

ORDERING ITEMS FROM I-SHARE

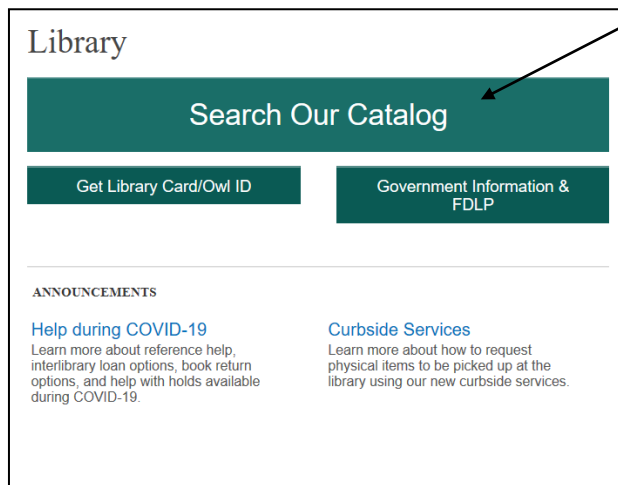
If Oakton does not have the book that you want, you can quickly check over 80 other college and university libraries throughout Illinois. When you find what you need, have it sent to Oakton to pick up by following the easy steps below.

You Must Have a Current Library Card to Order Items.

1. Find the Catalog

- Start from Oakton’s website: www.oakton.edu
- Click on “Library”

Click on “Search Our Catalog” on the library’s main page.

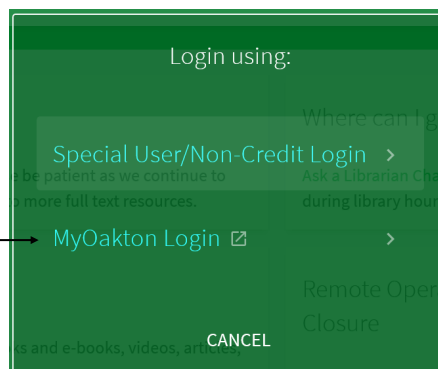


2. Login

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



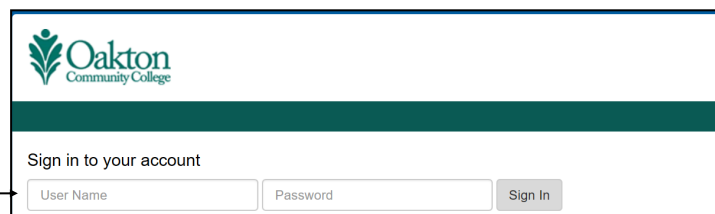
Select **MyOakton Login**



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

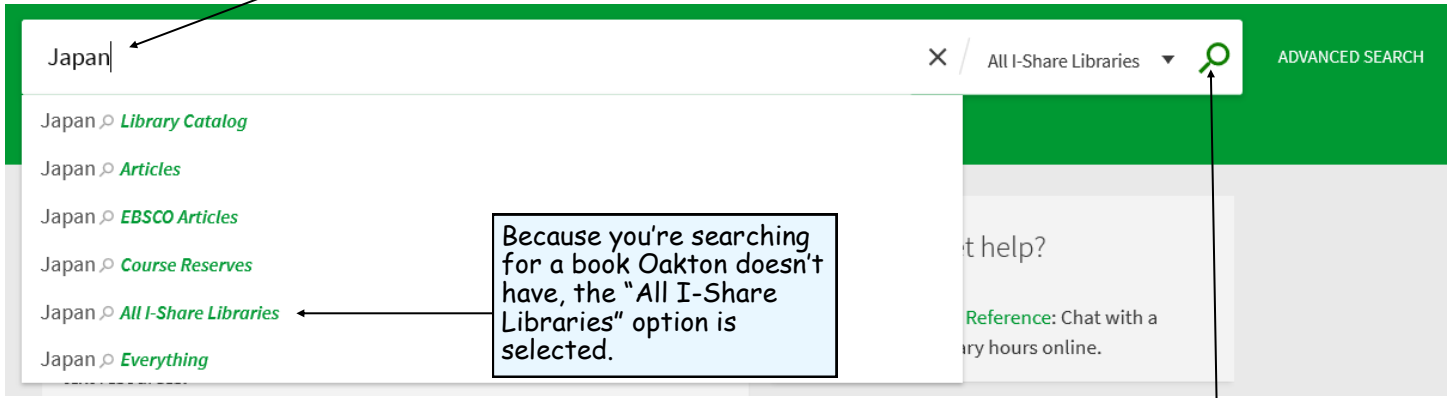
Therefore, it is a good idea to login each time you search for items.

