

# Interlibrary Loans in PrairieCat using a SHARE-Illinois library account

A SHARE-Illinois library account gives PrairieCat members access to the SHARE-Illinois project; a cooperative project among a number of northern Illinois library automated library consortia, to facilitate staff initiated interlibrary loans. It is intended to give staff at libraries that are members of a SHARE-Illinois library more streamlined access to materials within the entire SHARE- Illinois system catalogs.

## Contact Information

If you need assistance with PrairieCat and SHARE-Illinois related information visit the SHARE-Illinois website at <http://www.shareillinois.info/> .

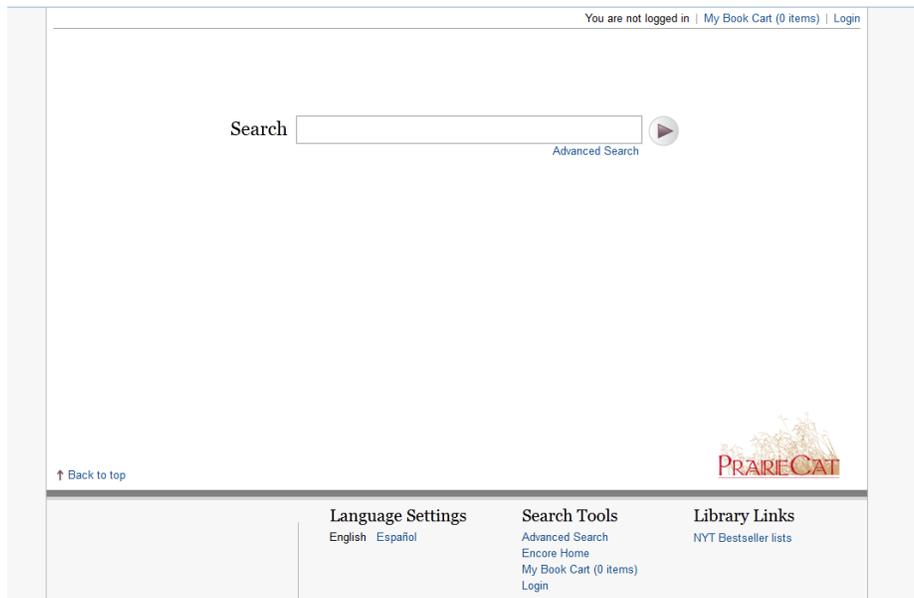
## About PRAIRIECAT

PrairieCat is the shared integrated library system for 140+ libraries across northern Illinois. PrairieCat members include public, school, special and academic libraries, all using the latest Innovative Interfaces software. For more information about PrairieCat, visit <http://support.prairiecat.info>.

## Accessing PrairieCat SHARE-ILLINOIS

SHARE-Illinois access into PrairieCat is designed for use by library staff. You must log into a SHARE-Illinois patron account when accessing the web catalog.

Go to <http://search.prairiecat.info> to log in. You may also log in from the SHARE-Illinois website at <http://www.shareillinois.info>.



Enter your library's SHARE-Illinois barcode and PIN. Your default PIN is the last four digits of this library barcode.



Sorry, the information you submitted was invalid. Please try again.

**Enter Your Library Card Number or Alternate ID**

Library Card Number  
2005000034026

OR Alternate ID

**Enter your PIN**

PIN  
●●●●

[Forget Your PIN?](#) | [Home](#)

After you log in, you will be taken to PrairieCat basic search page for all libraries.

Welcome, KAPLAN UNIVERSITY, KAPG-6 | [My Book Cart \(0 items\)](#) | [My Account](#) | [Logout](#)

Search   [Advanced Search](#)

[↑ Back to top](#)



<b>Language Settings</b> <a href="#">English</a> <a href="#">Español</a>	<b>Search Tools</b> <a href="#">Advanced Search</a> <a href="#">Encore Home</a> <a href="#">My Book Cart (0 items)</a> <a href="#">My Account</a> <a href="#">Logout</a>	<b>Library Links</b> <a href="#">NYT Bestseller lists</a>
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## Searching

Search for the item you need. The default search is a keyword search.

