

# ORDERING ITEMS FROM I-SHARE

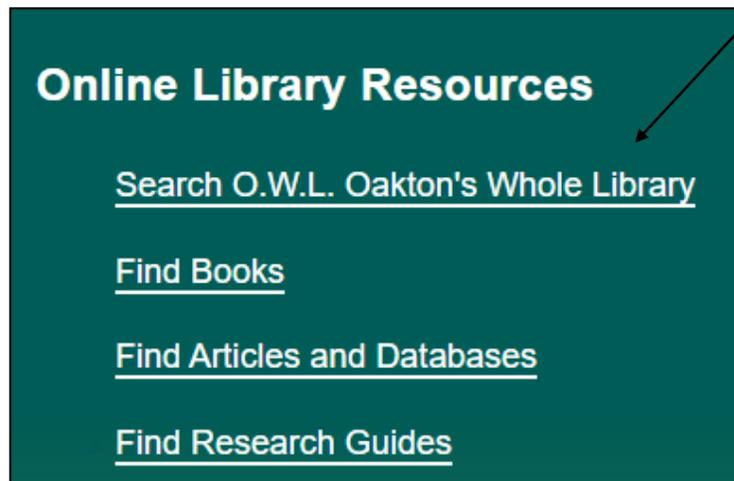
If Oakton does not have the book that you want, you can quickly check over 80 other college and university libraries throughout Illinois. When you find what you need, have it sent to Oakton to pick up by following the easy steps below.

**You must be a current credit student or employee to order items.**

## 1. Find the Catalog

- Start from Oakton's website: [www.oakton.edu](http://www.oakton.edu)
- Click on "Library"

Click on "Search O.W.L." on the library's main page.

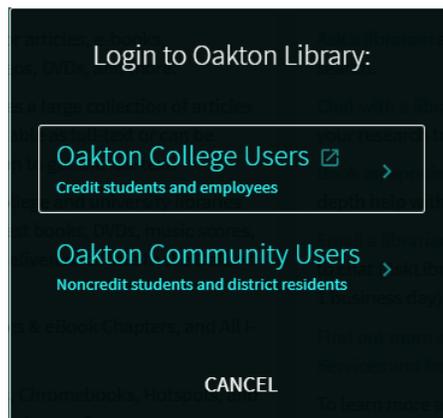


## 2. Login

Click on "Sign In" in the upper right-hand corner of the screen.



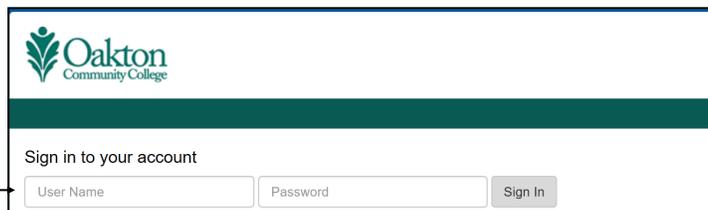
Select **Oakton College Users**



You must be logged in before you can access requesting options.

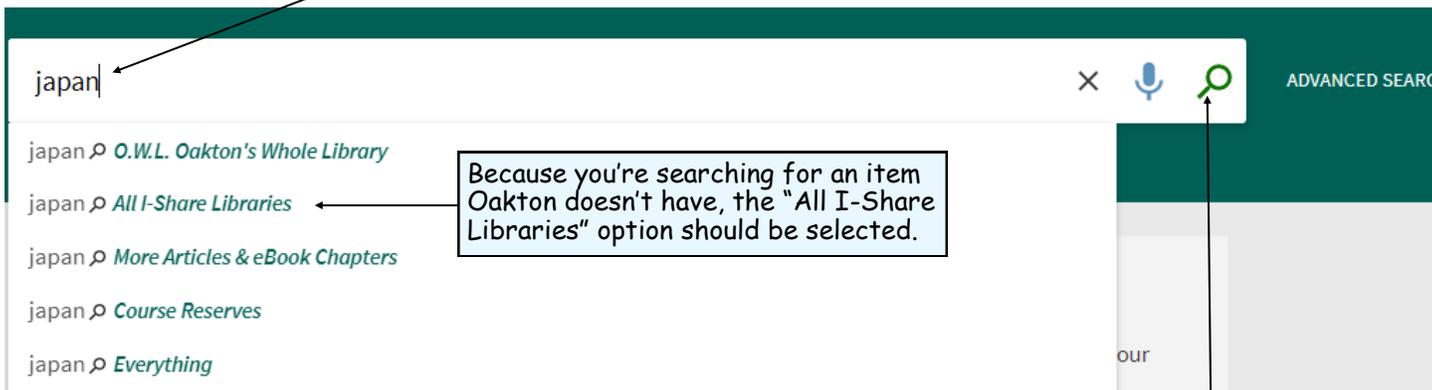
Therefore, it is a good idea to login each time you search for items.

