

Requesting Books from I-Share

Navigation

Step 1: Access the Benner Library website at library.olivet.edu

Step 2: Click on the Books & Media tab.

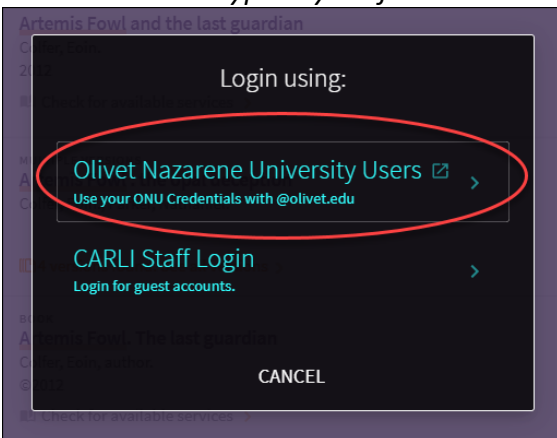
Step 3: Select Illinois Catalog (I-Share).



Requesting Items

Step 1: Select Olivet Nazarene University Users and login using your Olivet credentials.

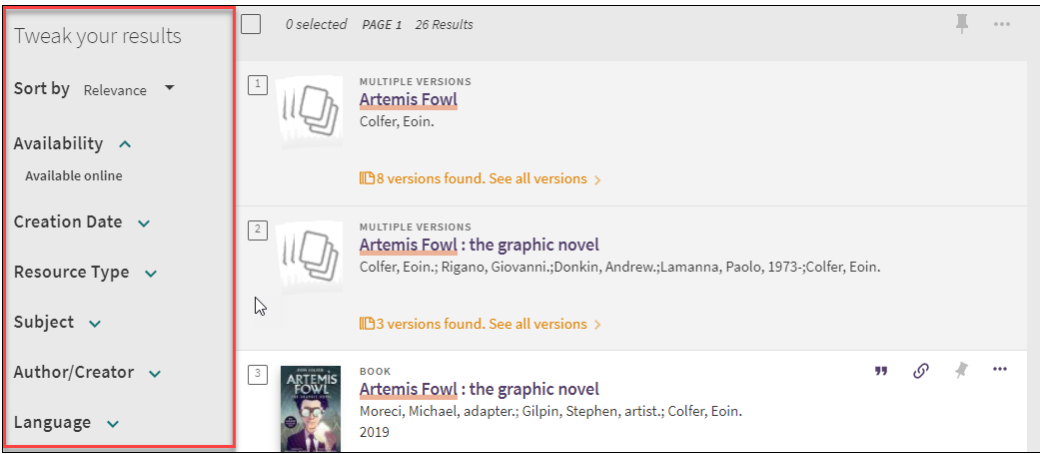
Note: Be sure to type in your full email address including the @olivet.edu when logging on.



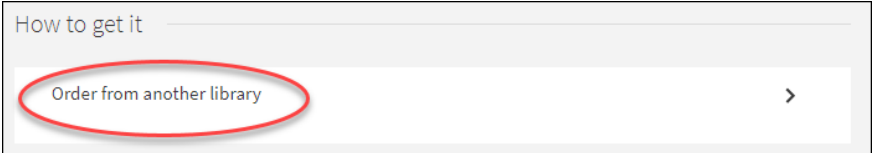
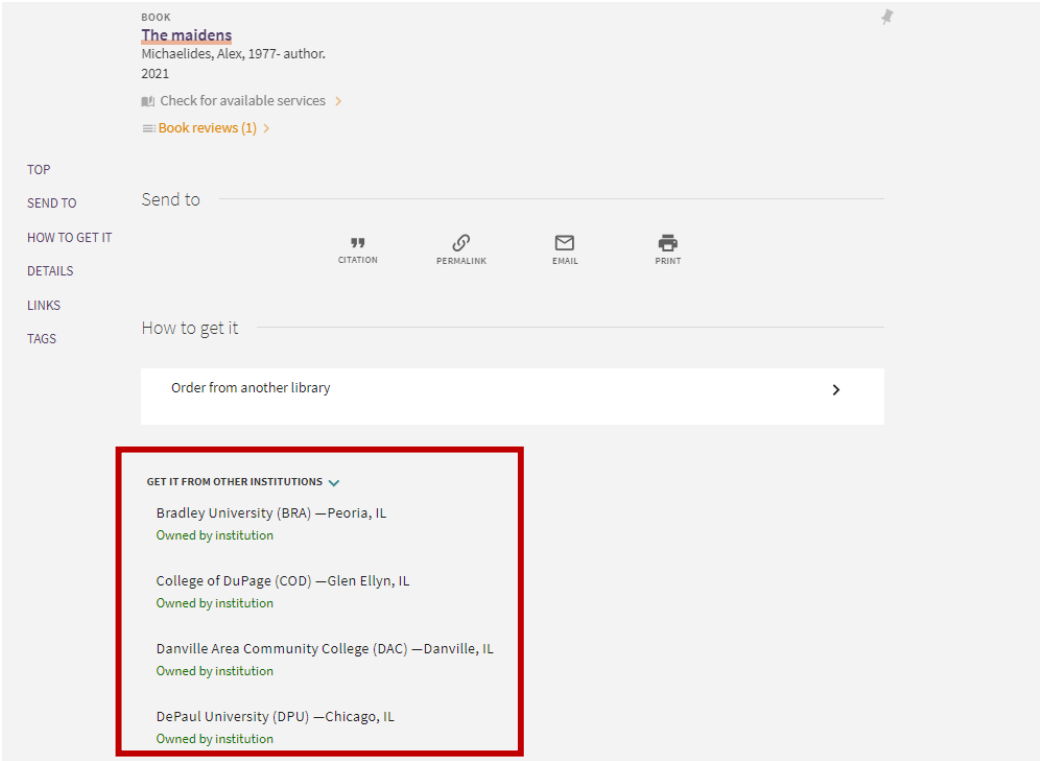
Step 2: Type a title, author name, or keyword to describe the item you want to find.

