

## SRCS SHAREit ILL Request Procedure

Go to your library-specific SRCS SHAREit URL:

<http://srcs-agent.auto-graphics.com/mvc/?cid=srcs&lid=XXXXXX&reset=force>

You must replace **xxxxx** with your SHAREit library code (example: AKRON-AKR)

### To Login:

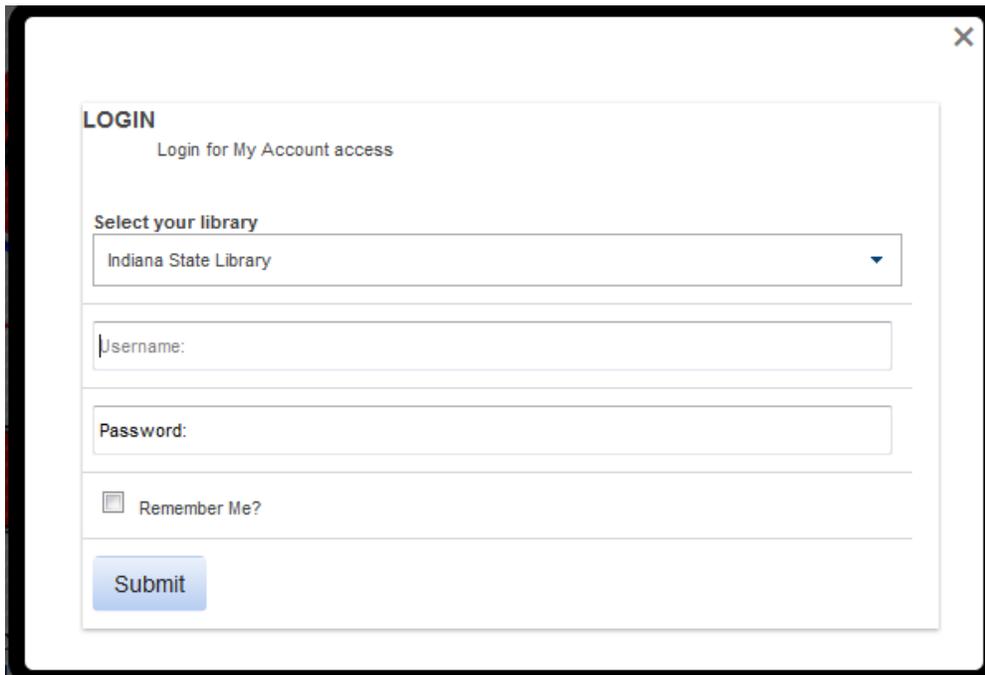
Click Login (upper right corner of opening screen)



The login window will open and it should default to your library (in the "Select your library" drop-down menu)

Input your username and password in the provided boxes

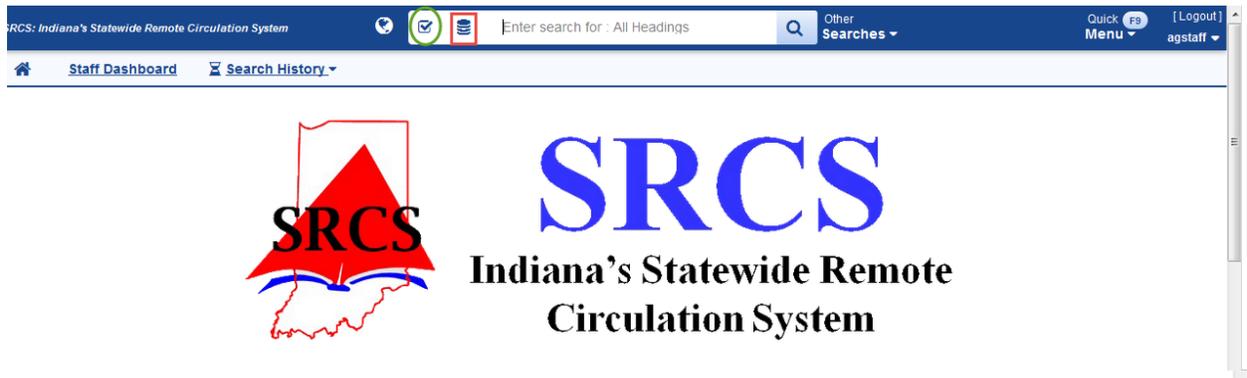
Click the Submit button

A screenshot of a web browser window showing a login form. The window has a title bar with a close button (X) in the top right corner. The form is titled "LOGIN" and has a subtitle "Login for My Account access". Below the subtitle is a drop-down menu labeled "Select your library" with "Indiana State Library" selected. There are two text input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember Me?". At the bottom of the form is a blue "Submit" button.

