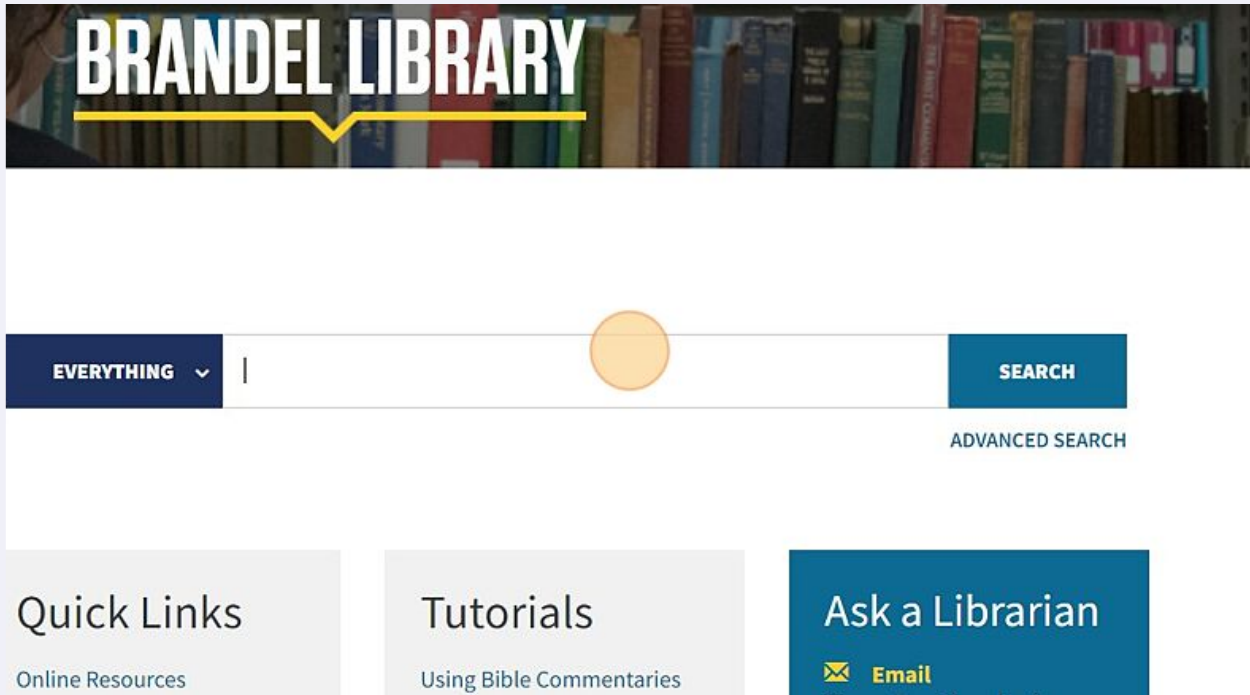


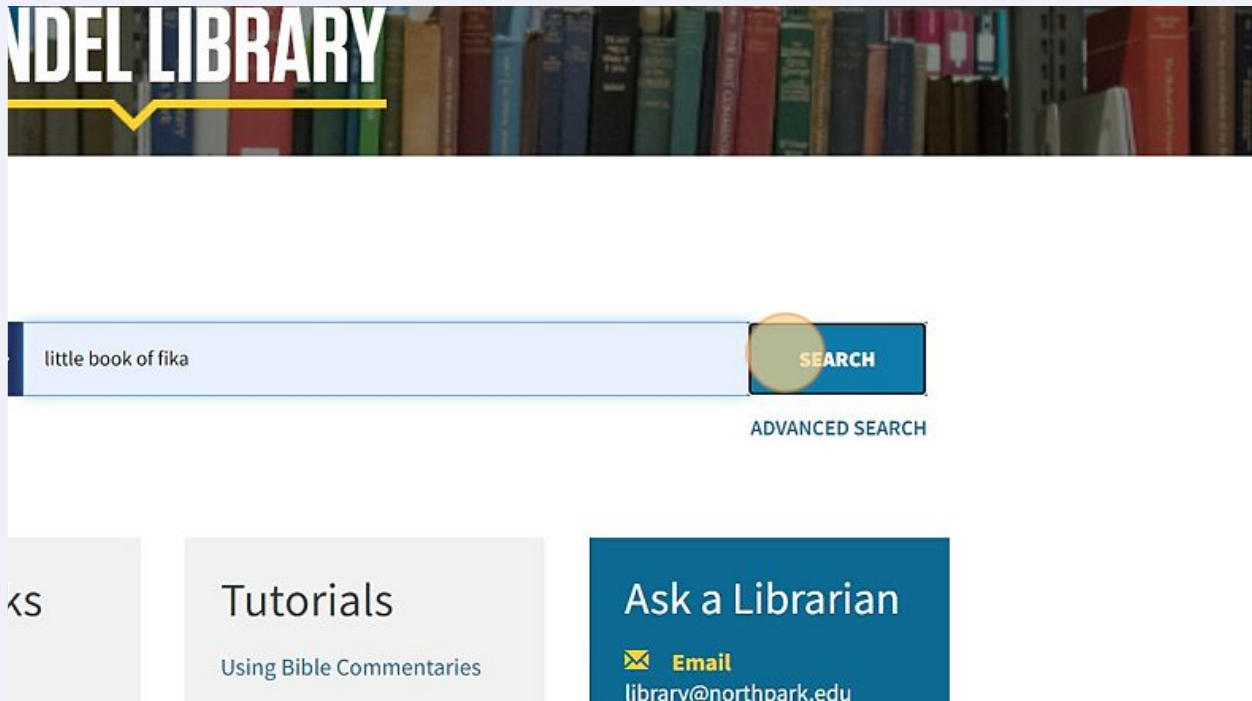
How to Request a Book through I-Share

