

# Submitting an I-Share Request on a Patron's Behalf

Documentation by Paul Gouwens, University of Illinois – Urbana-Champaign

1. You can use the persistent search bar at the top of the page to find the item that the patron needs. Before searching, make sure you have selected "Network" from the icon drop down menu left of the search button.



2. You can use the facets in the left sidebar to narrow down your search.

Facets <<

---

**Material Type** ▾  
Book (31)

**Resource Type** ▾  
Book - Physical (30)  
Manuscripts - Electr... (1)

**Language** ▾  
English (30)  
French (1)  
Multiple languages (1)

**Publication Year** ▾  
1970 - 1980 (7)  
1983 - 1991 (7)  
1992 - 1999 (7)  
[+ More \(2\)](#)

3. The facets you select will appear at the top of the list of items. If you want to remove a facet, click the “X” in the circle to the right of that facet.

The screenshot shows a library search interface. At the top, there are navigation options: "All titles", "Title", and "Astronomy". A search bar contains "Astronomy" and a magnifying glass icon. Below the search bar, there are filters for "Institution", "Network", and "Community". The "Sort by" and "Secondary Sort by" are both set to "Rank". A row of facets is displayed: "Resource Type: Book - Physical", "Language: English", and "Publication Year: 2016 - 2019". Each facet has a small "X" in a circle to its right, which is highlighted with an orange box. Below the facets, two search results are visible. The first result is for "Astronomy / senior contributing authors: Andrew Fraknoi, Foothill College, David Morrison, National Aeronautics and Space Administration, Sidney C. Wolff, National Optical Astronomy Observatory (Emeritus)". The second result is for "Astronomy today / Eric Chaisson, Steve McMillan ; with contributions by Emily Rice." Both results have "Edit Record" and "Resource sharing request" buttons in the upper right corner.

4. After you find the correct item record, click the “Resource Sharing Request” button in the upper right corner.

This is a close-up view of the first search result from the previous screenshot. The title is "Astronomy / senior contributing authors: Andrew Fraknoi, Foothill College, David Morrison, National Aeronautics and Space Administration, Sidney C. Wolff, National Optical Astronomy Observatory (Emeritus)". The author information is "Book (Book - Physical) text; unmediated; volume By Fraknoi, Andrew, (Houston, Texas : OpenStax, [2017])". The subject is "Astronomy--Textbooks. Textbooks.". The creation date is "08/30/2019 17:40:43 CDT" and the modification date is "-". The ISBN is "9781938168284 and others", the record number is "17843607-01carli\_network", the language is "English", and the MMS ID is "991018526639705816". At the bottom, there are links for "Electronic", "Digital", "Held by (1)", and "Other details". In the upper right corner, there are two buttons: "Edit Record" and "Resource sharing request", with the latter highlighted by an orange box.

5. Scan the patron's ID in the "Requester" field. Next, click the "Requester" field to put your cursor in it.

**Request Attributes**

Title **Astronomy / senior contributing authors: Andrew Fraknoi, Foothill College, David Morrison, National Aeronautics and Space Administration, Sidney C. Wolff, National Optical Astronomy Observatory (Emeritus).**

Requester \* **20112000326602**

Request Status **Created borrowing request**

Requested Media **Any**

Preferred Send Method

6. Then hit the "Enter" key. Once the patron's name appears in the "Requester" field, you can continue.

Requester \* **Fish, Stackles - FACULTY - 201120003**

Owner \* **Resource Sharing Library**

Requested Format **Physical**

Allow Other Format

Language

7. Ask the patron where they would like to pick up the item, and select that option from the "Preferred Local Pickup Location" drop-down menu. If the patron wants it sent to a different institution, select it from the "Preferred Pickup Institution" menu and then select the location from the "Preferred Pickup Location" drop down menu.

8. Click the "Save" button near the upper right corner to finish the request.

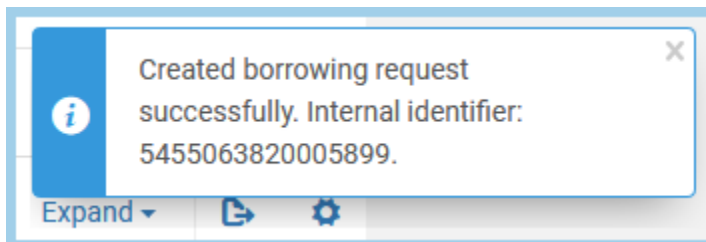


Resource Sharing Borrowing Request

Save and Edit Cancel Save

General Information Parameters

9. The system should provide you confirmation that the request has been placed. Patrons can monitor their requests in Primo.



## Incoming I-Share items

Incoming I-Share items should have a transit slip identifying their destination. An example of a Transit slip can be found below. For further details on how to process them, please see the "Scanning in Retrieved Requests" section of the "Fulfilling Requests" guide.

<https://i-share-uuu.alma.exlibrisgroup.com/infra/downloadFile?printout=true>

### **THIS IS AN ALMA TEST**

Process it in Alma, NOT in Voyager.

Questions? Contact [support@carli.illinois.edu](mailto:support@carli.illinois.edu)

**Location:** - [I-Share School — Carli, IL] - Stacks

**Item Barcode:**

38881112222

The character of peoples. Translated by Edward Fitzgerald.

By: Siegfried, André,

**Requested For:**

**Destination:** Main Stacks

**Request Type:** Patron physical item request

**Request ID:** 461425940005847

**Patron ID at Item's Institution:**



Letter 51

### **THIS IS AN ALMA TEST**

Process it in Alma, NOT in Voyager.