaces).  
Example: 0000009999FIPP

Type your ID plus your campus code: AGTS, BBC, CC, COTT, DU, MSSU, MSU, OTC, SBU  For example, type "312312 ..." and then press the TAB key.

- For pickup location, choose **Forest Institute, Library Circ** from the pulldown list unless you wish to choose another library location that's more convenient for you.

**Pickup Location:**  ▼

- Click the Submit button.
- A screen confirmation message should appear as long as the item is available. If your library patron record has expired or you have pending fines, you may not be able to borrow materials through MOBIUS. In these cases, please check with a library staff member.