

General Description

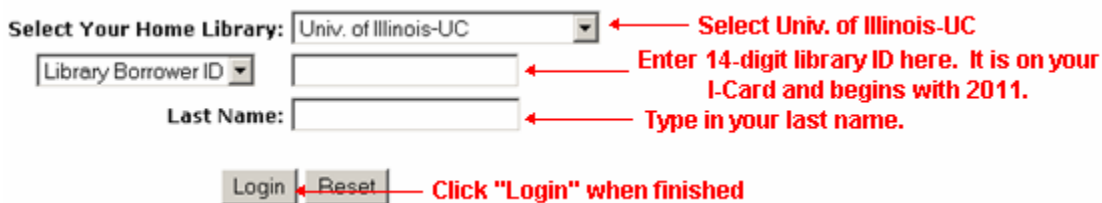
UIUC patrons can place online requests for circulating and available materials through the I-Share online catalog. I-Share includes collection information for 65 academic and research libraries in Illinois. Please only request items through I-Share if they are not available in the University Library.

Accessing I-Share

To access I-Share, go to <http://www.library.uiuc.edu/catalog/> and select I-Share. If prompted to select a library catalog, select **I-Share** and click the “Go” button.

Requesting

1. Locate the I-Share record for the item you wish to request.
2. Confirm that the item is available from at least one I-Share library.
3. Click the *Request* button found on the right side of the tool bar at the top of the screen
4. Fill out the Login form, like below.



Select Your Home Library: ← **Select Univ. of Illinois-UC**

← **Enter 14-digit library ID here. It is on your I-Card and begins with 2011.**

Last Name: ← **Type in your last name.**

← **Click "Login" when finished**

5. At the next screen, click *OK*.

6. Fill out the online request form as follows:

I-Share Request: Request first available copy	
Title:	1924; A MAGAZINE OF THE ARTS
Library that owns the item (Choose item on line below):	Univ. of Illinois-UC
	v.1-4(1924) 38888108326822 History
Library Borrower ID:	
Note:	
Library where you will pick up item:	Univ. of Illinois-UC
Desk/office where you will pick up item:	UIUC MAIN STACKS DESK
Not Needed After: (Do not leave blank.)	21 Day(s)
<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/>	

This will automatically be selected for you. Do not change it.
 If you are requesting something with multiple volumes, select the volume you want.
 Enter your 14-digit library ID here. It is on your I-Card and begins with 2011.
 Leave this blank.
 Choose Univ. of Illinois-UC as the pick-up library.
 Choose the location on campus where you will pick up the item. (Only faculty, staff and graduate students with a campus address may choose the UIUC Campus Mail delivery option.)
 Click Submit Request when finished.

7. The next screen should state: *Your request is now in process.* If you did not receive this message, please contact the Library Telephone Center (217-333-8400) for assistance.
8. You will receive notification via e-mail when the item is available for pickup. If you selected UIUC Campus Mail delivery, you will receive the item in your campus mailbox. If your request cannot be filled, you will be notified via e-mail.

Managing Requests

After placing a request, the status of the request can be seen in *Renew Books/My Account*, which is a button at the top of the I-Share catalog. (In the UIUC catalog this button is called *My Account/Renew Books*). You can also get to your library account by going to the Library Gateway (www.library.uiuc.edu) and selecting the link – *My Library Account*. In your library account, if an item is ready for you to pick-up, the pick-up location will be listed. If you want to cancel a request, check the box to the left of the title and then click *Cancel Selected Requests*.

Requesting Assistance

Questions? Please visit “Ask A Librarian” at <http://www.library.uiuc.edu/askus/> to find out how to contact us in person, via phone (217-333-2290), e-mail (reflib@uiuc.edu), or chat.