

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 search filters: "All titles", "Title", and "Astronomy". Below this, 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" icon to remove it. Two item records are displayed:

- 1** [Astronomy / senior contributing authors: Andrew Fraknoi, Foothill College, David Morrison, National Aeronautics and Space Administration, Sidney C. Wolff, National Optical Astronomy Observatory \(Emeritus\).](#)
Book (Book - Physical) text; unmediated; volume By Fraknoi, Andrew, (Houston, Texas : OpenStax, [2017])
Subject: Astronomy--Textbooks. Textbooks.
Creation Date: 08/30/2019 17:40:43 CDT
Modification Date: -
Language: English
Record number: 9781938168284 and others
MMS ID: 17843607-01carli_network
991018526639705816
- 2** [Astronomy today / Eric Chaisson, Steve McMillan ; with contributions by Emily Rice.](#)
Book (Book - Physical) text; unmediated; volume By Chaisson, Eric, (NY, NY : Pearson, [2018])
Subject: Astronomy--Textbooks. Astronomy. Textbooks.
Edition: 9 e.
Creation Date: 08/29/2019 19:38:22 CDT
Modification Date: -
Language: English
Record number: 9780134450278 and others
MMS ID: 17898016-01carli_network
991020976019705816

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

This is a close-up of the first item record from the previous screenshot. The "Resource sharing request" button in the upper right corner is highlighted with an orange box. The record details are:

- 1** [Astronomy / senior contributing authors: Andrew Fraknoi, Foothill College, David Morrison, National Aeronautics and Space Administration, Sidney C. Wolff, National Optical Astronomy Observatory \(Emeritus\).](#)
Book (Book - Physical) text; unmediated; volume By Fraknoi, Andrew, (Houston, Texas : OpenStax, [2017])
Subject: Astronomy--Textbooks. Textbooks.
Creation Date: 08/30/2019 17:40:43 CDT
Modification Date: -
Language: English
Record number: 9781938168284 and others
MMS ID: 17843607-01carli_network
991018526639705816

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

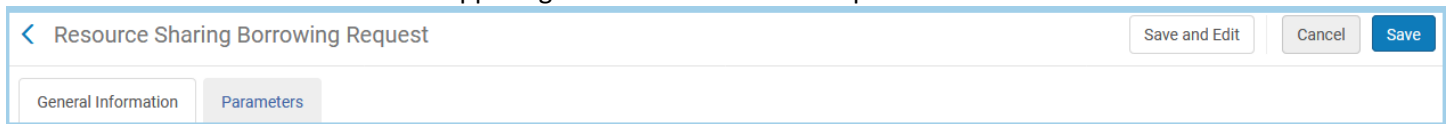
Requested Format Physical

Allow Other Format

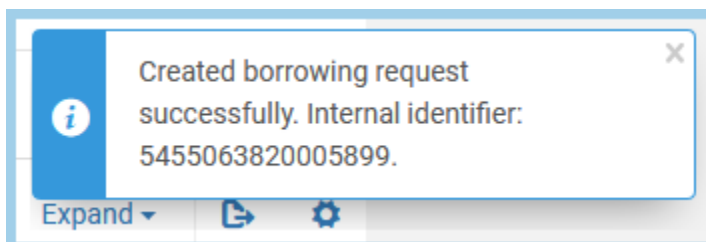
Language

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

THIS IS AN ALMA TEST

Process it in Alma, NOT in Voyager.