

# Using I-Share to Request Materials through Interlibrary Loan

--A Guide for ILLINET Libraries--

## About Requesting through I-Share

Libraries affiliated with an Illinois regional library system (otherwise known as ILLINET libraries: [www.librarylearning.info/libraries](http://www.librarylearning.info/libraries)) are eligible to request library materials directly from CARLI I-Share libraries.

I-Share libraries ([http://www.carli.illinois.edu/membership/i-share\\_part](http://www.carli.illinois.edu/membership/i-share_part)) are members of the Consortium of Academic and Research Libraries in Illinois that use the CARLI-supported Voyager system as their common resource-sharing system.

The holdings of I-Share libraries can be identified and requested via the I-Share catalog.

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## Connecting to the I-Share Catalog

In an internet web browser, visit: <http://vufind.carli.illinois.edu/all/vf>

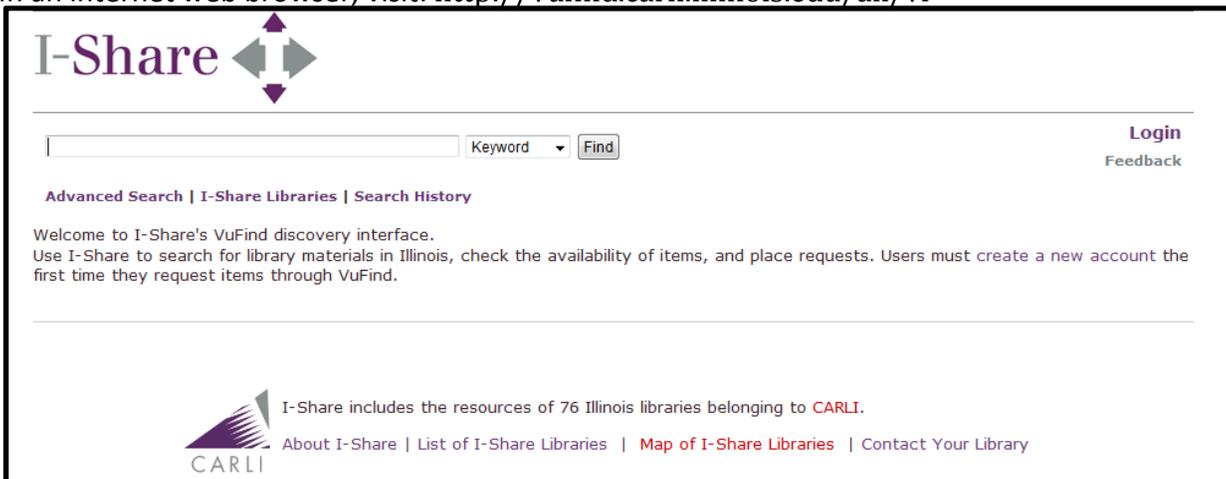


Fig. 1: The welcome page at <http://vufind.carli.illinois.edu/all/vf>

This welcome page presents a simple search box at the top of the screen, and also allows you to:

- select the *Advanced Search* feature (described on page 6),
- view your *Search History*, and
- search in a single I-Share Library's catalog.

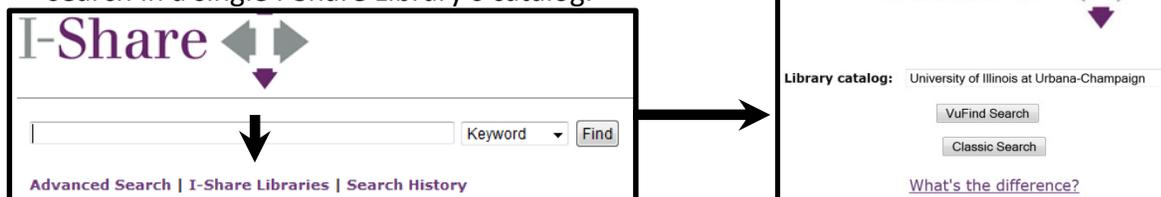


Fig. 2: Clicking the *I-Share Libraries* link allows you to search a specific library's catalog.

