Loan Items to I-Share Patrons

I-Share patrons from other institutions may request to pick up books at any campus library, and may also browse and check out items. The process to loan items out to an I-Share patron involves a few extra steps.

1. In the Manage Patron Services screen, check the box beside “Find user in other institution”.

2. This will bring up a drop-down menu where you can choose the patron’s home institution.

3. Scan in the patron’s ID or type in the Barcode/Library number from their ID. Then click “Find User”.

4. If the patron already has an I-Share record, it will open to the Loans tab and you can proceed as you would a local patron.
   
   Note: An I-Share patron would already have a record at our institution if they had previously requested material to be picked up at UIUC.
5. If they do not have an I-Share record, the Quick User Management screen will open, and the fields will be filled with information pulled from the patron’s record at their home institution. Make sure all required fields (marked with a red asterisk) are filled out and click “Update User”.

6. If any required fields are empty, you will get an error message. If that happens, ask the patron for that information, enter it into the required fields, and click “Update User” again.
7. Once that’s completed, it will open to the “Loans” tab and you will be able to proceed with the transaction as you would a local patron.