Interlibrary Loans in PrairieCat using a SHARE-Illinois library account

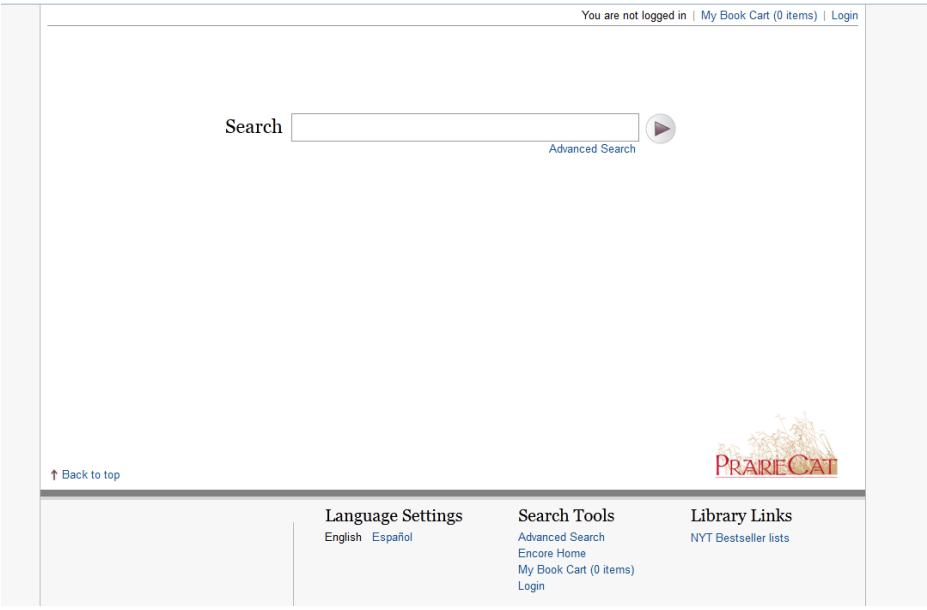
A SHARE-Illinois library account gives PrairieCat members access to the SHARE-Illinois project; a cooperative project among a number of northern Illinois library automated library consortia, to facilitate staff initiated interlibrary loans. It is intended to give staff at libraries that are members of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

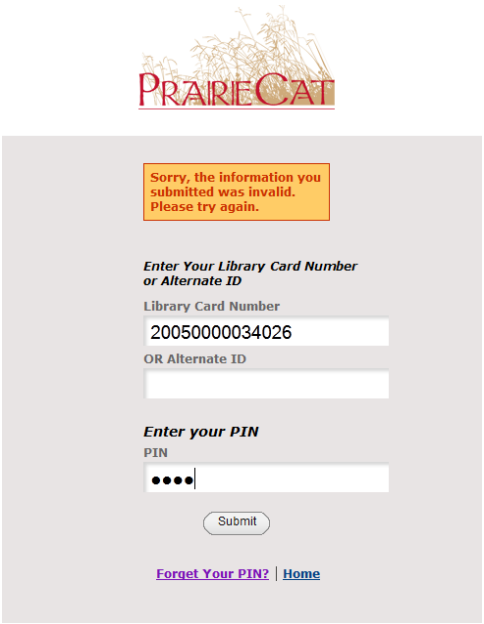
About PRAIRIECAT
PrairieCat is the shared integrated library system for 140+ libraries across northern Illinois. PrairieCat members include public, school, special and academic libraries, all using the latest Innovative Interfaces software. For more information about PrairieCat, visit http://support.prairiecat.info.

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.

