How to request a book from another I-Share library

For several years Jacobs Library has had available to our patrons two versions of our online catalog: Classic and VuFind. Patrons are able to use either catalog to search for books available in Jacobs Library. Only the VuFind version can be used to search the I-Share catalog, which contains the holdings of all of the 76 libraries that are part of our CARLI consortium. It is in the I-Share catalog that patrons place requests for items they wish to borrow from other libraries in our consortium.

If you are using the Classic version of the catalog at IVCC, when you click on the I-Share button, you will be re-directed to the VuFind version of the I-Share catalog.

How to interlibrary loan books through VuFind:

To place an interlibrary loan request in VuFind, you will need to create an account. When the VuFind screen opens, click the Login tab at the top right of the screen. You may need to scroll over depending on the resolution setting on your computer.

From the login screen, click the “Create new account” link.
Provide the information requested. You may choose any Username and password you wish. (Perhaps you have a default username and password you always use and won’t forget.)

The section under “Library Catalog Profile” will link your information to your IVCC library account. Once you fill in your Borrower ID number (this is the 14 digit number on your ID and begins with 24611…), your Last Name, and choose Illinois Valley Community College as the “I-Share Library with which you are affiliated”, you will no longer need to pull out your IVCC ID to provide this information every time you request a book.

Once you login you will also be able to check your account, renew books, maintain a list of favorites you might want to read, etc.

To interlibrary loan a book, search for the book and click on the title. Under the Location tab you will see a list of the libraries that own the book. You may choose one of these libraries or click the “Request 1st Available” tab.

If you choose to request from a specific library, click the “Display location and availability information” link. The library’s information will expand and you will be able to tell if the item is available. Click the “Request this item” link.
Since you have already logged in, you will only need to verify your Pick-up Library, choose a Pick-up Location of either IVCC-Main Campus or IVCC-Ottawa Center, and click the Request button. If you have not logged in, you will be prompted to do so.

If you do not plan on placing an interlibrary loan request, you are able to search the I-Share VuFind catalog without logging in to your account.

If you have any questions, please call the library at 815-224-0306.