Welcome, KAPLAN UNIVERSITY, KAPG-6 | My Book Cart (0 items) | My Account | Logout

Search  [Advanced Search](#)

[↑ Back to top](#)

**PRAIRIECAT**

**Language Settings**  
English Español

**Search Tools**  
[Advanced Search](#)  
[Encore Home](#)  
[My Book Cart \(0 items\)](#)  
[My Account](#)  
[Logout](#)

**Library Links**  
[NYT Bestseller lists](#)

An Advanced Search allows for a more detailed or combined keyword search. You can also limit by format, language, etc, pre-search.

Welcome, KAPLAN UNIVERSITY, KAPG-6 | My Book Cart (0 items) | My Account | Logout

**Advanced Search** [Basic Search](#)

Author:

AND Subject:  X

Add boolean: [AND](#) [OR](#) [NOT](#)

Format:  + Language:  +

Libraries:  + Year:  to

Location:  +

[Search](#) [Reset search](#)

[↑ Back to top](#)

**PRAIRIECAT**

**Recent Searches**  
[t:\(sandburg\) d:\(lincoln\)](#)

**Language Settings**  
English Español

**Search Tools**  
[Advanced Search](#)  
[Encore Home](#)  
[My Book Cart \(0 items\)](#)  
[My Account](#)  
[Logout](#)

**Library Links**  
[NYT Bestseller lists](#)

After doing a search, you will see a brief record list of matches:

Welcome, KAPLAN UNIVERSITY, KAPG-6 | My Book Cart (0 items) | My Account | Logout

Search  Advanced Search

Results 1 - 25 of 48 for a:(sandburg) d:(lincoln)

Sorted by Relevance | Title | Date 1 2 next

- Availability**  
At the library (23)
- Format**  
BOOK (47)  
MUSIC VINYL (1)
- Libraries**  
Walnut Public Library (4)  
Juvenile (5)  
Academic Libraries (5)  
Byron Area Libraries (15)  
Colona Area Public Libraries (7)  
more >
- Publish Date**  
2011 (1)  
2007 (1)  
1995 (1)  
1993 (1)  
1984 (1)  
more >
- Language**  
English (48)
- Tag**  
abraham lincoln  
presidents  
united states  
hommes état  
mary todd lincoln  
more >
- Setting**

**Abraham Lincoln : the war years** / by Carl Sandburg ; with 414 half-tones of photographs and 249 cuts of cartoons, letters, documents  
Sandburg, Carl, 1878-1967.  
New York : Harcourt, Brace & company, [c1939]  
Abraham Lincoln: the war years.  
+ Show Volumes  
✓ Request it

**Abraham Lincoln : the war years** / by Carl Sandburg. With 414 half-tones of photographs and 249 cuts of cartoons, letters, documents  
Sandburg, Carl, 1878-1967.  
New York : Harcourt, Brace & Co., [c1939]  
Abraham Lincoln: the war years  
+ Show Volumes  
✓ Request it

**Abraham Lincoln, the prairie years** / by Carl Sandburg, with 105 illustrations from photographs, and many cartoons, sketches, maps, and letters  
Sandburg, Carl, 1878-1967.  
New York, Harcourt, Brace & company [c1926]  
+ Show Volumes  
✓ Request it Add to cart

**Abraham Lincoln; the prairie years and the war years**  
Sandburg, Carl, 1878-1967.  
New York, Harcourt, Brace [1954]  
One-volume ed.

You can refine your search from the brief record results page using the facets on the left hand side of the page. You can choose to limit by: Availability, Format, Libraries, Publish Date, Language, Tag or Setting.

You can also sort your search results from this screen by clicking on the Sorted by and choosing Title or Date. The Date sorting is by the date the bibliographic record was added to PrairieCat.

You can click on the + sign by items or volumes to see availability of a title.