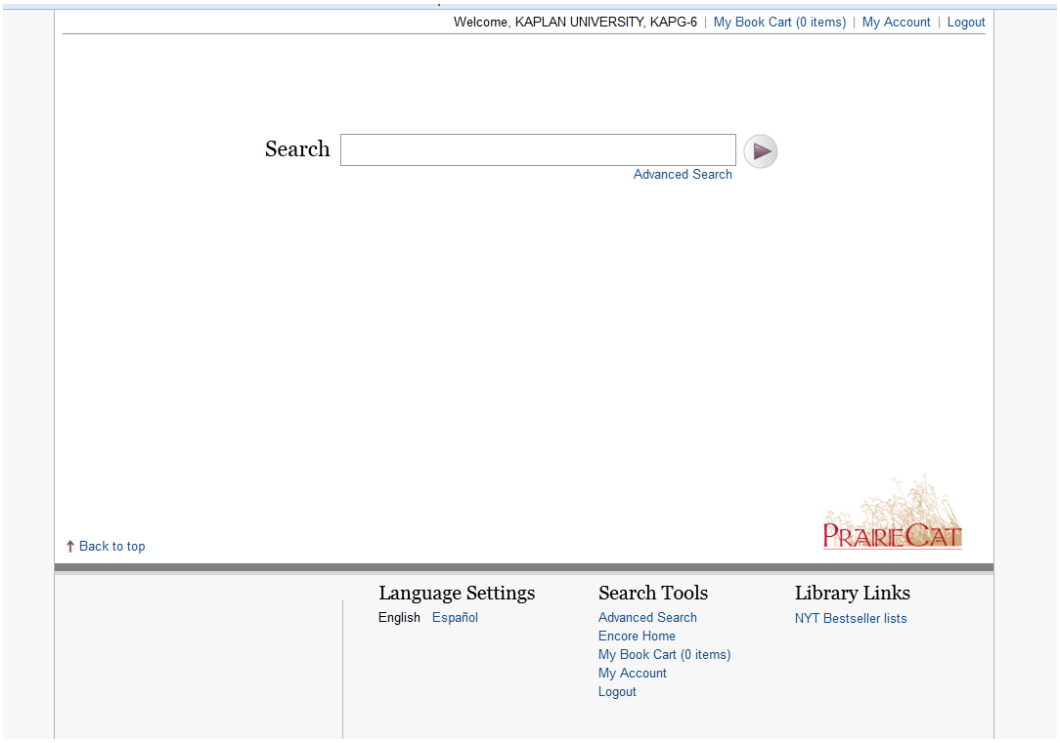
Go to http://search.prairiecat.info to log in. You may also log in from the SHARE-Illinois website at http://www.shareillinois.info.



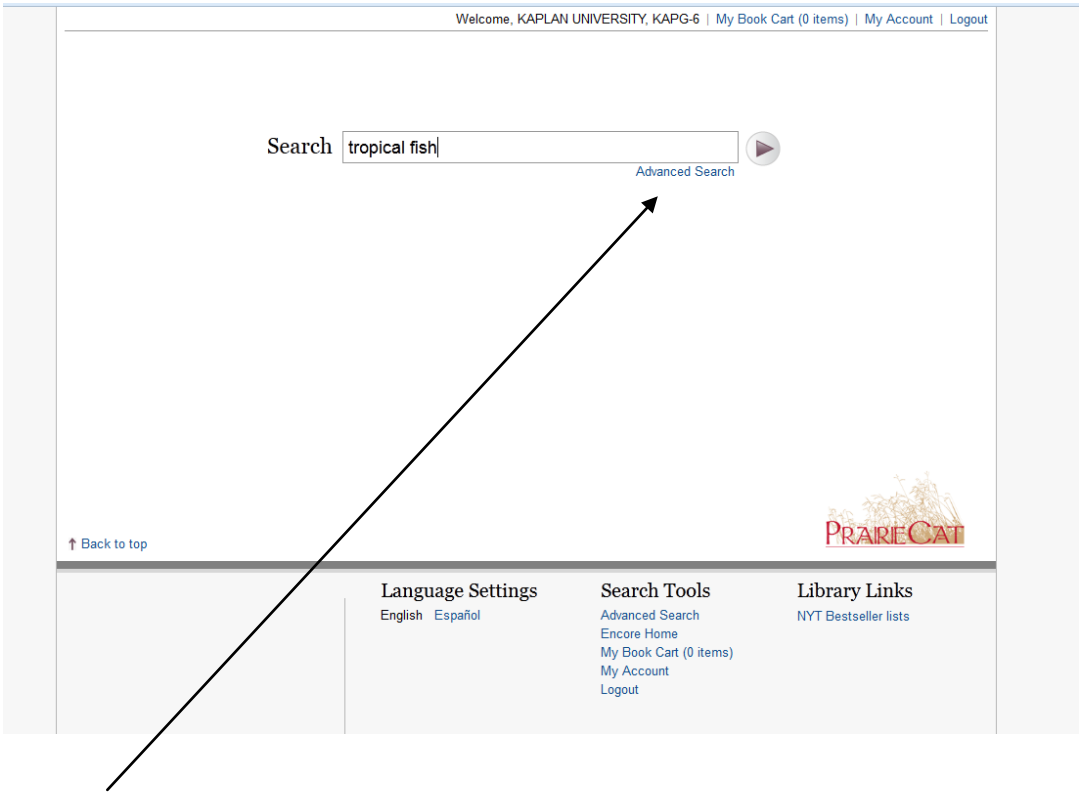
Enter your library's SHARE-Illinois barcode and PIN. Your default PIN is the last four digits of this library barcode.