Note: If you can't find the item you're looking for, try using quotation marks around the title.

Step 3: Use the Tweak your results section located on the left side of the screen in order to narrow your search results.



Step 3: Click the title of the desired book. If more than one library owns the book, there will be a list.



Step 6: Click Order from another library. There will be a green message that says "Item Available for Request" if the item can be ordered. If it says "No Item Available for Request" in grey, the item cannot be requested at this time.

I-Share

No Item Available for Request

title
★ The maidens /

I-Share

Item Available for Request

title
★ The maidens /

Step 7: Scroll down to view the citation details for the desired book. Click SEND REQUEST to send the item to the Benner Library as the preferred pickup location.

Note: Pickup by mail is only available to online students.

Publication year	©2012.
Volume	
Preferred Pickup Institution	★ Olivet Nazarene University (ONU) —Bourbonnais, IL
Preferred Local Pickup Location	Benner Library
Comment	
<input type="button" value="RESET FORM"/>	
<input type="button" value="SEND REQUEST"/>	

The system will confirm your order with a green box:

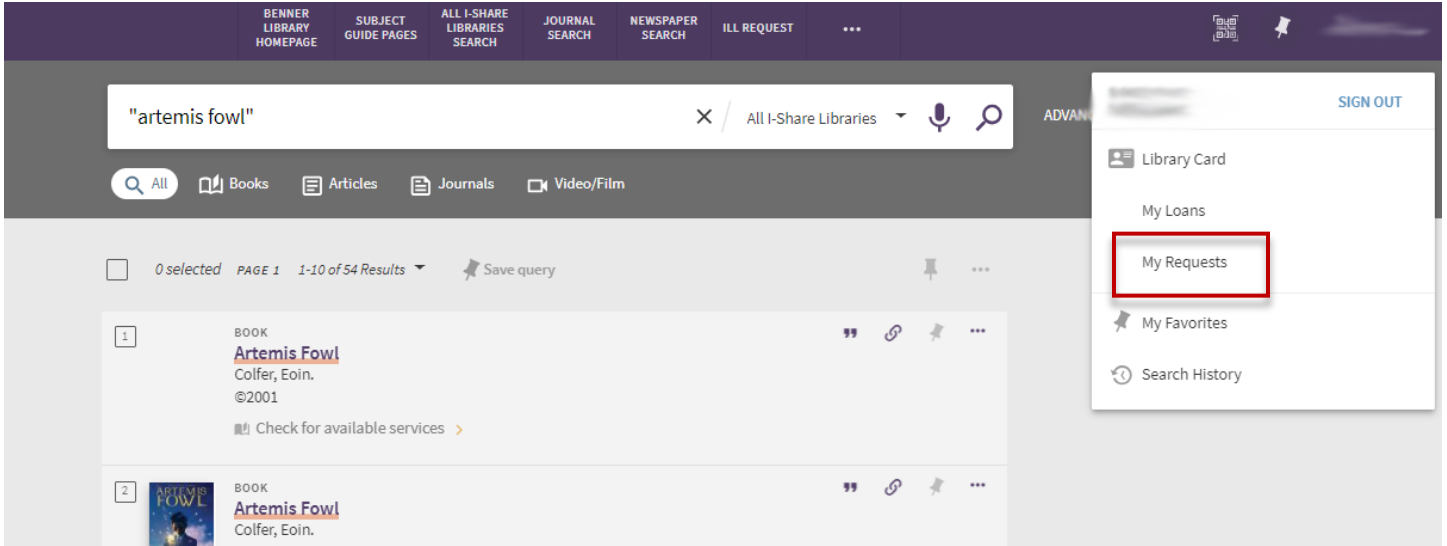
Your request was successfully placed

Step 8: Make sure to monitor your e-mail for any updates about your loan.

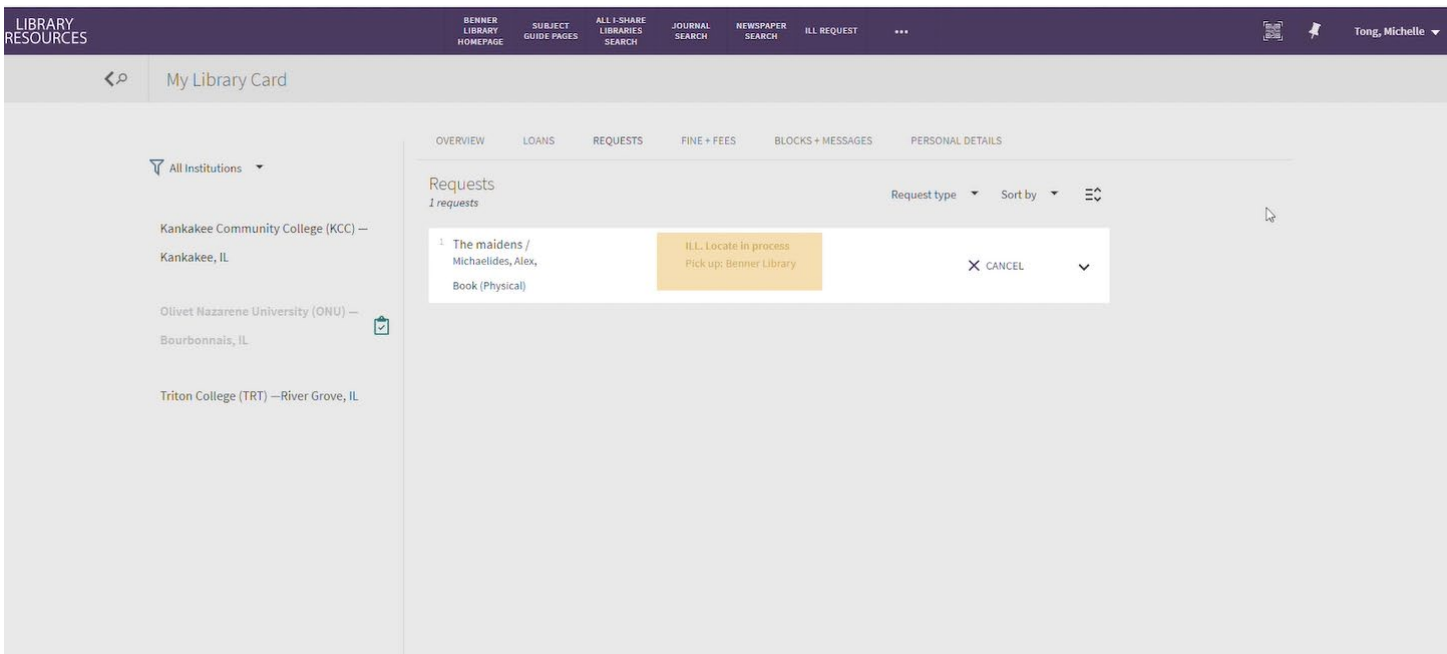
If your item request has been cancelled, or have any questions regarding your request, contact ill@olivet.edu for more information.

Tracking Your Requests

Step 1: Click on your name in the top toolbar and then My Requests.



The highlight status of your request will change as the items moves through our fulfillment process.



Step 2: When the item is ready to be picked up, you will receive an e-mail message. Check your clutter folder and ONU e-mail inbox.

Step 3: Bring your Tiger Card/ONU ID to the Circulation Desk on Benner Library's Second Floor to pick up the items.