**Abraham Lincoln, the prairie years and the war years** / Carl Sandburg  
Sandburg, Carl, 1878-1967.  
New York : Harcourt, 1967, c1929.  
Abridged ed.  
+ Items (8 items available)

Location	Call No.	Status
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V2)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V1) (C.2)(PBK)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V2) (C.2)(PBK)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V1)	AVAILABLE
Putnam County Public Library - McNabb Stacks	B LINCOLN, A.(3V)	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE

✓ Request it Add to cart

**Abraham Lincoln : the prairie years and the war years** / Carl Sandburg  
Sandburg, Carl, 1878-1967.  
New York : Harcourt, Brace, c1954.  
One-volume ed.  
+ Items (11 items available)  
✓ Request it

Or, from the brief record list you can find the record that you want, and click on the blue title to find out more information. This will take you into the full record display for the title:

Welcome, KAPLAN UNIVERSITY, KAPG-6 | My Book Cart (0 items) | My Account | Logout

Search  [Advanced Search](#)

[Back to results](#)

[Request it](#) [Add to cart](#) [Add a Tag](#) [Add a Review](#) [Add a Comment](#)

**Abraham Lincoln, the prairie years and the war years / Carl Sandburg**

BOOK  
Sandburg, Carl, 1878-1967.  
New York : Harcourt, 1967, c1929.  
☆☆☆☆

Location	Call No.	Status
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V2)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V1)(C.2)(PBK)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V2)(C.2)(PBK)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V1)	AVAILABLE
Putnam County Public Library - McNabb Stacks	B LINCOLN, A.(3V)	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE

**Details**

Edition **Abridged ed.**

Description **3 v.**

Subject **Lincoln, Abraham, 1809-1865.  
Presidents -- United States -- Biography.  
United States -- History -- Civil War, 1861-1865**

**Community Reviews**  
[Add a Review](#)

**Community Tags**  
Add a Tag  [Submit](#)

**Search Results**

Previous result:  
Abe Lincoln grows up / by Carl Sandburg; with illustrations ...

Next result:  
Abraham Lincoln : the prairie years and the war years / ...

**Popular Choices:**

Abraham Lincoln : the war years / by Carl Sandburg ; with ...

Abraham Lincoln : the war years / by Carl Sandburg. With ...

Abraham Lincoln, the prairie years, by Carl Sandburg.

## Placing a Hold

Once you find the title you want, place a hold request by clicking on "Request It" on either the brief record screen or the full record screen. (If you are not already logged in, you will be asked to do so.)

BOOK  
1970

**Abraham Lincoln; the prairie years and the war years**  
Sandburg, Carl, 1878-1967.  
Pleasantville, N.Y., Reader's Digest Association [1970]  
Abraham Lincoln  
Illustrated ed.  
 Items (4 items available)

Location	Call No.	Status
Graves-Hume Public Library Adult Biography	B LIN	AVAILABLE
Ella Johnson Memorial Public Library Stacks	921 LIN	AVAILABLE
Ella Johnson Memorial Public Library Stacks	921 LIN c.2	AVAILABLE
Ella Johnson Memorial Public Library Stacks	921 LIN c.3	AVAILABLE

[Request it](#) [Add to cart](#)

[Back to results](#)

[Request it](#) [Add to cart](#) [Add a Tag](#) [Add a Review](#) [Add a Comment](#)

**Abraham Lincoln, the prairie years and the war years / Carl Sandburg**

BOOK  
Sandburg, Carl, 1878-1967.  
New York : Harcourt, 1967, c1929.  
☆☆☆☆

Location	Call No.	Status
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V2)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V1)(C.2)(PBK)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V2)(C.2)(PBK)	AVAILABLE
Putnam County Public Library - Headquarters Stacks	B LINCOLN, A.(V1)	AVAILABLE
Putnam County Public Library - McNabb Stacks	B LINCOLN, A.(3V)	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE
Somonauk Public Library Adult Biography	B LIN	AVAILABLE

**Search Results**

Previous result:  
Abe Lincoln grows up / by Carl Sandburg; with illustrations ...

Next result:  
Abraham Lincoln : the prairie years and the war years / ...

**Popular Choices:**

Abraham Lincoln : the

You will see a **Request it** confirmation screen:

Request it [X]

Abraham Lincoln; the prairie years and the war years.