1 Navigate to library.northpark.edu

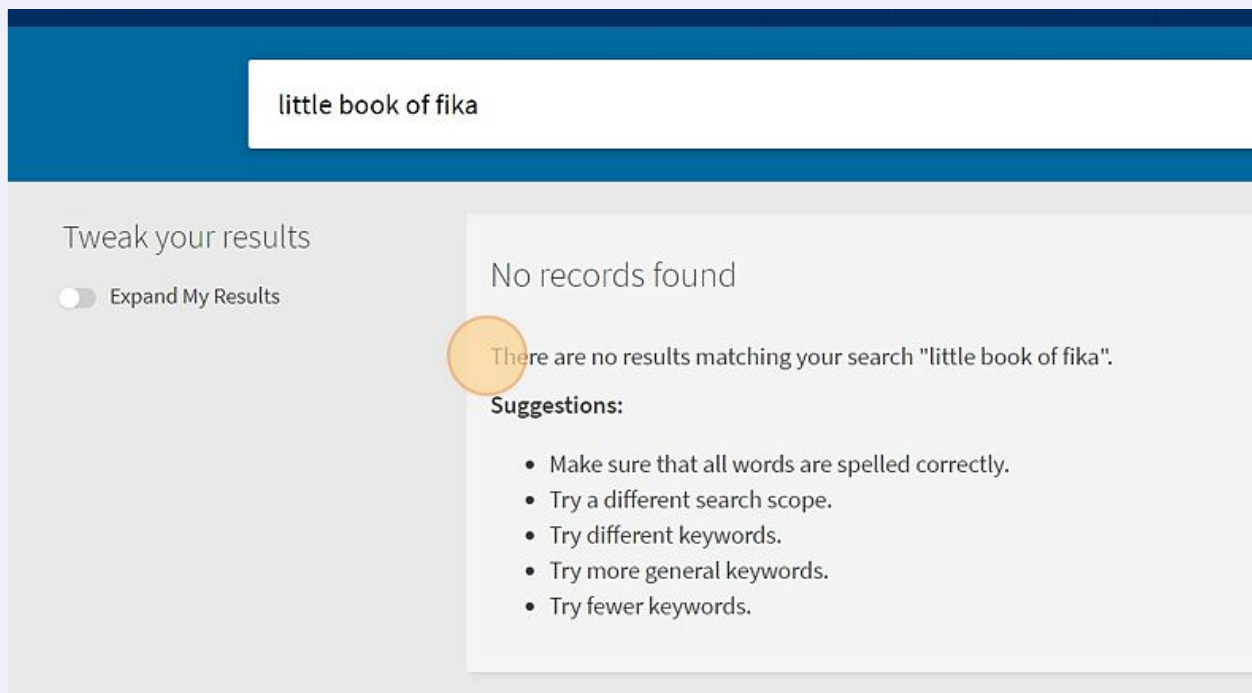
2 First you should check if the book you want is already held by Brandel.