Search to find the item you wish to borrow

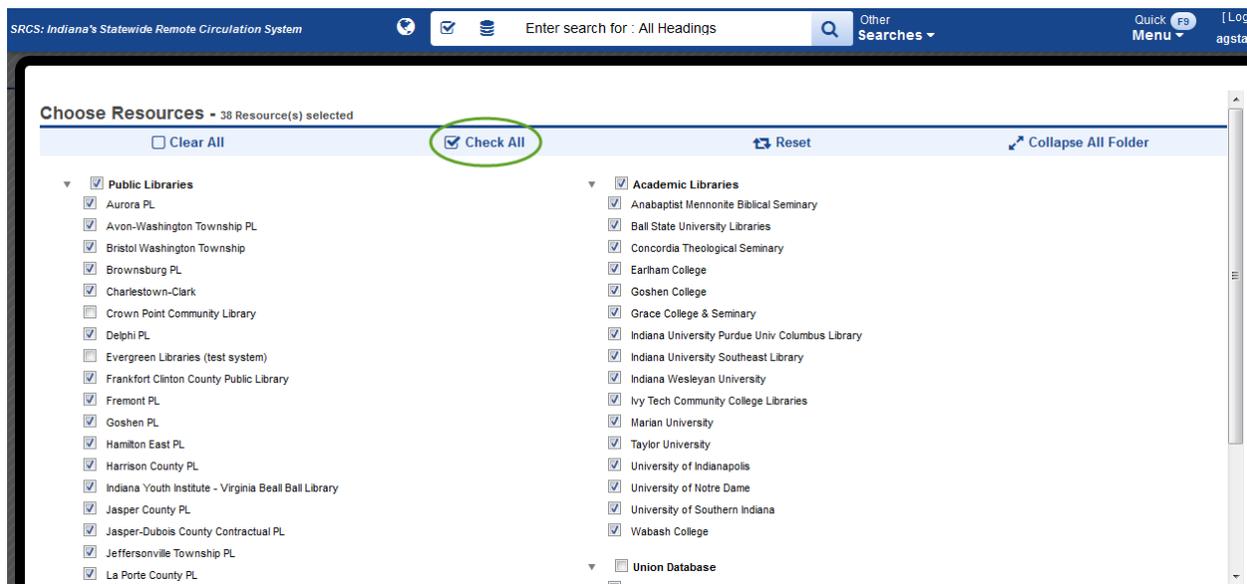
You may search by utilizing different search indexes. Click the checkmark  to see all available index options; “All Headings” (i.e., keyword) search is the default

You may search one or more library catalogs. Click the Database Selector  to see the available catalogs

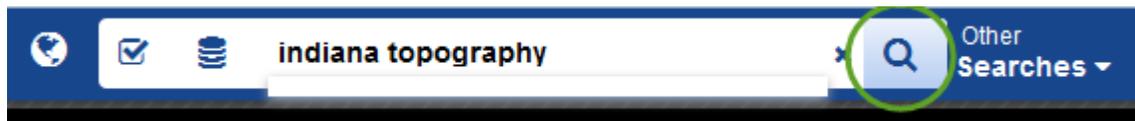


Select all Library Catalogs to retrieve the greatest number of results.

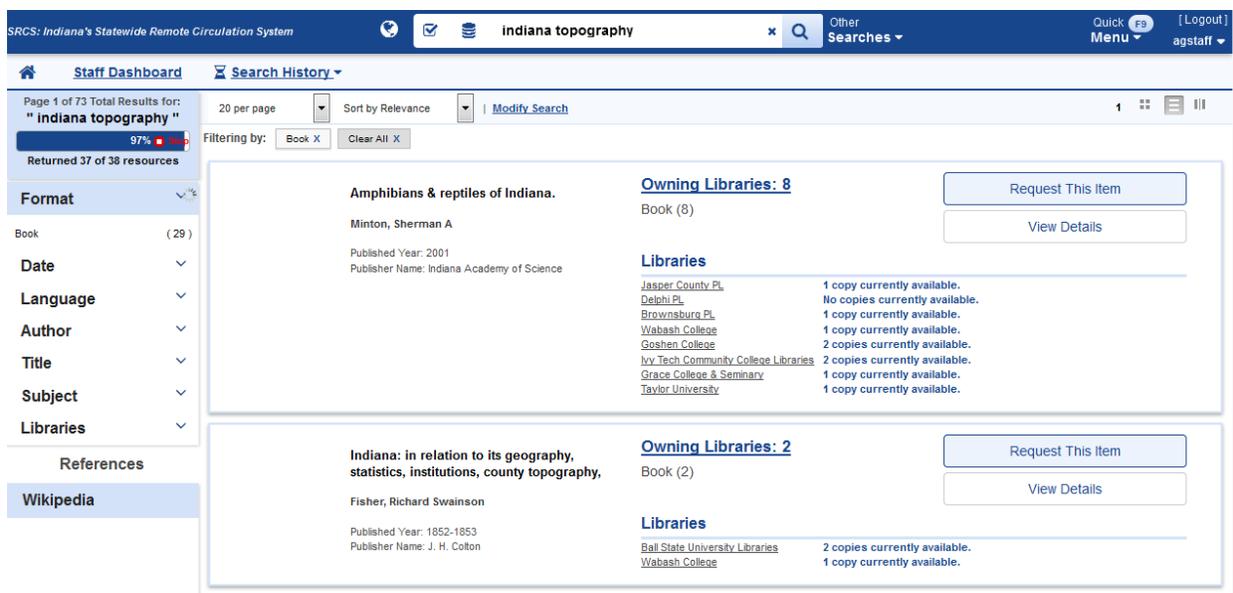
Click the checkbox at the top of the list to select all library catalogs:



After selecting desired library catalogs, input search term(s) into search field and click the SEARCH icon (magnifying glass) to begin search:



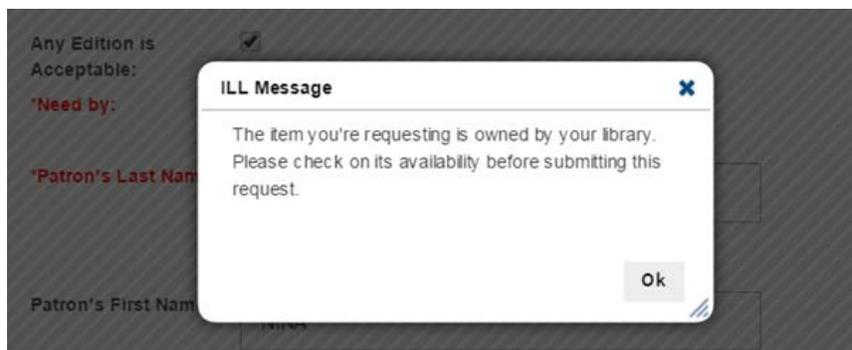
Search results will look similar to this:



Click Request This Item to place an ILL request:



The ILL form will open. You may see a message like this if your library owns the item being requested:



Acknowledge message by clicking OK

Fill in all required fields (i.e., patron info) in the ILL form and click Submit

**ILL Request - record (Loan)**

Borrower: SRCS Indiana State Library

Request Type Options: Returnable (loan) ▼

Material Bibliographic Level Options: Book ▼

Material Format Options: None of the below ▼

Title/Journal Title: Amphibians & reptiles of Indiana

Author/Creator: Minton, Sherman A.

Publisher (Place, Name, Date): Indianapolis Indiana Academy of Science c2001.

Physical Desc: I. (chiefly col.), maps (some col.) ; 24 cm.

ISBN: 1883362105 (alk. paper : hardcover)

Verification: Created from Z39.50 record 97039713 :Jasper County PL

Any Edition is Acceptable:

**\*Need by:** 5/18/2016

**\*Patron's Last Name:**

Patron Lookup

System will present a confirmation message for successful request initiation:

**ILL Request**

Your request 9 has been submitted - 5/18/2016

**ILL Request** [Print Request](#)

Request ID: 9

Request Date: 5/18/2016

Request Status: Awaiting Lenders

Borrower: SRCS Indiana State Library

Request Type Options: Returnable (loan)

Material Bibliographic Level Options: Book

Material Format Options: None of the below

Title/Journal Title: Amphibians & reptiles of Indiana

Author/Creator: Minton, Sherman A.

Publisher (Place, Name, Date): Indianapolis Indiana Academy of Science c2001.

ILL request management occurs via the Staff Dashboard in the ILL Admin module, typically via the Request Manager screen:

The screenshot shows the SRCS Staff Dashboard. The top navigation bar includes 'SRCS: Indiana's Statewide Remote Circulation System', 'indiana topography', and 'Other Searches'. The 'Staff Dashboard' link is circled in green. The main dashboard area is titled 'Staff Dashboard' and contains a search bar and several menu sections. The 'ILL Admin' section is highlighted with a red box and contains a 'Request Manager' link, which is also highlighted with a red box. Other sections include 'Quick Menu', 'Pac Admin', and 'User Admin'.

The screenshot shows the SRCS ILL Admin > Request Manager screen. The page is divided into two main sections: 'Manage Borrower Requests' and 'Manage Lender Requests'. Each section contains a table with 'Status', 'Action items', and 'Count' columns. The 'Manage Borrower Requests' table shows 2 items in 'Awaiting Approval' status. The 'Manage Lender Requests' table shows 0 items in various statuses.

Status	Action items	Count
<a href="#">Awaiting Approval</a>		2
Not Received		0
Not-Received/Overdue		0
Accepted Renewal		0
Recalled		0
Unfilled		0
Shipped		0
Complete		0
Conditional		0
Received		0
Rejected Renewal		0
Overdue		0
Expired		0
Retry		0
Cancelled		0
Cancel Shipped Request		0

Status	Action items	Count
Pending		0
Will Supply/In Process		0
Renew/Overdue		0
Pending Cancel		0
Renew Pending		0
Returned		0
Lost		0