

Using I-Share to Request Materials from I-Share Libraries A Guide for ILLINET Libraries

About Requesting through I-Share

Libraries affiliated with an Illinois regional library system (otherwise known as ILLINET libraries) are eligible to use I-Share to request library materials directly from the subset of CARLI libraries [Consortium of Academic and Research Libraries in Illinois] that use the Voyager system as their common resource sharing system. Holdings of I-Share libraries can be identified and requested via the I-Share catalog, based on Ex Libris' software.

Connecting to I-Share

To establish a connection to I-Share, use a web browser and connect to:

<https://i-share.carli.illinois.edu>

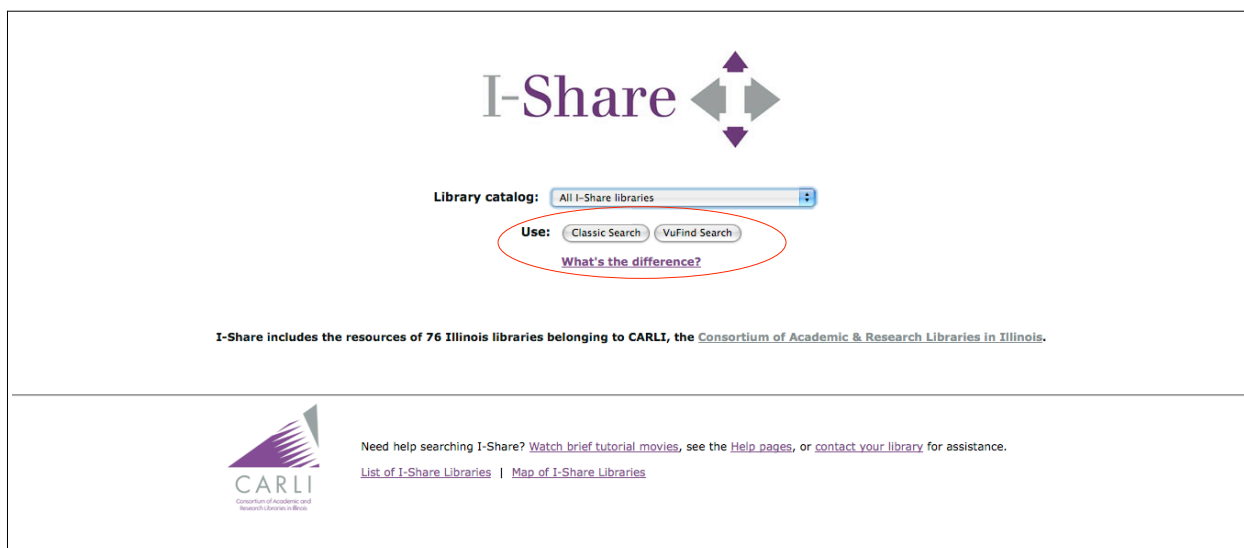


Figure 1: The welcome page at: <https://i-share.carli.illinois.edu>

Users have the option of using the Classic or the VuFind interface to the I-Share catalog. To search I-Share, click the search button for the interface of your choice. ¹ It is possible to search an individual I-Share library's database, but ILLINET libraries cannot place requests from individual libraries' catalogs. For ILLINET libraries and regional library systems it will always be more efficient to search the I-Share catalog as a whole and to place requests from that database.

Searching the I-Share Catalog

Quick Search Page

The “The Quick Search Page” page allows users to select the type of search or other function to perform (Advanced Search, Account Review, New Books, Quick Limit, etc.).

Figure 2: Quick Search Page.

Advanced Search

The “Advanced Search” aids users in the construction of more complex Boolean-type searches.

Figure 3: “Advanced Search” page. Enter search term(s) and type of search. Choose the operators, combine with additional statements, if desired, and click the Search button.

Working with Search Results

A search in I-Share can retrieve up to 10,000 hits. A list of records in brief format displays when multiple results are found. Browse searches [Subject or Author headings] retrieve lists of headings from which the user can choose. The full view displays when a search result finds a single record.

The screenshot shows the I-Share search interface. At the top, there are navigation tabs: New Search, I-Share Libraries, Titles, Renew Books/My Account, Edit Search, New in I-Share, Quit, and Help. Below the tabs, it indicates the search criteria: 'Now Searching: I-Share', 'You Searched: Title = practical magic', and 'Search Results: Displaying 1 through 11 of 11 entries.' A search bar contains 'practical magic' and a 'Search by:' dropdown is set to 'Title (omit first word a, an, the)'. There are also 'Quick Limit:' and '20 records per page' options. Navigation arrows for 'Previous' and 'Next' are visible. A 'Sort by:' dropdown is set to 'Relevance'. A 'Change Limits' link is on the right. The main content is a table with four rows of search results, each with a checkbox, a title, a full title, author, date, and a book cover image.