Enter your **MyOakton User Name and Password**



3. Search

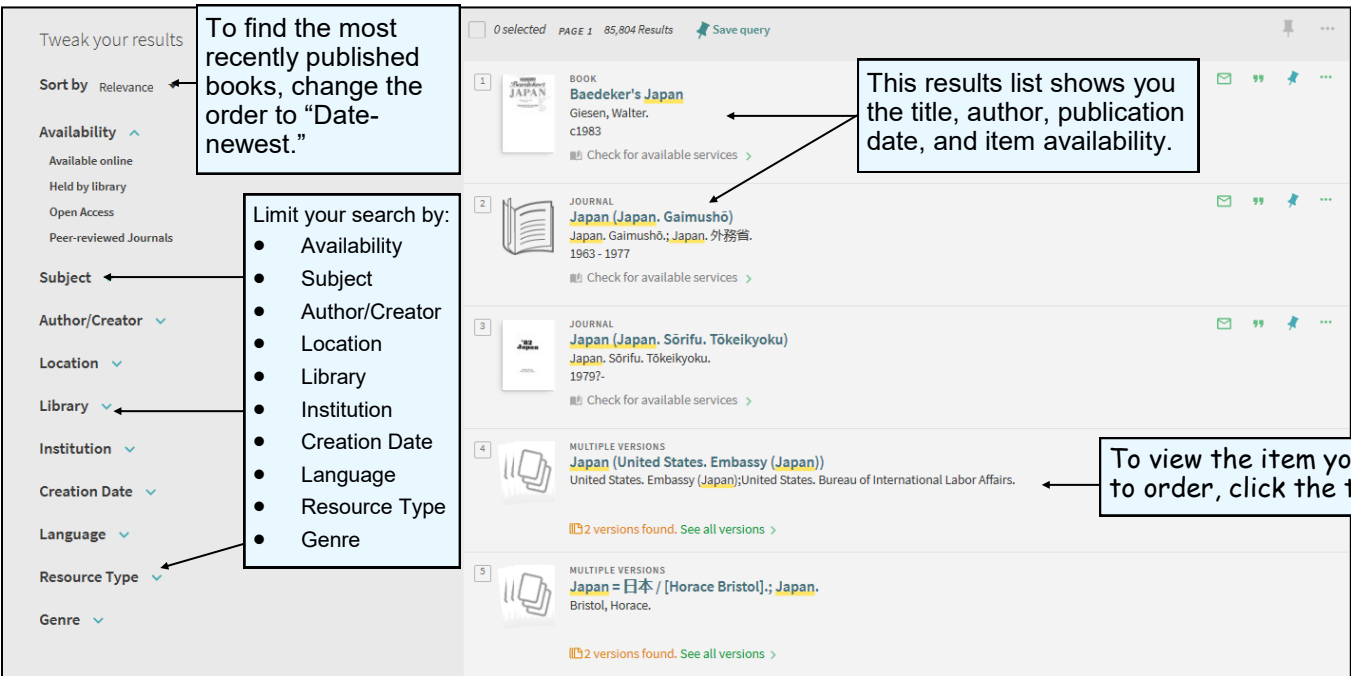
Type your keywords here.



Because you're searching for a book Oakton doesn't have, the "All I-Share Libraries" option is selected.

Click the magnifying glass to start your search.

4. Search Results



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

DETAILS

LINKS

Look under the "How to get it" tab.

How to get it

I-Share ← Click the I-Share tab.

GET IT FROM OTHER INSTITUTIONS ▾

University of Illinois at Springfield (UIS) —Springfield, IL

Available in institution ← Make sure the book is Available.

EMAIL CITATION PRINT PERMALINK EASYBIB

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 OUT."

🔄 📌 Student Name

Student Name

SIGN OUT

Need additional help?
Ask a Reference Librarian!
Ask a Librarian URL: asklibrary.oakton.edu
Email the Library: renewlib@oakton.edu
Reference Desk Phone Number: 847-635-1644