I-Share Interlibrary Loan Requesting

- To request books and other materials from other I-Share libraries, go to the Law Library home page at http://law.niu.edu/law/library/index.shtml. Under the column "Online Catalogs" click I-Share Catalog.

- Search for your item in the I-Share catalog. Multiple results may display. If they do, click on the specific version of the item you want to request.

- Scroll down through the Location & Availability information for the item to make sure at least one copy is available, then click either the Request 1st Available tab to have the system select a copy for you, OR click Request this item to order a copy from a specific library.

- You'll be prompted to log in.
  - If you have not created a login and password before, click Create New Account and fill in the requested information. The "Borrower ID/barcode number" is the number on your NIU OneCard.
• After logging in or creating a new account, you'll be returned to the screen displaying the availability of your title.

• Click Request 1st available OR Request this item again. You'll be prompted for pick-up information. Select Northern Illinois University as the library and LAW LIBRARY CIRCULATION as the location, then click Request.

• You'll receive the confirmation message, Request submitted. Check your account to track your requests.

• To track your requests, renew items, and perform other functions on your account, click Your Account in the upper right hand corner to display a menu of choices.

• When finished using I-Share, click Log Out in the upper right hand corner.

If you have questions about or problems with placing requests in I-Share, please ask at the Law Library Reference Desk or contact Sharon Nelson at slnelson@niu.edu / 815-753-2021.