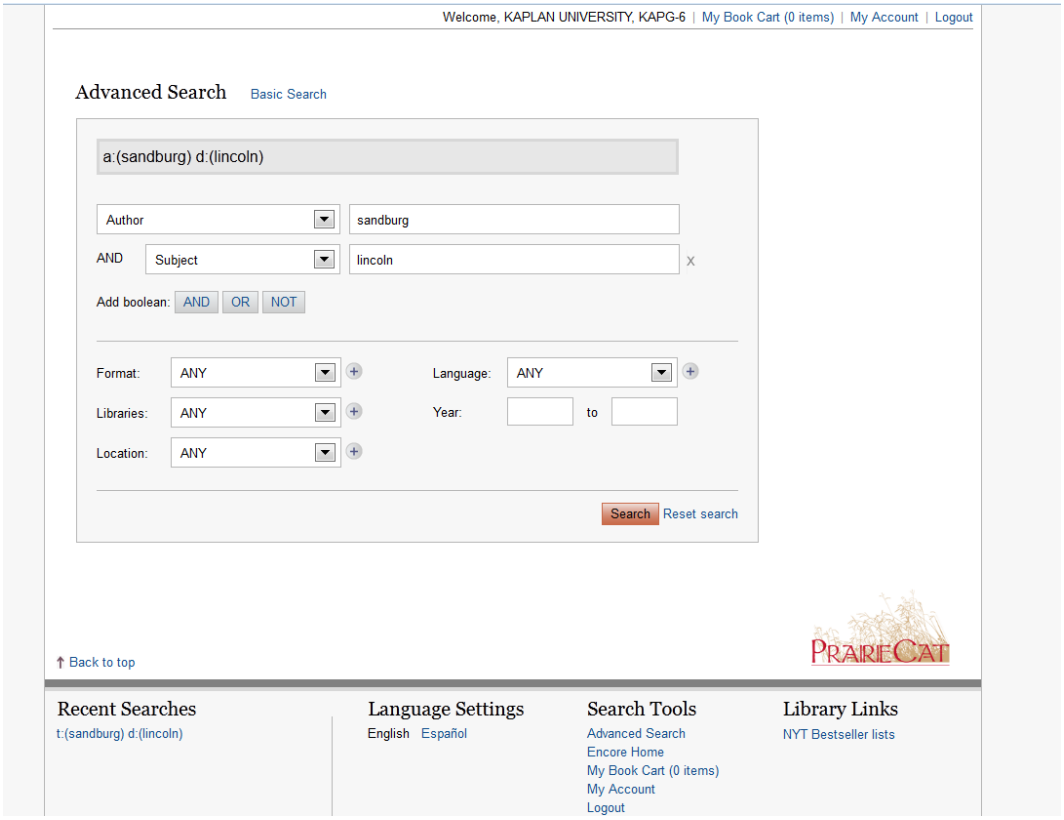
After you log in, you will be taken to PrairieCat basic search page for all libraries.