I would like to pick up this title from:  
SHARE libraries

I have a deadline for this material.

Submit

The default pickup location is SHARE libraries. Please don't change this pickup location.

If you have a deadline for this material, you can add that date in this dialog box:

Request it [X]

Abraham Lincoln; the prairie years and the war years.

I would like to pick up this title from:  
SHARE libraries

I have a deadline for this material.

I do not need this title after:  
October 15 2012

Submit

To finish placing your request, you must click on the "Submit" button.

When your request has been placed successfully, you'll see a confirmation screen.

[X]

Your request for Abraham Lincoln; the prairie years and the war years. was successful. When it's ready you will be able to pick up this material at SHARE libraries.

### Requesting Multi-part Titles

PrairieCat only allows you to place title-level requests. Some titles have more than one part (volumes in multivolume sets, issues of periodical titles, etc.). When you request a hold on a multi-part title, the hold dialog box will ask you to identify which volume (or volumes) you want to request:

Request it [X]

Abraham Lincoln : the war years / by Carl Sandburg.

Select Volume

VOLUME 1

VOLUME 2

VOLUME 3

VOLUME 4

I would like to pick up this title from:  
SHARE libraries

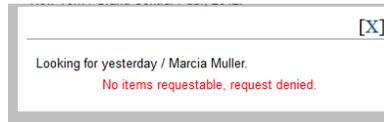
I have a deadline for this material.

Submit

OPAC users are only permitted to place one hold on a title. If you need additional copies for class discussion, book club readings etc., please contact a RAILS/PrairieCat staff member to place multiple holds per title for you.

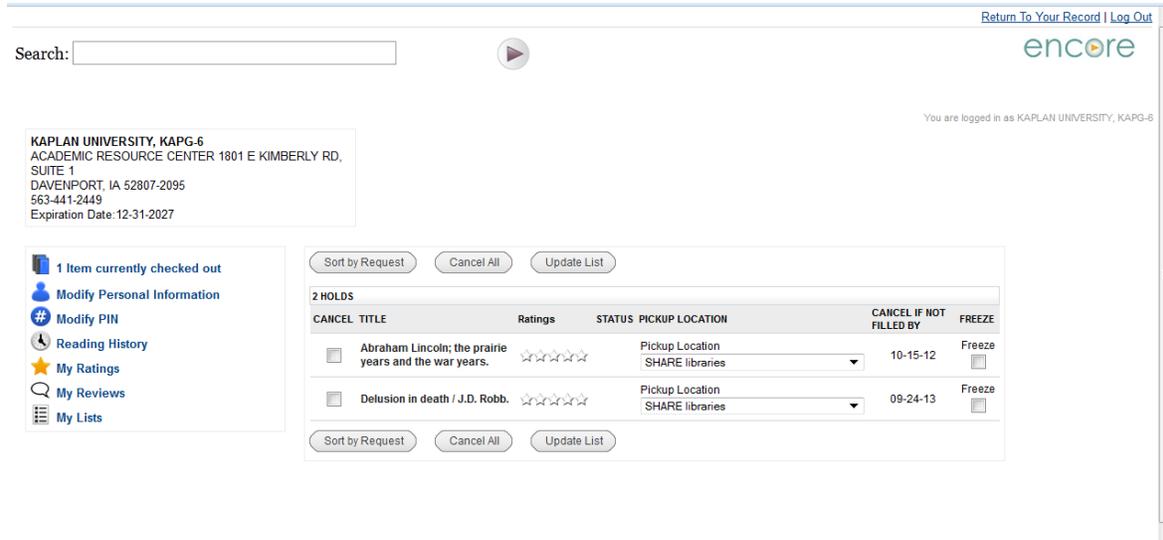
## No Items Requestable

In some cases, library policies do not permit interlibrary loans or holds on particular titles. In those cases, you will see an error screen after you click on **Submit**.



## Viewing Your Library Account

To see your library's account, click on the words "My Account" at the home page or any time during a search process. If you haven't already logged in, you'll be asked to do so. You will need your barcode and PIN. You'll then see an overview of your account.



