

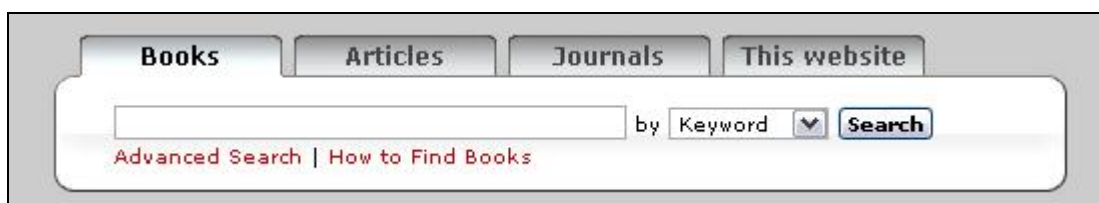
## Finding Books in the IIT Library Catalog

### When do I use the catalog?

Use the IIT Library Catalog to search for books, audiovisual materials, government documents, and print journals held at Galvin Library and all other IIT libraries. The catalog is used to find print materials inside the library (to find journal articles online, use Databases).

### How do I search the catalog?

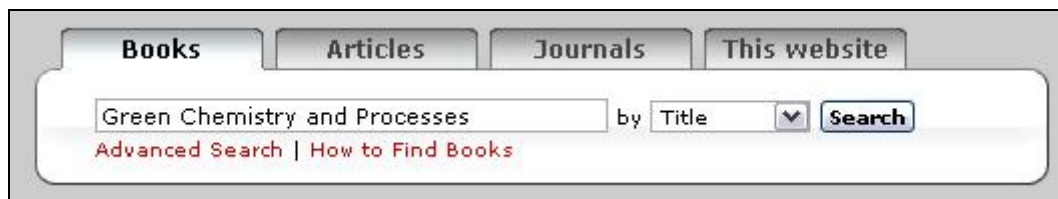
Start your search at <http://library.iit.edu>. There is a convenient catalog search box on the home page.



The screenshot shows the search interface with four tabs: 'Books', 'Articles', 'Journals', and 'This website'. The 'Books' tab is active. Below the tabs is a search input field containing the text 'Green Chemistry and Processes'. To the right of the input field is a 'by' label, a dropdown menu set to 'Keyword', and a 'Search' button. Below the input field are two links: 'Advanced Search' and 'How to Find Books'.

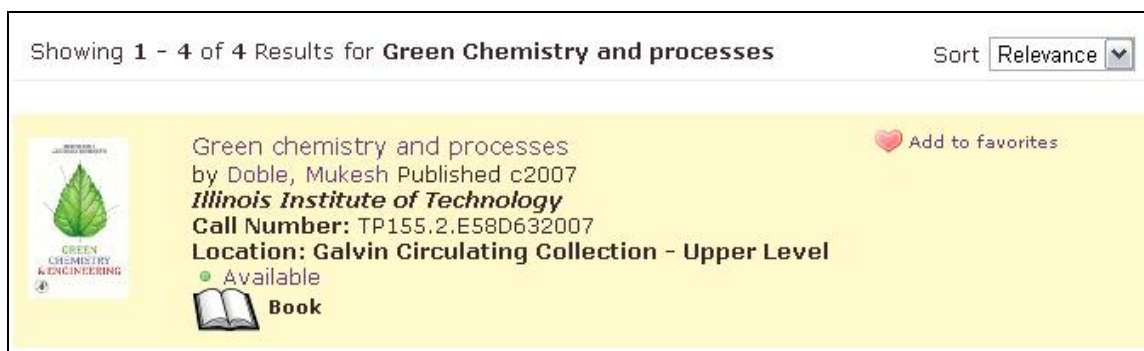
### Finding specific books:

If you know the specifics of the item you want, such as title, author or ISBN/ISSN, enter the information and select the corresponding category in the drop-down menu.



The screenshot shows the search interface with the same four tabs. The 'Books' tab is active. The search input field contains 'Green Chemistry and Processes'. The dropdown menu is now set to 'Title'. The 'Search' button and the 'Advanced Search' and 'How to Find Books' links are also visible.

The catalog will display the results of your search.



The screenshot shows the search results page. At the top, it says 'Showing 1 - 4 of 4 Results for Green Chemistry and processes'. To the right is a 'Sort' dropdown menu set to 'Relevance'. Below this is a list of results. The first result is highlighted in yellow and includes a book cover icon, the title 'Green chemistry and processes', the author 'by Doble, Mukesh Published c2007', the publisher 'Illinois Institute of Technology', the call number 'Call Number: TP155.2.E58D632007', the location 'Location: Galvin Circulating Collection - Upper Level', and a status indicator 'Available' with a green dot. Below the status is an icon of an open book and the word 'Book'. To the right of the result is a red heart icon and the text 'Add to favorites'.

