## **SRCS SHAREit ILL Request Procedure**

Go to your library-specific SRCS SHAREit URL:

http://srcs-agent.auto-graphics.com/mvc/?cid=srcs&lid=XXXXX&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

Submit

Click the Submit button

OGIN		
Login for My Account ac	cess	
Select your library		
Indiana State Library		-
Username:		
Deseuverd		
Password.		
Remember Me?		





Search to find the item you wish to borrow

You may search by utilizing different search indexes. Click the checkmark for 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 <sup>to</sup> 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:

RCS: Indiana's Statewide Remote Circulation System	8 8	0)))	Enter search for : All Hea	adings Q Se	ner Quick F9 [ arches → Menu → ag
Choose Resources - 38 Resource(s) selected		_			
Clear All	(	Check		<b>t</b> ⊒ Reset	Collapse All Folder
			Academ     Anabaptis     Anabaptis     Bal State     Concordia     Eartham C     Gosten C     Grae CO     Grae CO     Indiana Ur     Indiana Ur     Indiana Ur     University     University     Wabash C     University     Wabash C	ic Libraries at Mennonite Biblical Seminary University Libraries Theological Seminary Sollege liege & Seminary niversity Purdue Univ Columbus Library inversity Purdue Univ Columbus Library vesty Southeast Library Yesleyan University Community College Libraries Niversity Vor Indianapolis v of Nouthe Dame v of Southern Indiana College	

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

۲	Ø	indiana topography	Q Other Searches -

Search results will look similar to this:

SRCS: Indiana's S	Statewide Remote C	irculation System	© 🗹	9	indiana topography	×	Q	Other Searches <del>▼</del>	Quick F8 Menu	[] ag	Logout] staff <del>▼</del>
A Stat	ff Dashboard	∑ <u>Search History</u> →									1
Page 1 of 73 To " indiana to	otal Results for:	20 per page 🔹 Sort b	by Relevance	•	Modify Search				1 =	: 8	Ш.
Returned 37 of	97% 🗖 Stop	Filtering by: Book X Clea	ar All X								
Format	No.	Am	nphibians & rept	tiles o	of Indiana.	Owning Libraries:	8		Request This Item		
Book	(29)	Min	iton, Sherman A			BOOK (6)			View Details		
Date	~	Publ	lished Year: 2001 lisher Name: Indiana	Acade	my of Science	Libraries					
Language	~					Jasper County PL Delphi PL Brownsburg PL		1 copy currently availal No copies currently availal	ble. ailable. ble.		
Author	~					Wabash College Goshen College		1 copy currently availal 2 copies currently avail	lable.		
Title	~					Ivy Tech Community College I Grace College & Seminary	ibraries.	2 copies currently avai 1 copy currently availal	lable. ble.		
Subject	~					Taylor University		1 copy currently available	ble.		
Libraries	~					Oraniza Liberaica	•				
Refer	rences	Ind	liana: in relation tistics, institutio	n to it	s geography, punty topography.	Book (2)	2		Request This Item		
Wikipedia		Fish	Fisher, Richard Swainson			(-)			View Details		
		Publ	lished Year: 1852-18	853		Libraries					
		Publ	Publisher Name: J. H. Colton				Ball State University Libraries         2 copies currently available.           Wabash College         1 copy currently available.				

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

L Request - re	cord (Loan)	
Borrower:	SRCS Indiana State Library	
Request Type Options:	Returnable (Ioan)	
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:		
*Patron's Last Name:		
	Patron Lookun	

System will present a confirmation message for successful request initiation:

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	LL Request								
	Your request 9 has been submitted - 5/18/2016								
L	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 (Ioan)							
	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:

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ILL Admin > Request Manager (Ctrl+1) ILL Admin > Borrower > Title (Ctrl+2) Browse ILL Admin > Lender > Title (Ctrl+3) Browse ILL Admin > Borrower > (Ctrl+4) Request Number Search ILL Admin > Lender > Request (Ctrl+5) Number Search	Request Manager Borrower Title Browse Request Number Search Statistics Record Counts Days to Receive Report	Modify A Library Profile         Modify My Library Profile         Display Libraries for Login         Reader Reviews         Manage Reviews         Mediate Reviews         Reviews Summary	Add a User Maintain RPA Error Codes Delete Obsolete Records Edit User Accounts Global User Permissions Import User Accounts Configure User Record							
Statistics ILL Statistics	Patron Browse Lender	RSS Feeds Lists Record Display Profiles	User Registration Duplicate Checking User Reports Reader Reviews Summary							
Reports And Download Summary Report CONTU Copyright Tracking Reports Database Statistics	Ittle Browse Request Number Search Statistics Record Counts Days to Supply Report	Define Resource Headings Search Resources Public Search Resources Select From z39.50 Site Pool Define/Maintain Scoping Levels	Search IP Ranges Patron Groups Default User Password User Guides							

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Awaiting Approval			2	Pending					0
Not Received			0	Will Supply/In Proces	s				0
Not-Received/Overdue			0	Renew/Overdue					0
Accepted Renewal			0	Pending Cancel					0
Recalled			0	Renew Pending					0
Unfilled			0	Returned					0
Shipped			0	Lost					0
Complete			0						
Conditional			0						
Received			0						
Rejected Renewal			0						
Overdue			0						
Expired			0						
Retry			0						
Cancelled			0						
Cancel Shipped Request			0						
Items awaiting trading partner response				Items awaiting trac	ding j	partn	er response		