3 Search for the book in our catalog.

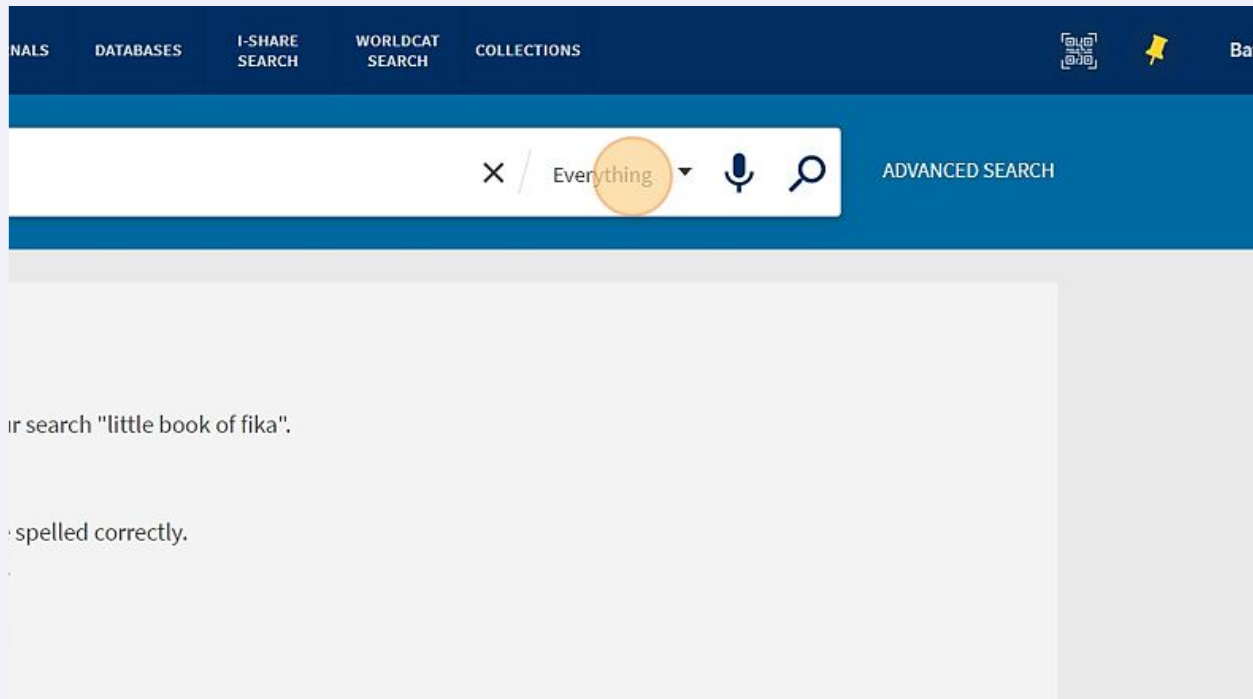


4 If the book you want is not held, or if Brandel's copy is unavailable, you may try requesting it through I-Share.



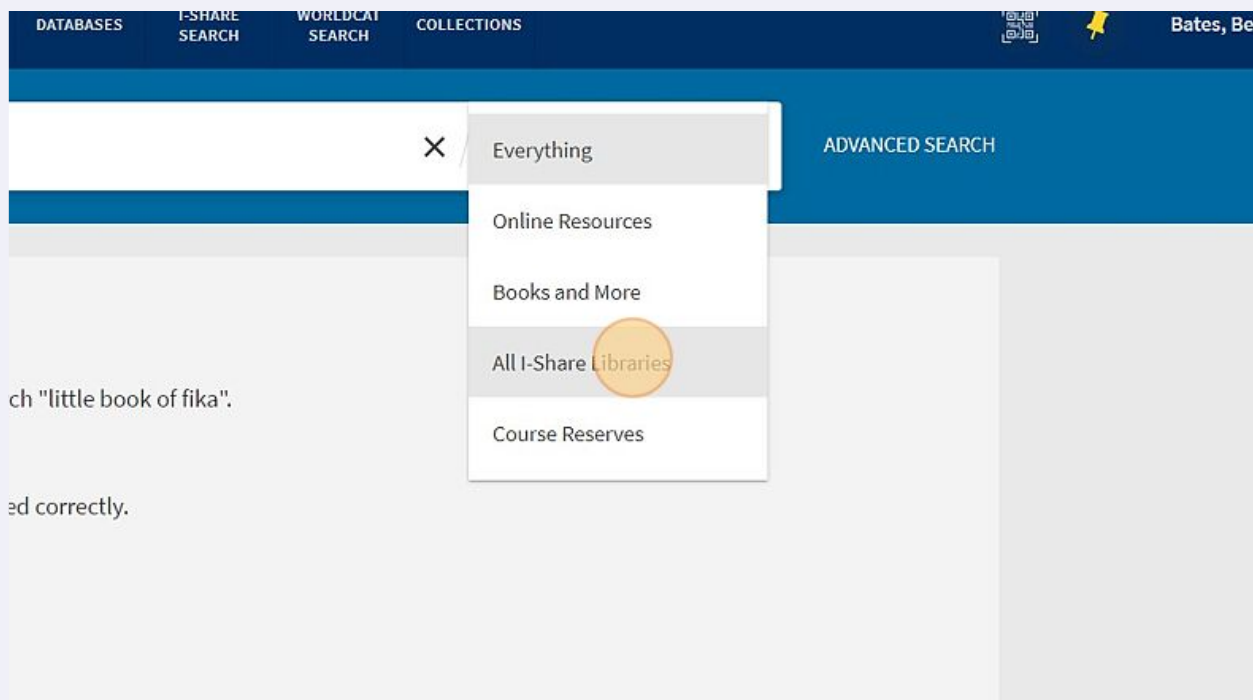