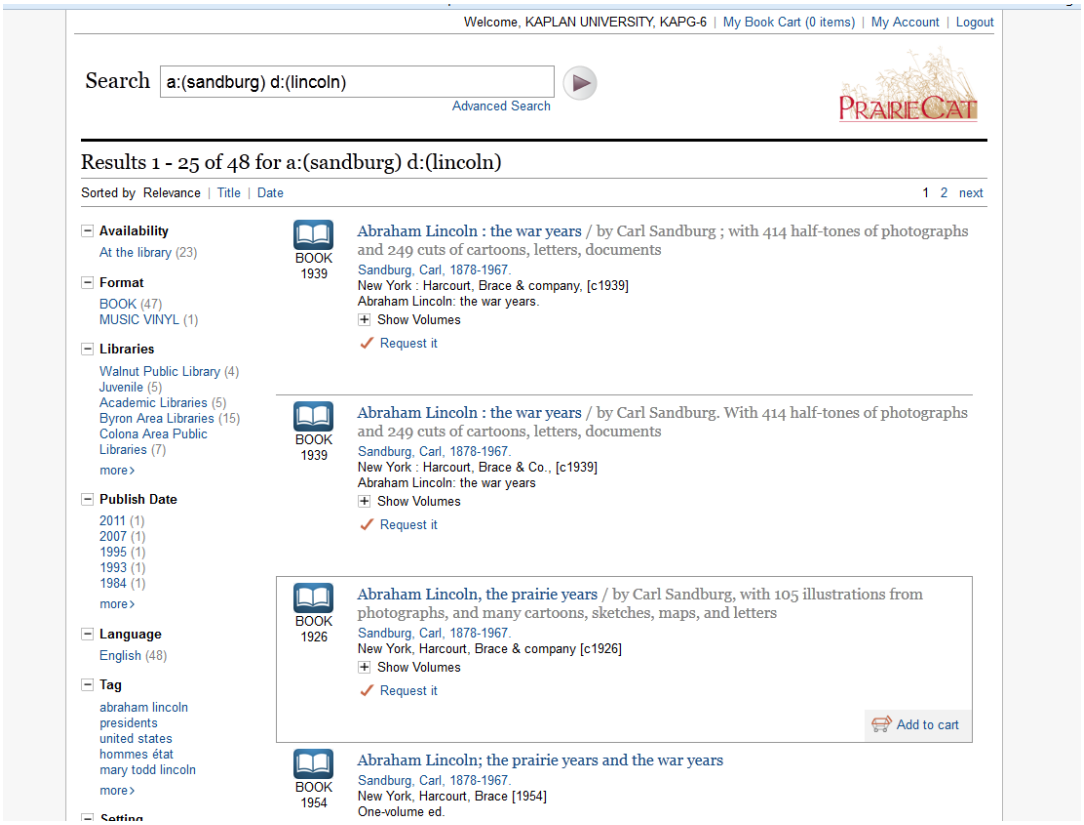
Searching
Search for the item you need. The default search is a keyword search.



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



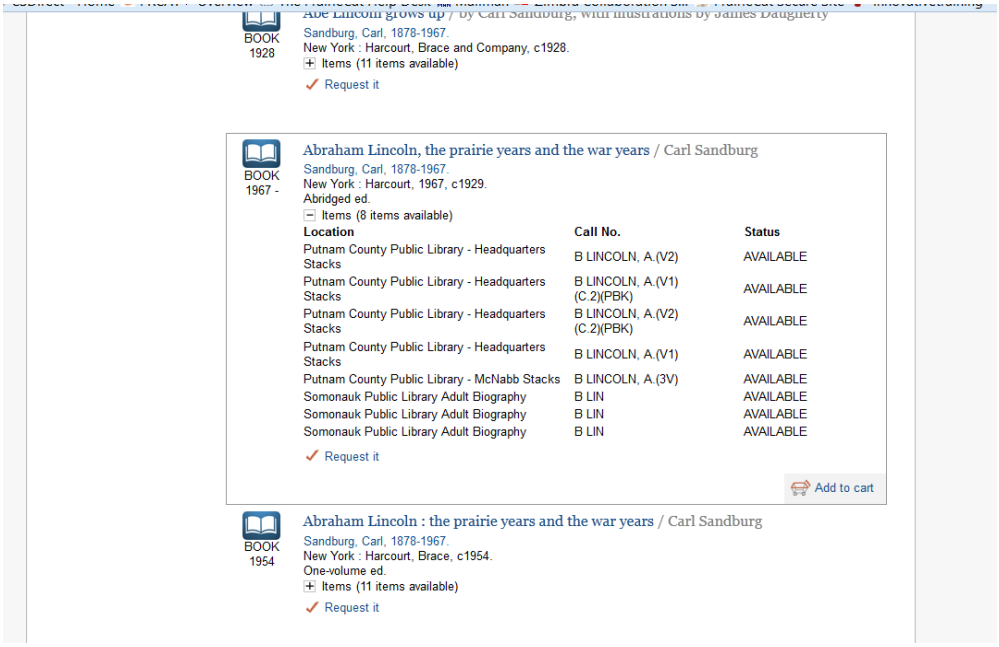
After doing a search, you will see a brief record list of matches:



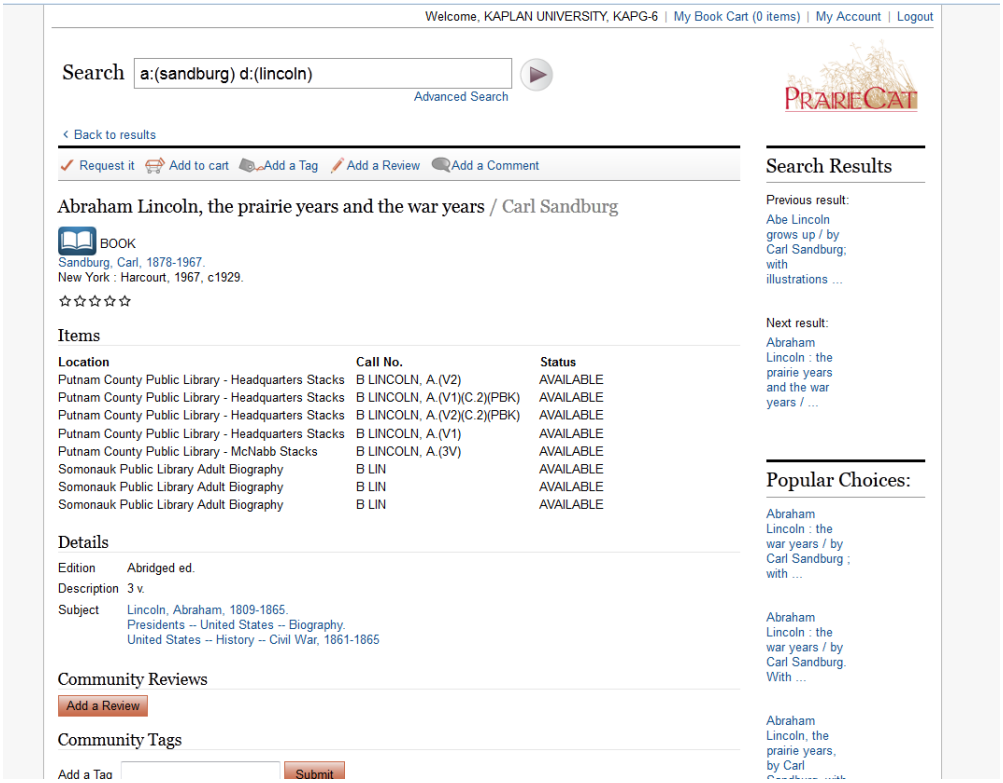
You can refine your search from the brief record results page using the facets on the left hand side of the page. You can choose to limit by: Availability, Format, Libraries, Publish Date, Language, Tag or Setting.

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.

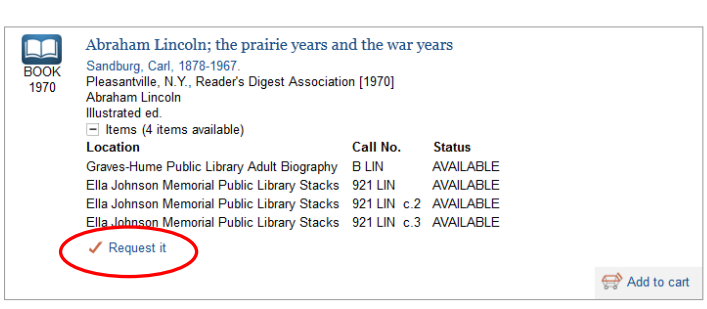


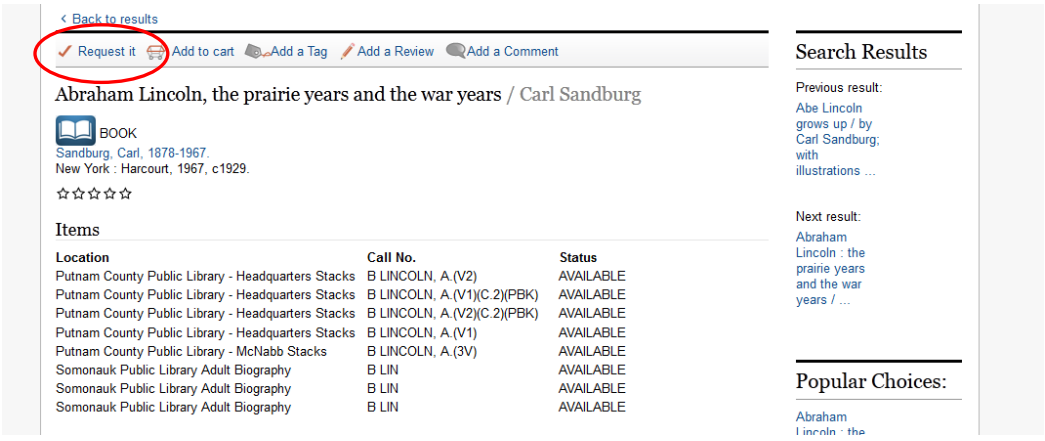
Or, from the brief record list you can find the record that you want, and click on the blue title to find out more information. This will take you into the full record display for the title:



