

Requesting Materials from other I-Share Libraries through the I-Share Catalog

I-Share defaults to search only the USF Library. To see other academic and research libraries' holdings, click "I-Share Catalog" (dark green bar at the top of the screen), then begin searching.

You may place requests for most non-reference books retrieved from the "**I-Share Libraries**" database at no charge. The requested item will be delivered to the pick up location of your choice (any I-Share library). Please note that USF students may not place requests for items owned by USF.

A request can **only** be made from a **single** title's "Full", "Brief, or "Staff" view. **There is currently no way to place a request for a list of multiple titles.**

You must log in with your library affiliation, library borrower ID and last name to place a request (more information below).

Steps to placing a request

1. Search for a title or for books on a topic in the I-Share Catalog.
2. Click on the title to display the full record.
3. Click the "**Request**" button beneath the I-Share banner at the top of the screen.
4. Complete patron login.
 - Select your library affiliation / home library (U St Francis) from the drop down menu
 - Enter your library borrower ID (the barcode on your USF ID card...the number starts with 20...).
 - Enter your last name.
 - Click the "**Login**" button.
5. Click the drop down menu and select "Request first available copy". Click "OK" or "Proceed".
6. Re-enter your library borrower ID.
7. Select the institution at which you wish to pick up the item when it is available.
 - If your pick-up library has more than one possible "pick-up desk", select the service point at which you wish to pick up the item.
8. Click the "Submit request" button to submit your request.
9. The screen will indicate successful request submission. Once you have placed a request, you may check on its status by accessing your patron information from the "MyAccount" button (login as above).
10. A Library staff member will call or email you to let you know when your item is available to be picked up.