Search:  

Return To Your Record | Log Out 

You are logged in as KAPLAN UNIVERSITY, KAPG-6

KAPLAN UNIVERSITY, KAPG-6  
ACADEMIC RESOURCE CENTER 1801 E KIMBERLY RD,  
SUITE 1  
DAVENPORT, IA 52807-2095  
563-441-2449  
Expiration Date: 12-31-2027

1 Item currently checked out  
Modify Personal Information  
Modify PIN  
Reading History  
My Ratings  
My Reviews  
My Lists

Sort by Request Cancel All Update List

2 HOLDS

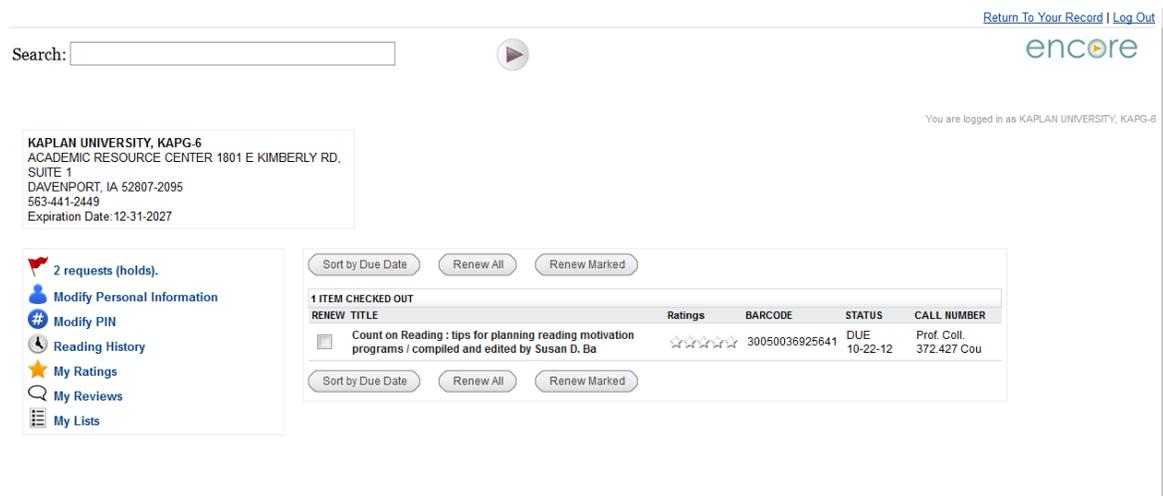
CANCEL	TITLE	Ratings	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
<input type="checkbox"/>	Abraham Lincoln; the prairie years and the war years.	☆☆☆☆☆		Pickup Location SHARE libraries	10-15-12	Freeze <input type="checkbox"/>
<input type="checkbox"/>	Delusion in death / J.D. Robb.	☆☆☆☆☆		Pickup Location SHARE libraries	09-24-13	Freeze <input type="checkbox"/>

Sort by Request Cancel All Update List

From your account you can check due dates, view & renew materials, cancel holds, & update info in your account

## Renewing an Item

To renew an item, log into your library account, then click on **X item(s) currently checked out** to see items that your library has checked out. Put a check mark next to the item(s) that you want to renew. Then click on **Renew Marked**. Your item will not renew if the renew limit has been reached or there are additional holds on the item.



Search:  

Return To Your Record | Log Out 

You are logged in as KAPLAN UNIVERSITY, KAPG-6

KAPLAN UNIVERSITY, KAPG-6  
ACADEMIC RESOURCE CENTER 1801 E KIMBERLY RD,  
SUITE 1  
DAVENPORT, IA 52807-2095  
563-441-2449  
Expiration Date: 12-31-2027

2 requests (holds).  
Modify Personal Information  
Modify PIN  
Reading History  
My Ratings  
My Reviews  
My Lists

Sort by Due Date Renew All Renew Marked

1 ITEM CHECKED OUT

RENEW	TITLE	Ratings	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Count on Reading : tips for planning reading motivation programs / compiled and edited by Susan D. Ba	☆☆☆☆☆	30050036925641	DUE 10-22-12	Prof. Coll. 372.427 Cou

Sort by Due Date Renew All Renew Marked

## Canceling a Hold

To cancel a Hold, log into your library account. You will see a screen with your current items on hold. If you want to cancel all holds, simply click **Cancel All**. If you want to cancel selected holds, click in one or more checkboxes next to the title you want to cancel. Then click on **“Update List”**. You will get a screen asking you to confirm that you want to cancel your holds.

