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

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.

| All titles ▾ | Title ▾ | | ⬡▾ 🔍 | Advanced ▾ |

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.

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

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

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


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 it 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.
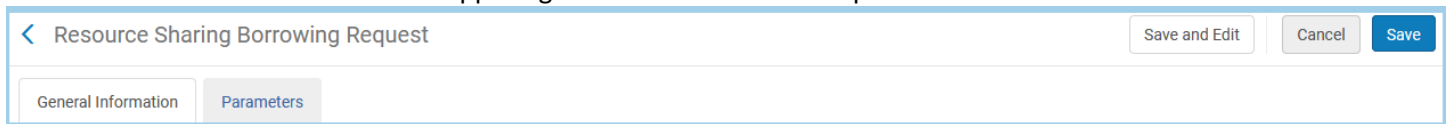
9. The system should provide you confirmation that the request has been placed. Patrons can monitor their requests in Primo.
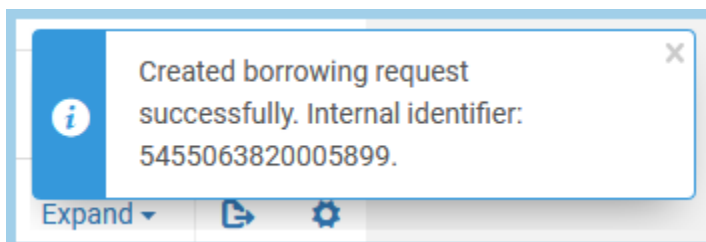
Incoming I-Share items

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 "Scan in Item" guide.

THIS IS AN ALMA TEST

Process it in Alma, NOT in Voyager.
Questions? Contact support@carli.illinois.edu

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

Item Barcode:

388811122222

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:

CARLI I-Share

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THIS IS AN ALMA TEST

Process it in Alma, NOT in Voyager.

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