Milligan Libraries Use Policy during Milligan College campus closure
Revised March 24, 2020

As of Tuesday, March 24, both Milligan Libraries physical locations (Welshimer and Seminary) will be CLOSED. Working within this constraint, the Library will endeavor to support Milligan College students and faculty to the best of our ability.

Milligan Libraries provides you with a rich array of electronic information resources, including ebooks, e-encyclopedias and dictionaries, journal articles, and streaming video. These are accessible 24/7 from the Milligan Libraries website (library.milligan.edu). When accessing electronic information resources remotely you will be prompted to authenticate using your Milligan network (e.g., Canvas) login.

Although the library buildings will be closed, we are pleased to retrieve a limited number of requested books and media items from the physical lending collections and make them available to you for local pickup at the front doors. Please follow this procedure closely:

1. From the Milligan Libraries website navigate to the online catalog (Resources > Books/Media Catalog > Milligan & Libraries Worldwide) to search for needed items
2. Compose an email to library@milligan.edu with the subject line: Library Book/Media Request
3. In the body of the email include your First and Last Name, the Last 6 digits from your Milligan ID Card, your Milligan email address, and which library location (Welshimer or Seminary) you will be picking up from
4. Include the Title, Author, and Call Number of up to five (5) book or media items at a time. Pay close attention to the library location (Welshimer or Seminary) where the items are shelved, and that Milligan Libraries actual has holdings for requested items.
5. We will retrieve and checkout the requested items for you. You will receive an email when your items are ready for pickup.
6. Come to the front door of the library between 10:00 AM and 12 Noon, Monday-Friday only. Items not picked up will be available at the same time the next business day.

If you do not live locally, we will scan up to one (1) chapter each from up to five (5) books at a time and send these to you by email. Please follow above points 1-4 closely. We cannot mail/ship physical items at this time.

Our interlibrary loan service for physical books and media has been suspended at this time. However, we will continue to process your requests for journal articles and book chapters pending availability of electronic versions from lending libraries. Please use ILL request links from within our online databases or the Journal Article Request Form on the Milligan Libraries website (under the “Campus & Interlibrary Loan” dropdown menu).

Librarians will be monitoring email (library@milligan.edu) and chat (from the Milligan Libraries website) between 8:00 AM – 5:00 PM, Monday-Friday to respond to your requests for research assistance. Depending on the complexity of your request, email or chat may not be the best medium of communication. In these cases, we will recommend that you schedule an appointment to speak with Mary Jackson or another librarian by telephone at a mutually agreeable time.

Gary F. Daught
Director of Libraries