## Creating your account and/or logging in

Click the *Login* link in the upper right corner.

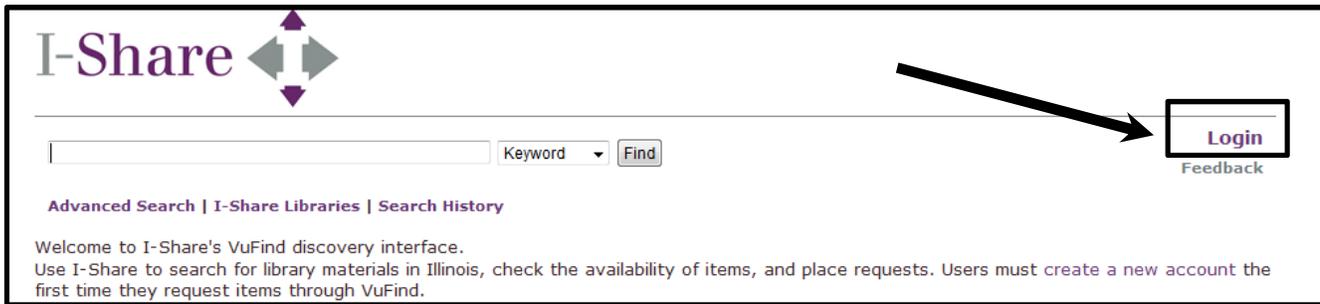


Fig. 3: The welcome page with *Login* link highlighted

The Login page will display.



Fig. 4: The Login screen with *Create New Account* link highlighted.

In order to request items from the I-Share Catalog, you (your library) must have a user account.

- If you already HAVE an account created, type your username and password, then click the Login button. You can skip to page 4 of this document.
- If you DO NOT HAVE an account created, click the link for *Create New Account* (highlighted in Fig. 4 above). You will only need to create your account once.

Information about recovering your library's user account or resetting the password can be found here:  
<http://www.carli.illinois.edu/products-services/i-sharevf-login-faq>

On the User Account creation screen, enter your information as described below, then click *Submit*:

Fig. 5: The *User Account* creation screen; enter information as described below, then click *Submit*.

**First Name:** Enter the first portion of your library's name.

There is a 50 character limit for this field. When you are logged into the I-Share catalog, it will display "Logged in as <First Name><Last Name>" in the upper right corner of the page.

**Last Name:** Enter the last portion of your library's name. There is a 50 character limit for this field also.

**Email Address:** Enter the email address where you would like a "forgotten password" to be emailed.

Note: Updating the email address in the I-Share catalog does NOT update it in the I-Share libraries' official record for your library. Overdue and recall notices will be emailed to the address in the official record. To update the official record, ILLINET libraries should contact the CARLI Office by email to support@carli.illinois.edu or by phone 217-244-7593; toll-free in Illinois: 866-904-5843

**Desired Username:** Use your library's 9 digit I-Share borrower ID as your username.

**Password:** Choose a memorable password (CARLI recommends using the word "ILLINET").

**Password Again:** Enter exactly the same password. The passwords **must** match.

**Last Name on Library Account:** You **must** enter the word ILLINET for the last name.

**Borrower ID (Barcode Number):** You **must** enter your library's 9-digit I-Share borrower ID number.

**I-Share Library with Which You Are Affiliated:** You **must** choose "ILLINET libraries" from the drop-down list.

You will be successfully logged in once your account has been created.

## Managing Your Account

Logging in allows you to view and manage your I-Share account preferences and requested materials.