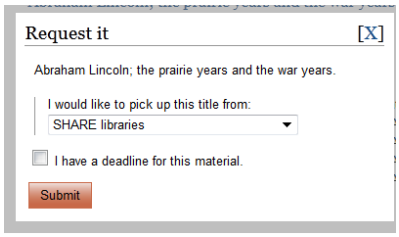
Placing a Hold

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.)



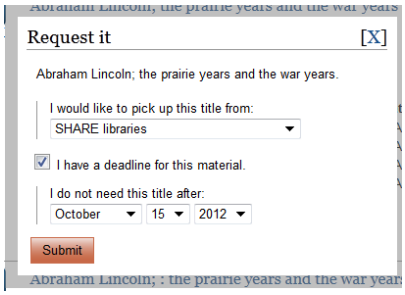


You will see a **Request it** confirmation screen:



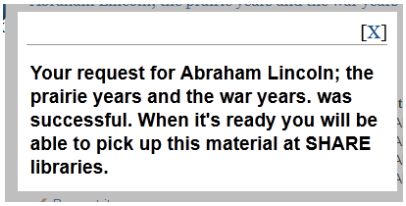
The default pickup location is SHARE libraries. Please don't change this pickup location.

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



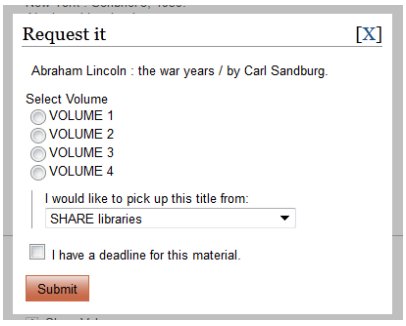
To finish placing your request, you must click on the "Submit" button.

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



Requesting Multi-part Titles

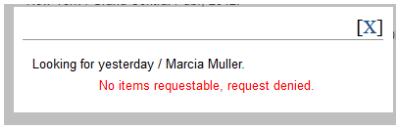
PrairieCat only allows you to place title-level requests. Some titles have more than one part (volumes in multivolume sets, issues of periodical titles, etc.). When you request a hold on a multi-part title, the hold dialog box will ask you to identify which volume (or volumes) you want to request:



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.