#	Title	Full Title	Author	Date	Cover
<input type="checkbox"/> 1	Practical magic ; Library Location: Univ. of Illinois-UC	Music from the motion picture Practical magic [sound recording].		1998	
<input type="checkbox"/> 2	Practical magic / Library Location: Univ. of Illinois-UC	Practical magic / Alice Hoffman.	Hoffman, Alice.	2003	
<input type="checkbox"/> 3	Practical magic / Library Location: Illinois Math & Science Academy	Practical magic / Alice Hoffman.	Hoffman, Alice.	1996	
<input type="checkbox"/> 4	Practical magic /	Practical magic / Alice Hoffman.	Hoffman, Alice.	1995	

Figure 4: Search results with multiple items found.

To see more information about a particular record, click on one of the titles in the list. Hint: you'll have greater success in requesting if you choose a record with "multiple holdings"—i.e., owned by several I-Share libraries.



Figure 5: Full view of record #4. (this screen shot is only a partial view of the record). Note the Request button [circled] on the top menu.

This page shows the “Full View” of the selected record. On this page the user can view detailed bibliographic information and the list of I-Share libraries that own the item. Either scroll the page or click a library in the list to view details about the location and status of the item in that library. “Staff (MARC)” view is also available.

Requesting Materials through I-Share

The Request link only displays on one of the single-record View pages. To request an item, navigate to a single-record “Full” view and then click the “Request” button at top of the screen [See Figure 5]. The Login page displays when you click the “Request” button.

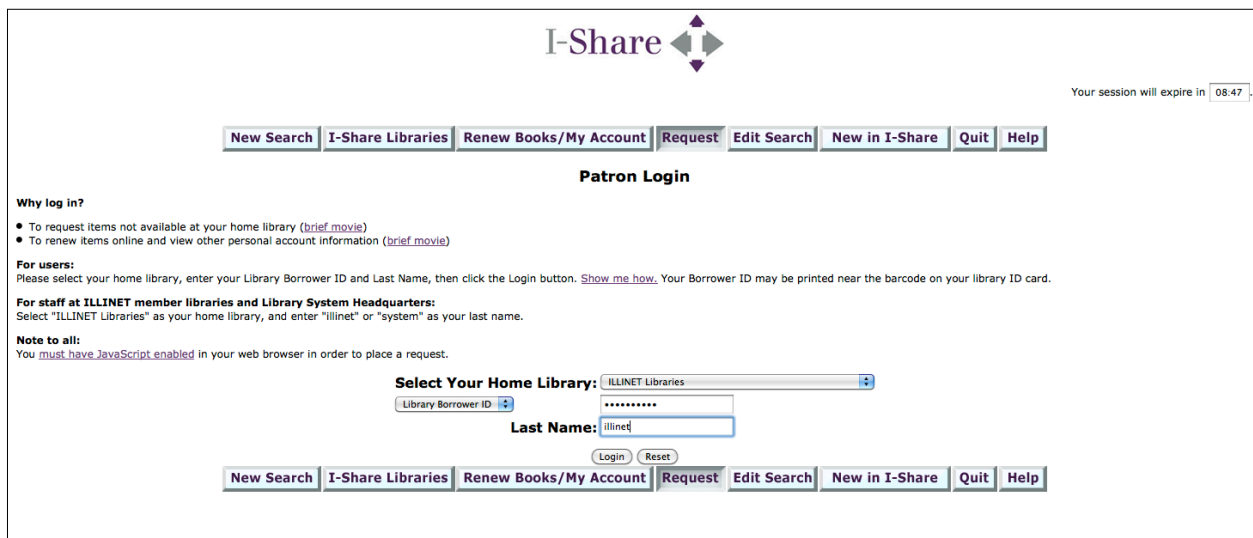


Figure 6: Login page. Enter login information (see below) and click the “Log in” button.

Login instructions for ILLINET and REGIONAL SYSTEM are found in the link “*Note to staff in ILLINET Member Libraries*” at the top of the log in box. Enter the information as follows:

- Home Library:** Choose *ILLINET Libraries* from the pull-down menu.
- Library Borrower ID:** Use the same *9-digit number* you used to request ILLINET Online materials in the past.
- Last Name:** *illinet* or, for regional library systems that place requests on behalf of their affiliates, *system*

When the login is successful, you will see a Login Confirmation page.

Figure 7: On the Login Confirmation page, “Request first available copy” is the default (and only) request option. Click “OK”.

The next step is to complete the required information on the I-Share Request form.

Figure 8: I-Share Request Form.

The request form contains information about the title you are requesting and the destination of your material (i.e., “Pick-up Library”). For ILLINET and regional library systems, the “Pick-up Library” will always

be ILLINET Libraries and the "Pick-up Desk" will always be "ILDS Delivery." Do not change these values. Required fields (asterisked) must be filled in before the request can be submitted.

- Library:** This is pre-selected at random, from among the libraries that own the title. It will always be filled in.
- Select an item:** In most cases the item barcode will already be selected. If not, select one from the drop down list.
- Pick-up Library:** Default is "ILLINET Libraries." DO NOT CHANGE!
- Pick-up at:** Default is "ILDS Delivery." DO NOT CHANGE!
- *Not Needed After:** Default is 21 days. Increase or decrease as desired, but do not decrease to LESS than 5 days.
- *Library Borrower ID:** Re-enter your 9-digit ILLINET borrower ID.
- Click the "Submit Request" button.** You'll be taken back to the full record screen of the title you just requested and a message will display to indicate successful request submission.