The screenshot shows the I-Share website interface. At the top left is the I-Share logo. Below it is a search bar with a 'Find' button and dropdown menus for 'Keyword' and 'All I-Share Libraries'. To the right, there's a 'Your Account | Log Out' section with a 'Contact a Librarian' link and a 'Logged in as' section showing 'Your Library Name (Not First Name)'. Below the search bar are links for 'Advanced Search', 'I-Share Libraries', and 'Search History'. The main content area is divided into 'Your Favorites' (with a message 'You do not have any saved resources') and 'Your Tags'. On the right side, there is a vertical menu with numbered links: [1] → Favorites, [2] → Checked Out Items, [3] → Requested Items, [4] → Fines, [5] → Blocks, [6] → Contact Information, [7] → Preferences, and [8] → User Account.

Fig. 6: The *Your Account* main page options. Numbers referred from notes on the next pages.

Use *Your Account* to accomplish the following tasks:

Track your Requested Items: Click the *Requested Items* tab [3] to see a list of all items on request for your library. This view will allow you to check the title, lending library, and status.

For a list of what the statuses mean, visit:

<http://www.carli.illinois.edu/products-services/i-share/vufind-faq#req-stt>

Title ↓	Library ↓	Location ↓	Status ↓	Cancel? ↓
Oops! / Colin McNaughton.	Southern Illinois University Carbondale	In transit to: ILLINET Libraries / ILLINET Libraries	Requested item in transit	
Perks of being a wallflower / Stephen Chbosky.	Knox College	Music CD cabinet (please inquire at front desk)	Seeking next available	

Cancel a Requested Item: Click the *Requested Items* tab [3] to view a list of all items on request for your library. Only items in the “Request submitted” status are eligible to be canceled. To cancel, click to mark the *Cancel?* checkbox, then click the *Cancel Selected Requests* button at the bottom of the page.

Title ↓	Library ↓	Location ↓	Status ↓	Cancel? ↓
Death cure / James Dashner.	Illinois Mathematics and Science Academy	Staff Office	Request submitted	<input type="checkbox"/>

View your Checked-Out Items: Click the *Checked Out Items* tab [2] to view a list of all items you have checked-out through I-Share. The default sort is by due date. Click the arrow in the header to re-sort the list by the Title, Lending Library, Due Date, Status, or Renew categories.

Title ↓	Library ↓	Due ↓	Status ↓	Renew? ↓
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Renew your Checked-Out Items online: Click the *Checked Out Items* tab [2] to view list of all I-Share items you have checked out.

If the item is eligible to be renewed online, there will be a check box under the *Renew* column.

Title ↓	Library ↓	Due ↓	Status ↓	Renew? ↓
Killing Willis : from Diffrent strokes to the mean streets to the life I always wanted / Todd Bridges with Sarah Tomlinson. (Main Collection 791.45028 B851k)	Columbia College	October 5, 2012	Checked Out	<input type="checkbox"/>
Crash course in storytime fundamentals / Penny Peck. (Floor 5 Shelves Z718.3 .P43 2009)	Illinois State University	October 5, 2012	Renewed	<input checked="" type="checkbox"/>

1. Click to check the boxes for the item(s) that you want to renew, or click the *Select All* link at the top or bottom of the list.
2. Click the *Renew* button at the bottom of the page.
3. Find the item(s) in the list again and double-check that everything was renewed as desired.
4. Make note of new due dates and notify your patron(s) accordingly.

NOTE: If the renew function is not available for an item, or the due date does not advance, please contact the lending library for assistance.

Library contacts: [http://www.carli.illinois.edu/membership/i-share\\_part](http://www.carli.illinois.edu/membership/i-share_part)

View fines or blocks: Click the *Fines* tab [4] or *Blocks* tab [5] to see which lending libraries really would like their items back. These items may have been lost or damaged while in use by your library's patron. Please contact the lending library directly to inform them of the situation as soon as possible, and provide as much assistance as you can in helping the lending library either to recover the item or bill your patron. Library contacts: [http://www.carli.illinois.edu/membership/i-share\\_part](http://www.carli.illinois.edu/membership/i-share_part)

Remember Favorite items: The *Favorites* tab [1] functions as a "wishlist": it helps you remember titles for the future or keep track of titles commonly requested by your patrons. Marking a title as a favorite is not necessary in order to request it. The favorites function is not part of the requesting process. Add an item to the Favorites list from within the title record (see page 8).