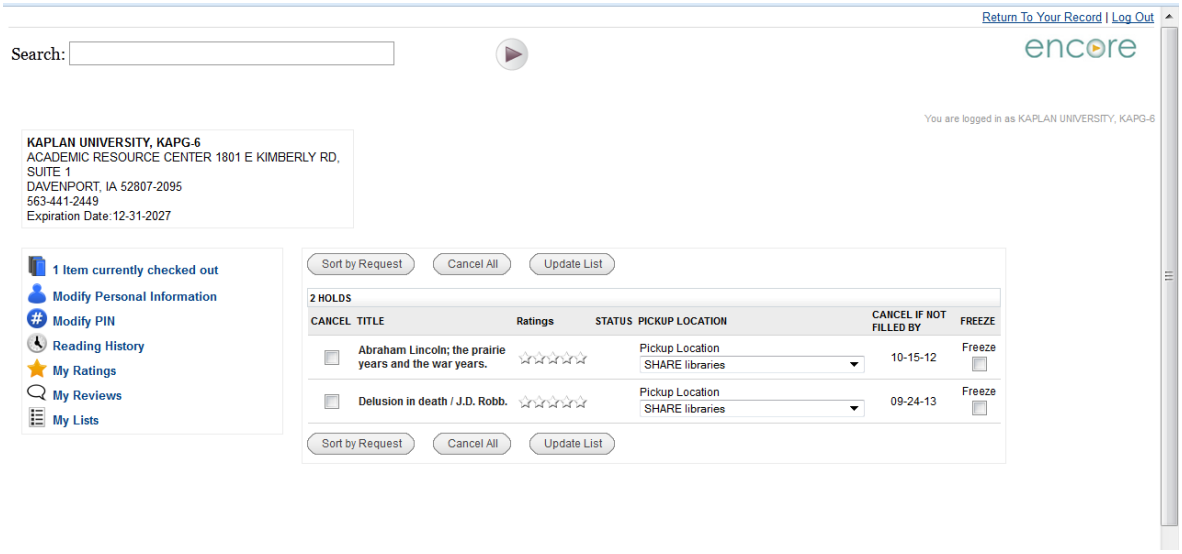
No Items Requestable

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

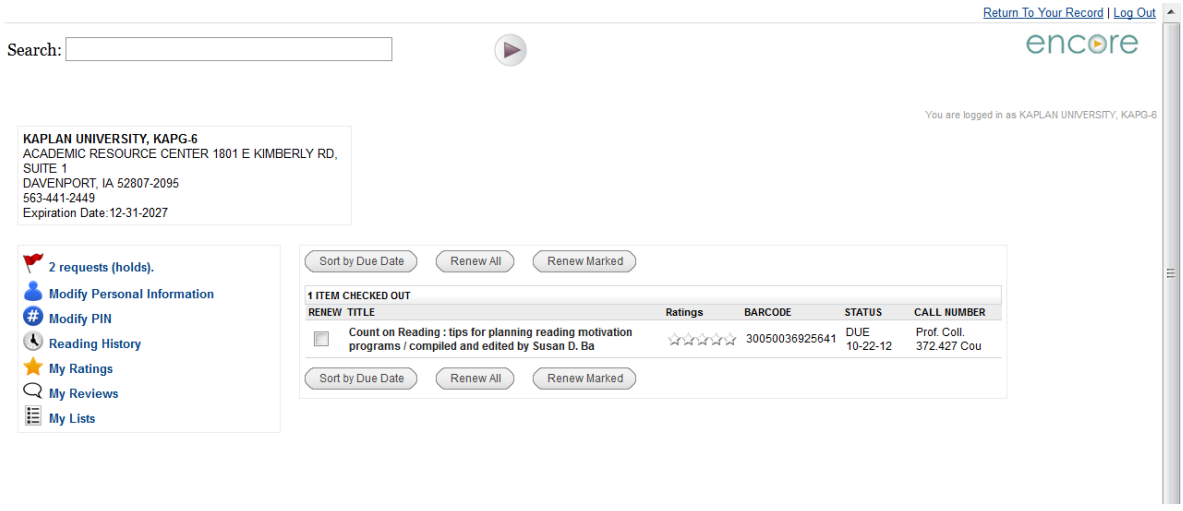
To see your library's account, click on the words "My Account" at the home page or any time during a search process. If you haven't already logged in, you'll be asked to do so. You will need your barcode and PIN. You'll then see an overview of your account.