Enter your **MyOakton User Name and Password**



### 3. Search

Type your keywords here.



Because you're searching for an item Oakton doesn't have, the "All I-Share Libraries" option should be selected.

Click the **magnifying glass** to start your search.

### 4. Search Results

Tweak your results

Sort by **Relevance**

Availability **^**

- Available online
- Held by library
- Open Access
- Peer-reviewed Journals

Subject **←**

Author/Creator **▼**

Location **▼**

Library **▼**

Institution **▼**

Creation Date **▼**

Language **▼**

Resource Type **▼**

Genre **▼**

0 selected PAGE 1 85,804 Results Save query

- BOOK

**Baedeker's Japan**

Giesen, Walter.

c1983

Check for available services >
- JOURNAL

**Japan (Japan. Gaimushō)**

Japan. Gaimushō.; Japan. 外務省.

1963 - 1977

Check for available services >
- JOURNAL

**Japan (Japan. Sōrifu. Tōkeikyoku)**

Japan. Sōrifu. Tōkeikyoku.

1979?-

Check for available services >
- MULTIPLE VERSIONS

**Japan (United States. Embassy (Japan))**

United States. Embassy (Japan); United States. Bureau of International Labor Affairs.

2 versions found. See all versions >
- MULTIPLE VERSIONS

**Japan = 日本 / [Horace Bristol]; Japan.**

Bristol, Horace.

2 versions found. See all versions >

To find the most recently published books, change the order to "Date-newest."

Limit your search by:

- Availability
- Subject
- Author/Creator
- Location
- Library
- Institution
- Creation Date
- Language
- Resource Type
- Genre

This results list shows you the title, author, publication date, and item availability.

To view the item you wish to order, click the title.

## 5. View the Record

TOP

SEND TO Send to \_\_\_\_\_

HOW TO GET IT

READING LIST EMAIL CITATION PRINT PERMALINK EASYBIB

DETAILS

LINKS

How to get it \_\_\_\_\_

I-Share ← Click the **I-Share** tab.

GET IT FROM OTHER INSTITUTIONS ▾

Newberry Library (NBY) —Chicago, IL  
Owned by this institution: [click for details](#) ← Make sure the item shows it is **Owned by this institution.**

## 6. Fill Out the Request Form

Preferred Local Pickup Location  
Oakton, Des Plaines ▾ ← Choose a campus Pickup Location.

Preferred Pickup Institution  
★ Oakton Community College (OAK) —Skokie, IL and Des Plaines, IL ▾

Not needed after  
📅 Pickup Date ▾

Comment \_\_\_\_\_

↻ RESET FORM

➤ SEND REQUEST ← Click **SEND REQUEST.**

## 7. Log Out

Always click **SIGN OUT** by selecting your name in the upper right-hand corner, and selecting "SIGN

🔍 📌 Student Name

SIGNED IN AS:  
Student Name

**SIGN OUT**

**Need additional help?**  
**Ask a Reference Librarian!**  
Ask a Librarian URL: [asklibrary.oakton.edu](http://asklibrary.oakton.edu)  
Email the Library: [renewlib@oakton.edu](mailto:renewlib@oakton.edu)  
Reference Desk Phone Number: 847-635-1644