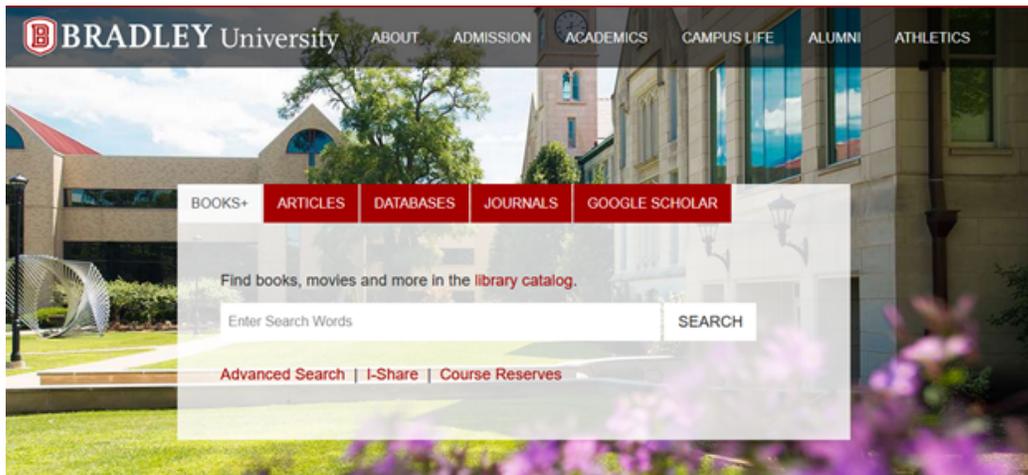


I-Share Requests

If the Cullom-Davis Library does not have the item(s) you need, you can request that item via the I-Share catalog. The I-Share Catalog allows you to request items from other libraries in the network to be sent to your local library for you to check out.

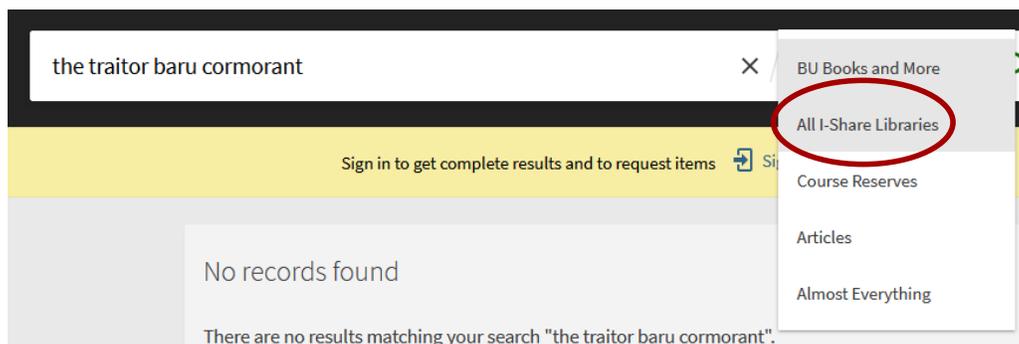
To access these books, start on the library's homepage and enter your search terms in the main search bar under Books+ to determine if the item is available at Bradley.



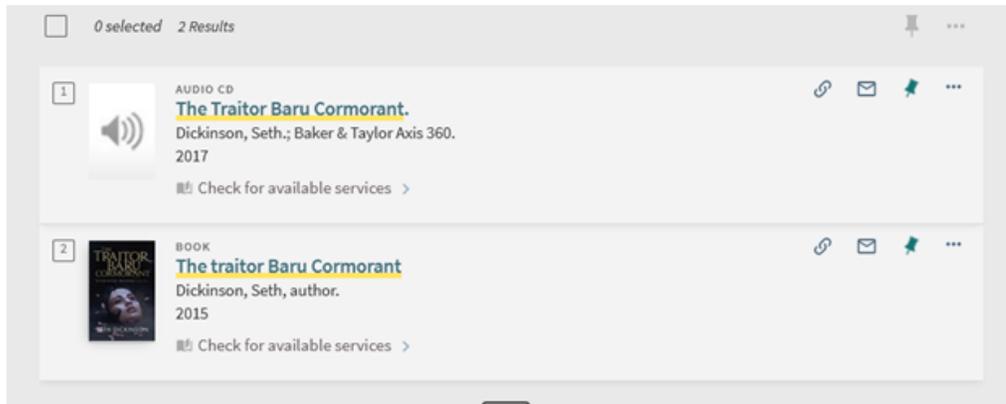
If the item you want is not within Bradley's collection or is already checked out, you can search the I-Share Catalog for its availability at another library.

