I-Share Catalog

What is the I-Share Catalog?

Use I-Share to search the holdings of over 70 academic libraries in Illinois and to request books from those libraries. The new I-Share interface requires you to create an account before requesting books. With your account, you can also create lists of favorites, tag items and post reviews.

Access the I-Share Catalog

Go to the library’s website at http://www.dom.edu/library and Click the I-Share Catalog link on the library’s homepage.

Creating your I-Share Account

1. Click the Login link to create your I-Share account
2. Click the **Create New Account** link.

3. Fill out all the fields, use your Dominican University net ID and password as your new I-Share account login, and select Dominican University as your affiliated library. Please note the borrower’s ID are the numbers printed on your student/staff/faculty ID card. After you are done, click the **Submit button**.
4. When the page refreshes you will see the following screen:

**Basic Search**

1. By default, you will be directed to the basic search screen below. You can search by **Keyword**, **Title**, **Subject**, and **ISBN/ISSN** using the default search screen.

   - **Type your search term in the search box below**
   - **Click the Find button to search the catalog**
   - **If you know the title, the author or the ISBN/ISSN of the item you can conduct a Title, an Author, or an ISBN/ISSN search respectively. Otherwise, you may want to do a Keyword/Subject search on a specific topic.**
2. The result page of the search on “social media” will look like this:

![Image of I-Share search results]

You can sort the results by Relevance, Date, Author, and Title. If you have created your own account you can add item(s) to your favorites list by clicking the Add to favorites link associated to the item(s) you would want to add to the list.

The Narrow Your Search section provides you with additional ways to further refine your search results.

3. Click an item’s Title link to learn more about the specific item.

![Image of I-Share search results with additional annotations]
4. You can use the tool bar located on the top of the screen to get the citation of the book in APA and MLA citation format; email the record, add the record to your favorites, the Staff views, and navigate to Google Books for a preview.

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**Requesting books**

You must have an I-Share account to be able to request books from another library.

1. Once you locate a book in I-Share Catalog that you want to request from another library, just click the **Request This Item** link to submit your request.
2. If you are not logged in, you will be prompted to log in to I-Share.

3. If you are already logged in to your I-Share account, you will see the following screen after you click the Request this Item link.

   ![Screen shot of the library system showing the request process](image)
4. Click the **Choose pick-up location** button to select a preferred pick-up location. For your convenience you can select a library that is near your home or workplace as the pick-up library. After you choose a pick-up location, click the Request button to complete your request.

![Image of the library selection process]

Books can be sent to any of the I-Share library. You can select a library that is near your home or workplace.

You can login to check your request status anytime.

![Image of I-Share login page]

Click the Requested Items tab to check your request status.
Renewing Books Online

1. Login to your I-Share Catalog and click the **Checked Out Items** tab.

2. Select the item(s) you need to renew and click the **Renew Selected Items** button to renew items online.
Getting Help

You can ask us questions via multiple ways:

**Ask Us**

Reference Librarians are always happy to help with any library related questions you may have. Please use one of the methods listed below to contact the reference desk for help.

**Stop By**

Stop by the reference desk on lower level of the library between the hours of 8:00 a.m. and 10:00 p.m. everyday of the week.

**Instant Message**

To chat with a Dominican University Librarian, type your question in the box below.

You can also chat with a librarian through AIM, MSN, Yahoo or Google. Our screen name is domreference. Add domreference to your buddy list. If you don't have an account with AIM, MSN, Yahoo or Google, just use the box below.