View Your Library's Address in the Official Record: Clicking on the *Contact Information* tab [6] will allow you to view the address that CARLI and the I-Share libraries have on file for your library. Notify CARLI of any corrections/updates.

Update User Account: Click on the *User Account* [8] tab to update any of the information entered when registering your I-Share account (see page 3 for those details).

Tab you are unlikely to use: On the *Preferences* tab [7], the default pick-up library **must** remain "ILLINET Libraries." You may enter a default cell phone number for the Text Me feature if you would like.

## Searching the I-Share Catalog

Once you are logged in to *Your Account* in the I-Share catalog, you are ready to search and place requests.

FAQ for more details: <http://www.carli.illinois.edu/products-services/i-share/vufind-faq>

### Basic Search

The Basic Search function is available at the top of each page in I-Share and allows you to search by Keyword, Title, Author, Subject, ISBN/ISSN

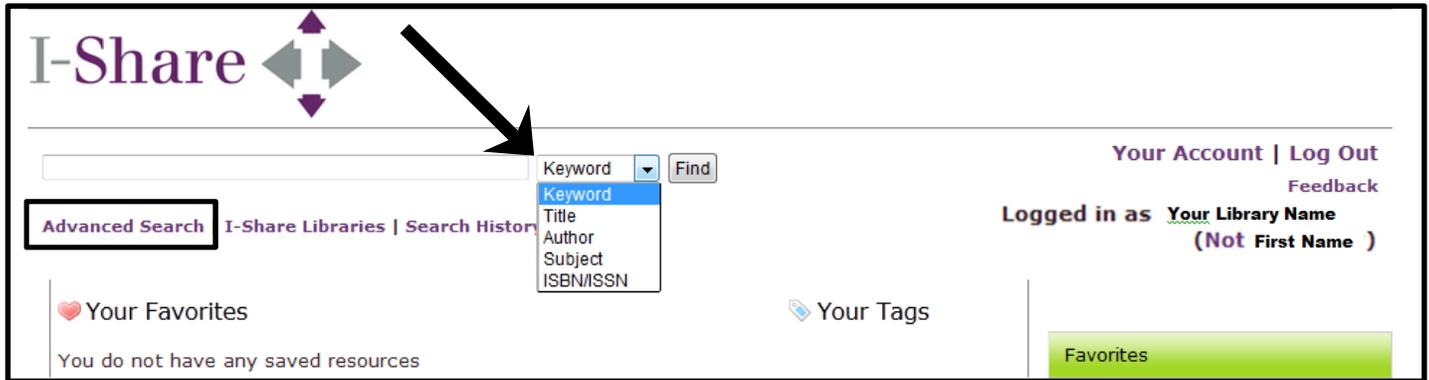


Fig. 7: The *Basic Search* function in the I-Share catalog. Link to *Advanced Search* highlighted.

### Advanced Search

The link to Advanced Search is at the top of every page as well (highlighted in Fig. 7).

Advanced Search allows you to conduct more complex, Boolean-type searches.