Accessing Your Borrower Account Information

The "My Account" page allows you to view a range of information about current transactions associated with your ILLINET library borrower ID. Click the "My Account" tab that appears near the top of most screens. You will be prompted to log in, following the same procedure used when logging in to place a request.

Patron Blocks			
No blocks			
Items Checked Out			
Illinois State Library			
Renew?	Item	Item Type <small>What's this?</small>	Status
<input type="checkbox"/>	Forten, Charlotte L. Journal of Charlotte Forten : a free Negro in the slave era / edited, with an introduction and notes, by Ray Allen Billington. Location: Stacks 921 F737A	Book	Renewed: Due 11-18-09
<input type="checkbox"/>	Rothbard, Murray Newton, 1926- Power & Market; government and the economy, by Murray N. Rothbard. Location: Stacks 338.9 R845P	Book	Checked out: Due 11-23-09
Illinois State University			
Renew?	Item	Item Type <small>What's this?</small>	Status
<input type="checkbox"/>	Pyarelal. Mahatma Gandhi-the early phase, by Pyarelal. Location: Floor 3 Shelves DS481.G3 N315	Book 16-4 wk	Checked out: Due 11-17-09
<input type="checkbox"/>	International Symposium on Fossil Algae (2nd : 1979 : Paris) Phanerozoic stromatolites : case histories / edited by Cl. Monty. Location: Floor 5 Shelves QE955 .J591979	Book 16-4 wk	Checked out: Due 11-23-09
Southern Illinois University Carbondale			
Renew?	Item	Item Type <small>What's this?</small>	Status
<input type="checkbox"/>	Educating our Black children : new directions and radical approaches / edited by Richard Majors. Location: LC Books, 5th Floor LC2806.G7 E39 2001	Book 16/8/4 wk	Overdue, Assumed Lost as of 07-18-03

Figure 9: "MyAccount" page. Partial view.

The “My Account” page displays the following for ILLINET libraries:

- “Personal” Information Button: Click to see Library name, ILDS Route, and fax number
- Account blocks: Library(ies) at which your account is blocked, if you have any blocks
- Fines and Fees: Any lost item fees associated with your account
- Items Checked Out: List of titles currently checked out, sorted by lending library; opportunity to renew items
- Request Information: Status of titles currently on request; opportunity to cancel requests

Renewing Material

Scroll to the “Charged Items” section of the “My Account” page. To renew an item, select the checkbox in front of its title and click the “Renew Selected Items” button. The page will refresh, showing the new due date(s). Renewals are permitted, depending on the policies of the owning library. Please try to renew items *before* they become due. This will reduce the volume of notices that are printed. Some libraries do not allow overdue items to be renewed from the public catalog. You will need to contact those libraries individually. (For contact information, see the list of CARLI member libraries at: <http://www.carli.illinois.edu/mem-libraries.html>) Some I-Share libraries send courtesy notices reminding you of items nearing the due date. If an item cannot be renewed, an attempt to perform a renewal will result in a message indicating that, near the top of the “My Account” page.

Checking the Status of Your Requests

Scroll to the “Request Information” section of the “My Account” page. The status of each request is listed at the far right side of the page, after the title information. NOTE: The processing of ILLINET requests requires that items be checked out to your account prior to sending them out via ILDS. Thus, items that are in transit to your library might be found in the “Items Checked Out” section of the “My Account” page.

Canceling a Request

Scroll to the “Request Information” section of the “My Account” page. To cancel a request, select the checkbox in front of the requested title and click the “Cancel Selected Requests” button. The page will refresh and the status of the request at the far right side of the page will say, “Cancelled – date/time.” (Note that if a request has already been processed it may be too late to cancel it.)

Information for Borrowers

The I-Share system will attempt to locate an available item to fill a request, but sometimes there are no available copies to fulfill a request. Notification about cancelled or unfilled requests may vary among the lending I-Share libraries, so it is important that you keep good records about requests you’ve placed and on whose behalf you’ve placed them. If a requested item does not arrive, check the status of the request on the “My Account” page under “Requests Pending” to verify whether the request is still pending or if the item has been charged to your library. If the item is neither charged to your library nor found in the “Requests Pending” section, it is likely that no copy was available, and the request expired without being filled. If you need to consult with any I-Share library regarding your borrowing transactions on I-Share see <http://www.carli.illinois.edu/mem-libraries.html> for contact information.

If you receive a notice that an item has been recalled for use by another borrower, please take quick action to retrieve and return the item. Please contact the owning library directly (the owning library’s name will be listed on the notice) if you are unable to retrieve recalled materials.

If a borrowed item is lost or damaged while in use by an ILLINET library patron, please contact the owning library directly to inform them of the situation.

When returning an item to the lending library, be sure that the item is packaged properly and that the destination (i.e., the owning library name and ILDS delivery information) is clearly indicated.

For more information about the policies pertaining to interlibrary loan in Illinois, refer to the *ILLINET Interlibrary Loan Code*, which is available on the Web at: http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/ill_loan_code2003.pdf