5

Alter your catalog search by opening the drop down menu to the right of the search bar.



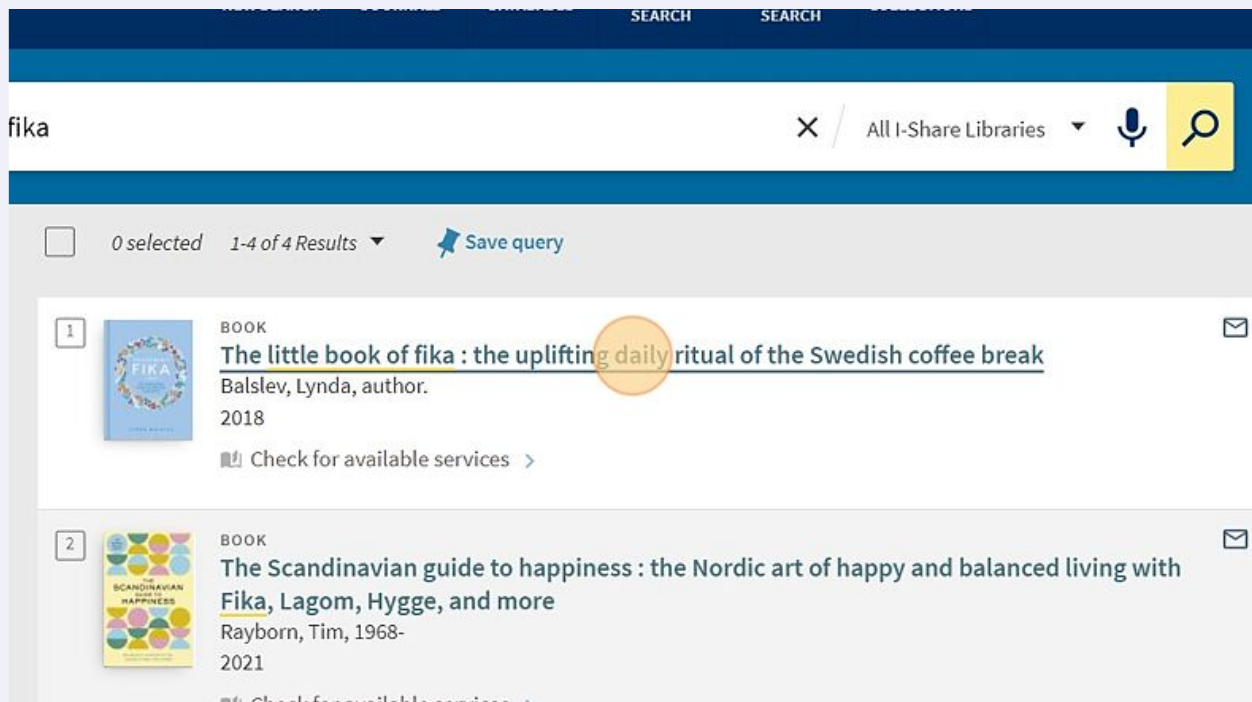
6

Select "All I-Share Libraries" from the menu and search again.