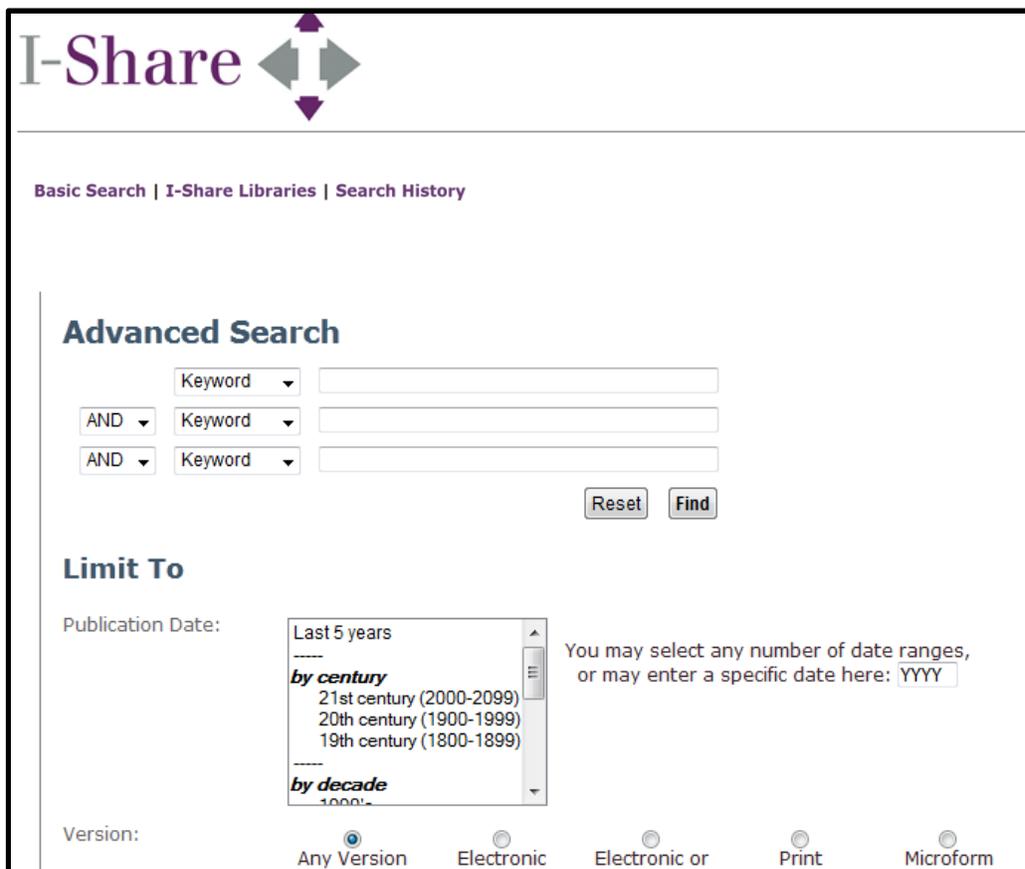


Fig. 8: Partial view of the Advanced Search options. Advanced Search allows Boolean searching, with limits by Publication Date, Version, Language, Format, and the inclusion/exclusion of Government Documents or HathiTrust E-Resources.

## Working with Search Results

A search in the I-Share catalog can retrieve thousands of items.

- For more detailed information on searching and the indexes used within the I-Share catalog, visit: <http://www.carli.illinois.edu/products-services/i-share/vufind-faq#11>

After your Basic or Advanced search, your screen will display a list of results.

The screenshot displays the I-Share search results interface. At the top left is the I-Share logo. Below it is a search bar containing the text 'raised bed gardening' and a 'Find' button. Navigation links for 'Advanced Search', 'I-Share Libraries', and 'Search History' are visible. The main results area shows 'Showing 1 - 20 of 37 Results for raised bed gardening' with a 'Sort Relevance' dropdown. Five book entries are listed, each with a thumbnail, title, author, and publication year. Each entry includes a 'Book' icon and an 'Add to favorites' link. On the right, a 'Results for' sidebar titled 'Narrow Your Search' lists various facets: Format (Book 31, Film or Video 3, etc.), Author (Chan, Peter 2, etc.), Topic (Vegetable gardening 11, etc.), Subject Area (Agriculture 26, etc.), Language (English 36, etc.), and Genre (Biographical films 1, etc.). A callout box with a downward arrow points to the sidebar, stating: 'You can narrow your search results by the "facets" in the right-side column: Format, Author, Topic, Subject, Language, Genre, Era, Region, and Title'.

Fig. 9: Partial view search results screen. Notice the icons for each summary record that denote the format. This is helpful to distinguish physical books from e-books, or physical videos from streaming videos.

