Requesting Books from I-Share

Navigation

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

	воок <mark>The maidens</mark> Michaelides, Alex, 1977- author.						*
	2021						
	Check for available services Book reviews (1)	2					
	L. DOOK TEVIEWS (1)						
TOP							
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HOW TO GET IT		99	5		ē		
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	GET IT FROM OTHER INSTITUTIONS	~					
	Bradley University (BRA) —	Peoria, IL					
	owned by institution						
	College of DuPage (COD) —	Glen Ellyn, IL					
	Owned by institution						
	Danville Area Community C	College (DAC)	—Danville, IL				
	Owned by institution						
	DePaul University (DPU) —	Chicago, IL					
L	Owned by institution	-					
How to get	it						
Order fro	m another library					>	

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.

	No Item Available for Request 💫
	* The maidens /
-Share	
	Item Available for Request
	ntie

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

The system will confirm your order with a green box:



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 <u>ill@olivet.edu</u> 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.

KP My Library Card	
✓ Alt Institutions Kankakee Community College (KCC)- Kankakee, IL Otters Hazarne University (ONU)- Bourbonnais, IL Triton College (TRT) - Hiver Grove, IL	

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.