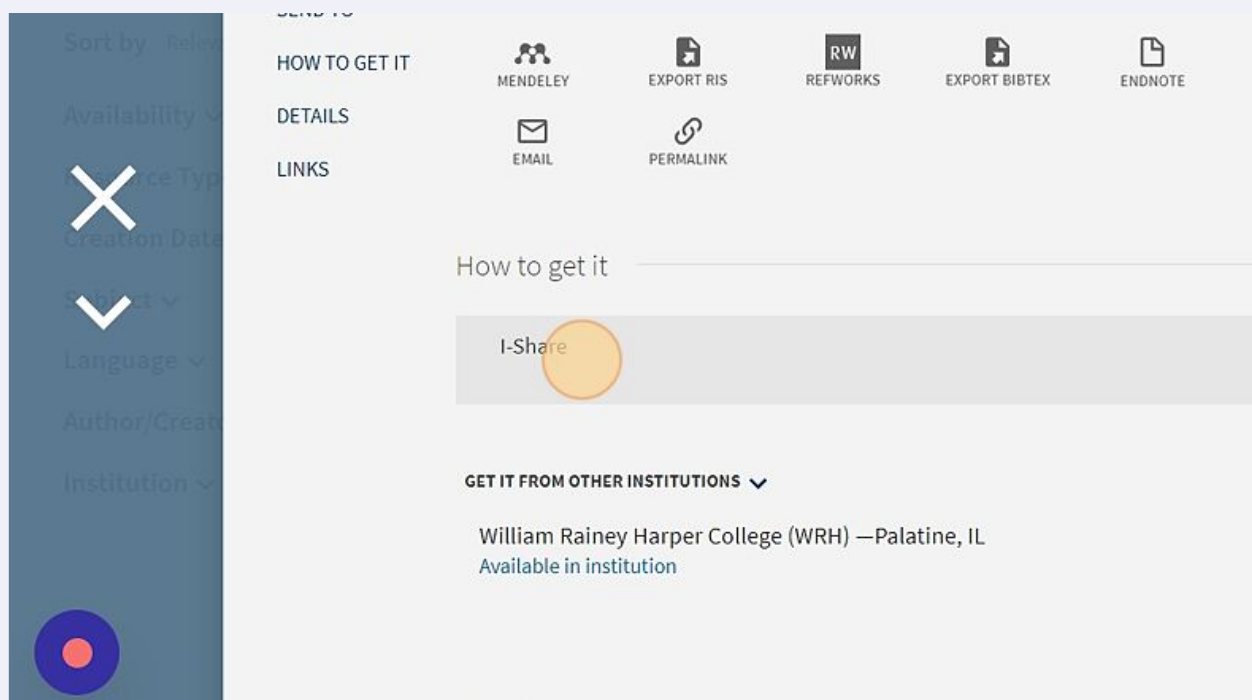
7

If the book you want is available through I-share, you will see it in the search results. Click the record for the item you want.



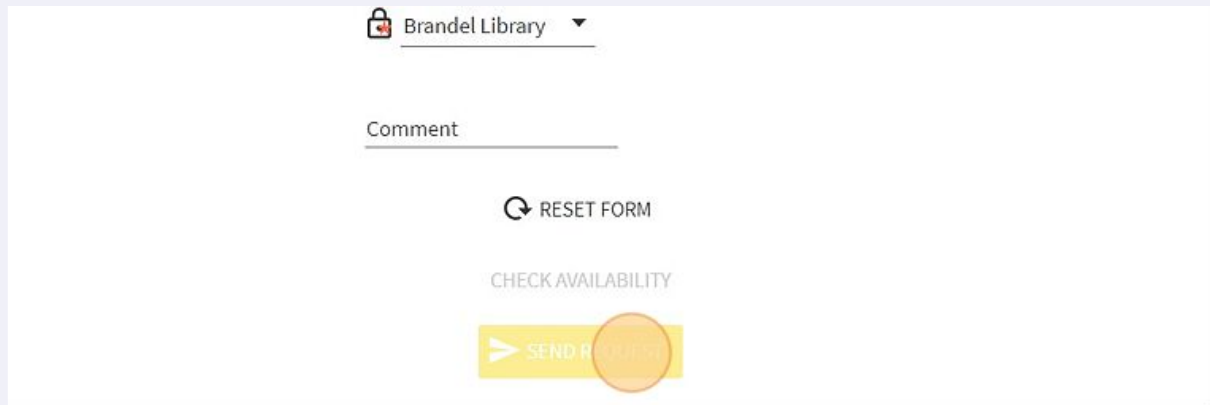
8

Scroll down to the "How to get it" section. If you have not logged in, you will be asked to do so now. Otherwise, the "I-Share" option should appear. Click it to make your request.



9

A form will auto populate with all the relevant information for your request. Simply scroll down and click "SEND REQUEST." You will receive an email when your book is ready for pickup at Brandel library.



The screenshot shows a web form for a library request. At the top, there is a dropdown menu labeled "Brandel Library" with a small icon to its left. Below this is a text input field labeled "Comment". Underneath the input field are three buttons: a "RESET FORM" button with a circular arrow icon, a "CHECK AVAILABILITY" button, and a prominent yellow "SEND REQUEST" button with a right-pointing arrow icon.

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available in institution