The screenshot shows a library account page with a search bar at the top. On the left, there is a navigation menu with options like '1 Item currently checked out', 'Modify Personal Information', 'Modify PIN', 'Reading History', 'My Ratings', 'My Reviews', and 'My Lists'. The main content area displays '2 HOLDS' in a table format. Above the table are buttons for 'Sort by Request', 'Cancel All', and 'Update List'. The table has columns for 'CANCEL', 'TITLE', 'Ratings', 'STATUS', 'PICKUP LOCATION', 'CANCEL IF NOT FILLED BY', and 'FREEZE'. Two holds are listed: 'Abraham Lincoln; the prairie years and the war years.' and 'Delusion in death / J.D. Robb.'. Below the table, there are again buttons for 'Sort by Request', 'Cancel All', and 'Update List'. The top right corner shows the 'encore' logo and a login status: 'You are logged in as KAPLAN UNIVERSITY, KAPG-6'.

## Freezing a Hold

You can freeze or suspend a hold for a period of time if your patron does not want it to arrive while they are on vacation, etc. On the holds screen in My Account, click the Freeze button next to the items you want to freeze. Click on Update List and the hold will be frozen. You will need to unfreeze the hold to re-activate the hold. Holds cannot be frozen if they are already in-transit or if the patron is the next user on the queue.

## Changing Your Account Information

You can enter an email into your account to receive notices electronically. Click on **Modify Personal Information**.

The screenshot shows a web browser window titled 'PrairieCat /All Locations - Mozilla Firefox'. The address bar shows the URL 'https://sierra.prairiecat.info/patroninfo--S217\*eng/1370527/modpinfo'. The main content area is titled 'Modify Patron Information' and contains a form with the instruction 'Please enter new information and press Submit.' The form fields are: 'Address' (pre-filled with 'ACADEMIC RESOURCE CENTER 1801 E KIMBERLY RD, SUITE 1'), 'State', 'ZIP Code', and 'Email'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

You can also change your PIN. Enter your new PIN & click Change PIN.

Your default PIN is the last four digits of your library's barcode. However, someone else at your library may have already changed it. We do recommend changing it periodically for better security. However, be sure to inform other interlibrary loan staff at your library if you change the PIN.

You can get a PIN reminder by clicking on **Forgot My Pin** when you begin the login process.

A new browser window will open. Enter your barcode and submit.

(You must have a registered email address to receive the PIN reminder.)

The screenshot shows the top portion of the Encore library website. At the top right, it says "You are not logged in | [Login](#)" next to the "encore" logo. Below this is a search bar with the text "Search:" and a play button icon. Underneath the search bar is a "PIN Request" section. It contains a box with the text "Please enter the following information:" and a "Barcode" input field with a masked PIN (represented by dots). To the right of the input field is the instruction "For example, type '312312...' and then press the RETURN key." Below the input field is a "Submit" button. At the bottom of the page, there is a footer with three columns of links: "Language Settings" (with sub-links for "English" and "Español"), "Search Tools" (with a sub-link for "Advanced Search"), and "Library Links" (with a sub-link for "NYT Bestseller lists"). The "encore" logo is also present in the footer.

For assistance with your library's PIN and barcode, contact the PrairieCat Help Desk for assistance at <http://helpdesk.palsnet.info/> or call 1-877-542-7257. Press 7 to reach someone for further assistance. If the PIN is lost it can be reset to the last 4 digits of the barcode by a member of the RAILS/PrairieCat staff.

### Logging Out

When you're finished with your PrairieCat session, log out by clicking the **Log Out** text in the upper right hand corner. You can do this from any screen. If you forget to log out, PrairieCat will do so automatically after fifteen minutes of inactivity.