

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.



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 tabs for "Institution", "Network", and "Community". The sorting options are "Sort by: Rank" and "Secondary Sort by: Rank". A filter bar shows "Resource Type: Book - Physical", "Language: English", and "Publication Year: 2016 - 2019", each with an "X" in a circle to its right. Below the filter bar, there are two item records. The first record 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 record is for "Astronomy today / Eric Chaisson, Steve McMillan ; with contributions by Emily Rice." Both records show details like ISBN, Record number, Language, and MMS ID. At the bottom of the second record, there is a pagination control showing "1 of 6".

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

This is a close-up screenshot of the first item record from the previous image. The record 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 "Resource sharing request" button in the upper right corner is highlighted with an orange box. Other buttons visible are "Edit Record" and a three-dot menu icon. The record details include ISBN, Record number, Language, and MMS ID. At the bottom, there are options for "Electronic", "Digital", "Held by (1)", and "Other details".

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**

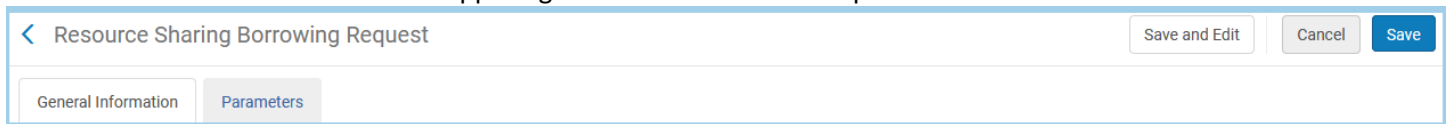
Requested Format **Physical**

Allow Other Format

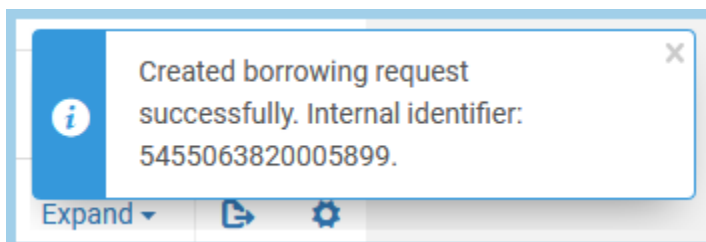
Language

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 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:



Letter 51

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Process it in Alma, NOT in Voyager.