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

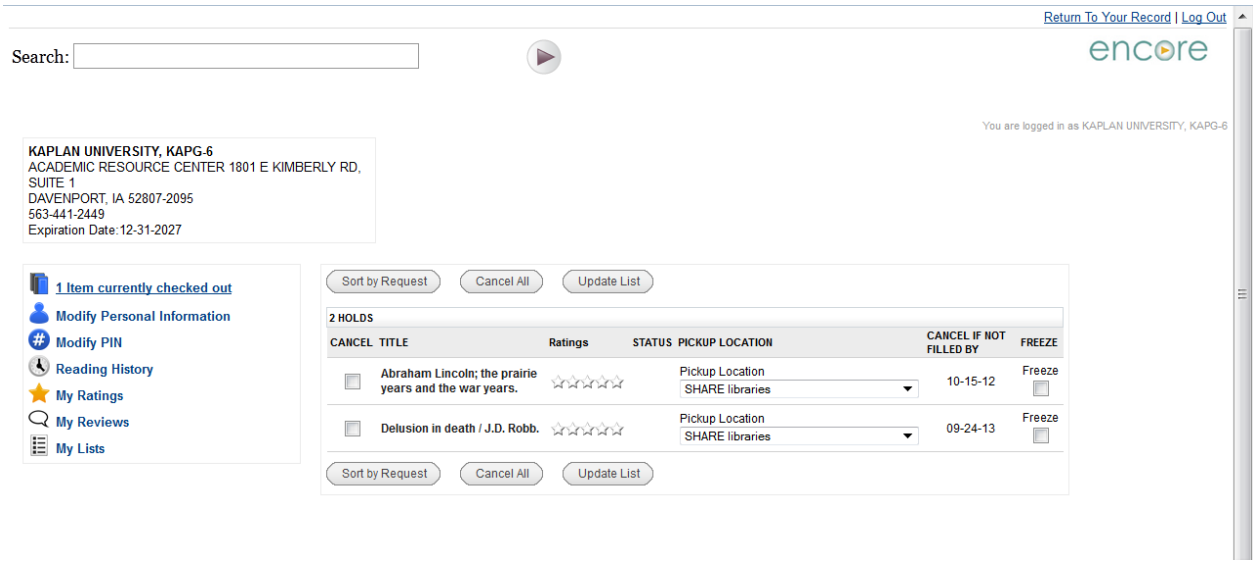
Renewing an Item

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.



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.

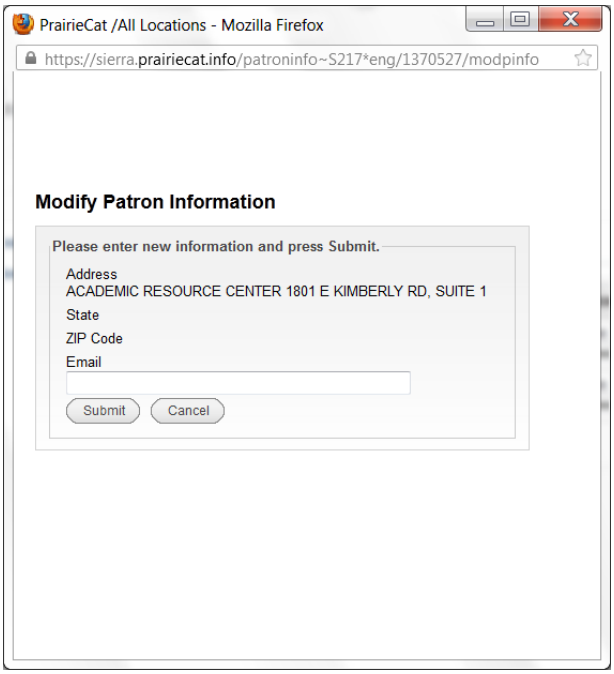


Freezing a Hold

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**.



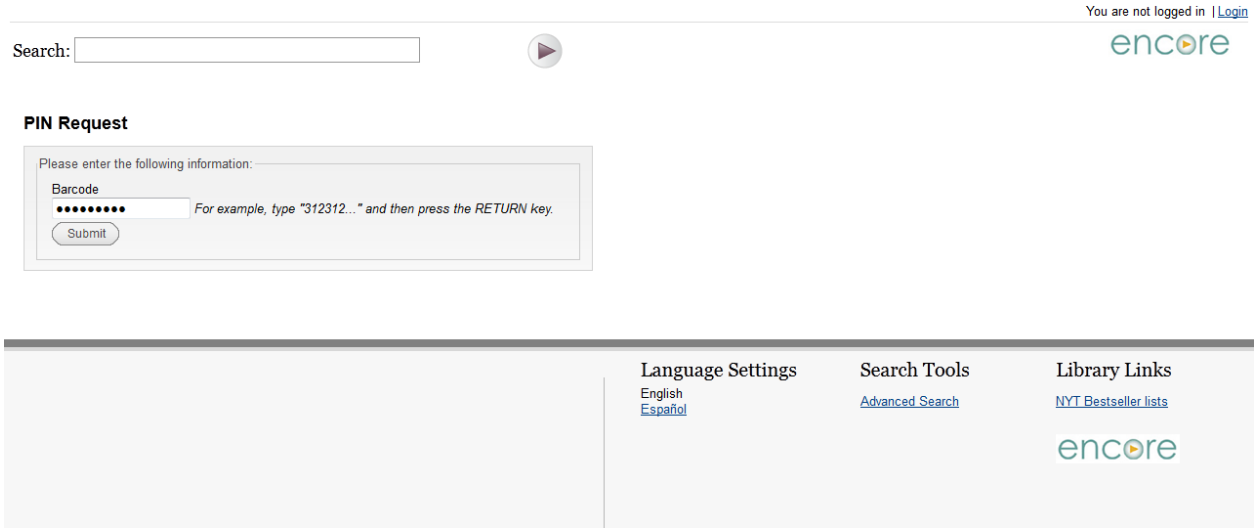
You can also change your PIN. Enter your new PIN & click Change PIN.

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.)



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.