## Viewing the full Record page

Click on the title of any item on the Results page to see the full record for the title.

**I-Share**

Keyword  Find

Your Account | Log Out  
Feedback

Logged in as **Your Library Name**  
(Not First Name )

Advanced Search | I-Share Libraries | Search History

[1] [2] [3] [4] [5]

« Back to Search Results Cite this Email this Add to favorites Staff view

### Accessible gardening for people with physical disabilities : a guide to methods, tools, and plants / Janeen R. Adil.

Main Author: Adil, Janeen R.  
Published: Bethesda, MD : Woodbine House, 1994.  
Topics: Gardening for people with disabilities. | Disabled. | Hobbies.  
Tags: No Tags, Be the first to tag this record! Add

More Details **Location & Availability** Table of Contents User Reviews Published Reviews Request 1st Available

**Library:** Western Illinois University  
**Location:** Main Collection - Malpass Library  
**Call Number:** SB457.4.H36 A35 1994  
Text me this call number  
**Copy:** 1  
**Status:** Available  
Request this item

**Library:** Illinois State Library (Springfield)  
Display location and availability information

**Library:** Parkland College  
Display location and availability information

This row of icons allows you to:  
[1] return to your search results (without clicking the BACK button repeatedly).  
[2] see the bibliographic citation (double-check for accuracy).  
[3] email a link to the record.  
[4] add title to your favorites list.  
[5] view the MARC record.

This row of tabs is described in detail below.

Fig. 10: Partial view of the Record page with the location of additional information highlighted.

The Record page provides the bibliographic information for the title.

The tabs in the row across the middle provide additional information:

- **More details:** may provide a summary, ISBN/ISSN number, and format notes, if available.
- **Location & Availability:** Lists which libraries own a copy and the status of each copy.
- **Table of Contents:** may provide the table of contents for the title, if available.
- **User Reviews:** I-Share library patrons have the ability to write publically-viewable reviews of items.
- **Published Reviews:** may include published reviews from Booklist, Choice, etc., if available.
- **Request 1<sup>st</sup> Available:** used to request an item through interlibrary loan. See page 9 for details.

## Requesting Items through I-Share

By this point you have 1) created and logged in to your account, and 2) conducted your search for the item. You are now ready to request an item through the I-Share Catalog.



I-Share

Keyword Find

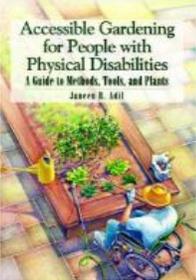
Your Account | Log Out  
Feedback  
Logged in as Your Library Name  
(Not First Name )

Advanced Search | I-Share Libraries | Search History

« Back to Search Results Cite this Email this Add to favorites Staff view

### Accessible gardening for people with physical disabilities : a guide to methods, tools, and plants /

Janeen R. Adil.



Main Author: Adil, Janeen R.  
Published: Bethesda, MD : Woodbine House, 1994.  
Topics: Gardening for people with disabilities. | Disabled. | Hobbies.  
Tags: No Tags, Be the first to tag this record! Add

More Details Location & Availability Table of Contents User Reviews Published Reviews **Request 1st Available**

Library: Parkland College  
Choose item: (copy 1) (location: Main Stacks) (barcode: 33036001972251)  
Choose pick-up library: ILLINET Libraries  
Choose pick-up location: ILDS Delivery  
Request

Fig. 11: View of full record after clicking *Request 1<sup>st</sup> Available* tab.

1. Click the *Request 1<sup>st</sup> Available* tab, highlighted in Fig. 11 above, to prompt the I-Share catalog to choose one of the possible lenders.
2. Note: the *pick-up library* is already set to “ILLINET Libraries” and the *pick-up location* is “ILDS Delivery.”
3. All you need to do is click the *Request* button.
4. When your request is successfully submitted, you will receive this confirmation message:



More Details Location & Availability Table of Contents User Reviews Published Reviews **Request 1st Available**

Request submitted. Check your account to track your requests.