To search the I-Share Catalog, select "All I-Share Libraries" from the drop down menu on the right of the search bar.

Then click search. The search bar will not automatically refresh with new results.



Your search results will appear. Sometimes, there will be results with different formats (book, DVD, audio book, etc.) If the item is not in I-Share you have the additional option of requesting through ILLiad. See ILLiad [directions](#).

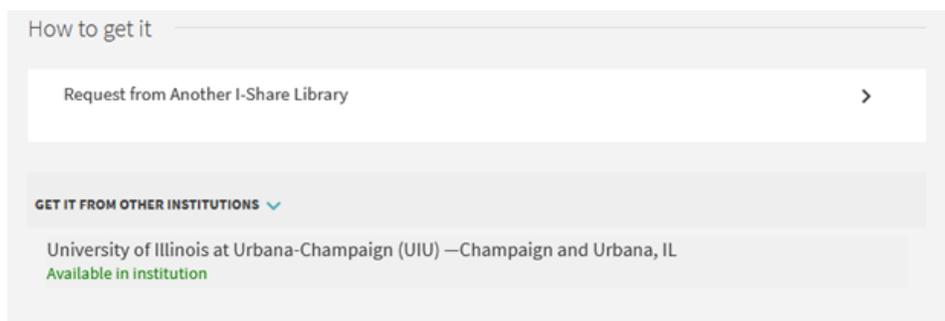


Click on your preferred item view the item's catalog record. In the Record, look for the second header called "How to Get It." You will see the different institutions who will share this book.

At this point you will be required to sign in to your library account using your BUnet ID and Password by clicking the "Sign In" link directly under "How to Get It."



Once logged into your account, the bar will change from “please sign in...” to “Request from Another I-Share Library.” Click this bar. It will open the request page.



The request page will automatically fill with the item's information. Double check to make sure it is correct, then scroll down to "Preferred Pickup Institution." It will automatically fill in Cullom-Davis Library at Bradley University.

Preferred Pickup Institution
★ Bradley University (BRA) —Peoria, IL ▼

Preferred Local Pickup Location
 Cullom-Davis Library, Bradley University ▼

Note: If you want to pick up the book from another academic library in Illinois instead of from the Cullom-Davis Library at Bradley University, you can select the institution you will pick it up from using the "Preferred Pickup Institution" section.

For Students: Enter N/A into the comment box. Faculty and Staff, see below.

Click "Send Request."

I-Share requests have a fairly fast turnaround, between 3-7 days. When your item(s) is available for pickup, you will receive an email notification the morning it arrives.

Visit the Cullom-Davis Library's Check-Out Desk with your Bradley ID to claim your item(s).

Faculty or Staff Only:

Faculty or staff have the additional option of having their I-Share books delivered.

If faculty or staff would like I-Share books delivered to a specific office or mail room, check the box and provide a delivery location in the comment box below. A useful format for library staff is "(Building Name) (Room Number)," IE: Bradley Hall 206.

For Library pick up, do not check the box. You will still be required to enter a comment. Simply enter "N/A" or "Check Out Desk."

- FACULTY AND STAFF ONLY:** If you would like this item delivered to your office, please check this box. Use the comment field to provide an office location for delivery: your personal office, or an administrative office if you believe you will not be present in your office to receive the delivery.

★ Comment (incl. office no. for delivery, N/A for pi...