Fig. 12: When a request is successfully submitted, you will receive the “Request submitted” confirmation. If you receive an error message, see page 10 for more options.

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## Delivery

1. All items requested through the I-Share catalog will be delivered to your library through the cooperation of the statewide delivery systems. The item(s) you request will arrive with your library's usual delivery.  
The I-Share lending library will send the items via ILDS (<http://www.illinoisdelivers.net/>) to your library system, and your library system (RAILS, IHLS, or CPS) will finish the delivery to your library; returns follow the same path in reverse.
2. When returning items to the I-Share lending library, please follow the best-practices for packaging and labeling that can be found in the ILLINET Interlibrary Loan Code:  
[http://www.cyberdriveillinois.com/publications/pdf\\_publications/lda130.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/lda130.pdf)
3. Look up the delivery codes in L2 for any Illinois library: <http://www.librarylearning.info/libraries/>
4. Visit your library system's website for additional labeling and shipping forms and information:  
RAILS: <http://www.railslibraries.info/delivery/ilds>  
IHLS: <http://www.illinoisheartland.org/?q=content/page/delivery>  
CPS: <http://www.chipublib.org/>

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## Important Notes and Error Resolution

5. The I-Share catalog will attempt to locate an available item to fill a request, but sometimes no copies are available to fulfill the request. Notification about cancelled or unfilled requests may vary among the lending I-Share libraries.
6. When requesting titles that have accompanying material, you may need to place multiple requests, one for each separate item. To do so, click the *Request 1<sup>st</sup> Available* tab again, click the *Choose Item* drop-down menu, and place a request for each part separately (example- first the TEXT, then the CDROM).

The screenshot shows the I-Share catalog request form. The 'Request 1st Available' tab is highlighted in green. The form includes the following fields:

- Library:** University of Illinois at Urbana-Champaign
- Choose item:** TEXT (copy 1) (location: Engr) (barcode: 30112046692304)
- Choose pick-up library:** ILLINET Libraries
- Choose pick-up location:** ILDS Delivery
- Request** button

An arrow points to the 'Choose item' dropdown menu, which is expanded to show the following options:

- TEXT (copy 1) (location: Engr) (barcode: 30112046692304)
- TEXT (copy 1) (location: Engr) (barcode: 30112046692304)
- CDROM (copy 1) (location: Engr) (barcode: 30112045636906)

7. Some I-Share libraries do not lend all of the materials they list in the I-Share catalog. You may be unable to find a circulating copy of certain items, particularly multimedia material. Rare items, reference items, and electronic items may also be non-requestable. If you try to place a request for a non-requestable item through the *Request 1<sup>st</sup> Available* tab, you will see the message, “Sorry, although this item is available in the library it is not requestable.”



- If applicable, do a new search for a different format or edition of the title, or place your request through OCLC or other interlibrary loan channel.
8. *Your Account* keeps track only of items your library has requested/checked out through the I-Share catalog. It is important that you keep good records about which requests you have placed, and on whose behalf you have placed them.
9. Please try to renew items before they become overdue. This will reduce the volume of notices that are printed/emailed. Some I-Share libraries may send courtesy notices/emails to remind about imminent due dates, but other libraries may not. Please log into *Your Account* frequently to keep track of due dates.
10. If the renew function is not available for an item, or if the due date does not advance, please contact the lending library for assistance.  
Library contacts: [http://www.carli.illinois.edu/membership/i-share\\_part](http://www.carli.illinois.edu/membership/i-share_part)
11. If you receive 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 lending library directly (the lending library's name will be listed on the notice) if you are unable to retrieve recalled materials.
12. For more information about the policies pertaining to interlibrary loan in Illinois, refer to the ILLINET Interlibrary Loan Code, which is available at:  
[http://www.cyberdriveillinois.com/publications/pdf\\_publications/lda130.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/lda130.pdf)

For more details see the FAQ at: <http://www.carli.illinois.edu/products-services/i-share/vufind-faq>