You need to know three things to be able to find the book on our shelves: the **Call Number** to identify the book on the shelf, the **Location** to be directed to the appropriate area in the library, and whether the book is **Available**. If you click on the title you will

see a detailed record for the book. There is a “text me this call number” function that will text you the information needed to find the book on the shelves.

### Finding books about a topic:

Do a keyword or subject search from the search box to find multiple books about a topic. You can narrow your search by author, format, and other subjects on the right side.

The screenshot shows a search interface with a search box containing 'chemistry'. Below the search box are links for 'Advanced Search', 'Classic Search', and 'Search History'. The search results show two items. The first item is a book titled 'V. Internationaler Kongress für angewandte Chemie, Berlin 2-8 Juni 1903, Published 1904' with call number TP5.I51903 and location Galvin Circulating Collection - Upper Level. The second item is 'The Presidential green chemistry challenge awards program nomination package for 2000 awards. Published 1999' with call number MFICHE.DOC.EP 1.2:G 82/9 and location Gov Docs Microfiche (Galvin) (Non Circulating). On the right side, there are sections for 'Facets Now Applied' (Library: Illinois Institute of Technology), 'Narrow Your Search' (Library: Illinois Institute of Technology (3841)), 'Format' (Book (3489), Journal / Magazine (309), Microform (248), Manuscript (35), Electronic (12), more...), and 'Author' (Wilson, C. L. (13), American Chemical Society (11), Zumdahl, Steven S. (11)).

### What if I can't find what I want?

If we don't have a copy of the book available at IIT, change the search to “All I-Share Libraries” to see which libraries have copies available for you to request. Read our [Finding Books in I-Share](#) guide for more information on requesting books.

The screenshot shows the search interface with the search box containing 'chemistry'. The search type is set to 'Subject' and the search scope is set to 'All I-Share Libraries'. A yellow arrow points to the 'All I-Share Libraries' dropdown menu.

### Learn more about finding books at <http://guides.library.iit.edu/findbooks>

This guide provides an in-depth explanation of everything you'll need to know about finding books in Galvin Library.

### Ask a Librarian for help

Contact the Reference Desk at (312) 567-3616 for more help finding books. You may also email or instant message us. Click on Ask a Librarian from <http://library.iit.edu> for more information.



## Getting Books from Other Libraries in I-Share

### **IIT doesn't have the book I want. How can I get it?**

When you can't find a book in the IIT library catalog or you need to find several books about a subject, you should search the I-Share catalog. The I-Share catalog compiles over 70 Illinois academic libraries' book catalogs into one giant catalog. Items available in I-Share are shipped to IIT in about 3 business days, or you can visit any member library to directly borrow an item. Call first to check the library's hours and access rules.

### **How can I get to the I-Share catalog? How does it work?**

Go to <http://library.iit.edu/books> and click on the I-Share catalog link to go directly into I-Share. The I-Share catalog has the same search functionality as the [IIT library catalog](#). You can search by title, keyword, or author, set limits using the options on the right-hand column, and view detailed records by clicking on the titles.

The screenshot shows a search results page for 'sustainable architecture'. At the top, there is a search bar with the text 'sustainable architecture' and a 'Find' button. Below the search bar, there are links for 'Advanced Search', 'I-Share Libraries', and 'Search History'. The main content area shows 'Showing 1 - 20 of 417 Results for sustainable architecture' and a 'Sort' dropdown menu set to 'Relevance'. A red arrow points from a text box to the 'Narrow Your Search' sidebar on the right. The sidebar includes sections for 'Format' (Book (371), Electronic (77), Film / Video (28), Journal / Magazine (10), Manuscript (6), more...), and 'Author' (Dean, Andrea Oppenheimer (5), Minke, Gernot (5), Yudelson, Jerry (5)).

**Use the right column to narrow your results by format, subject, author, and more.**

Click on the title of a book to open the full record and learn which libraries have copies.

The screenshot shows a book's full record with tabs for 'More Details', 'Location', 'Comments', and 'Reviews'. The 'Location' tab is selected. The record lists three libraries: Illinois State University, Columbia College, and University of Illinois at Urbana-Champaign. Red arrows point from text boxes to the library names and the 'Request this item' link.

**Illinois State University has this book on their circulating shelves and it is available.**

**Columbia College and UIUC also have this book, Click location and availability to see more information.**

**The Available status is not a guarantee that you can request the book.** The status simply means that the book is on the shelves at that library, but it may have restrictions that prevent requests. Words like **Reference, Reserves, Non-Circulating, and Local Borrowing Only** mean the book cannot be requested.

### I found a book I want to borrow, how do I get it?

Click on the title of the book to open the full record. Choose a **Library Location** and click on **Request this item**.

Login to the catalog. If this is your first time requesting books, you must create an account. Your “Borrower ID” is your IIT ID number (found on the front of your IIT ID card). The [Creating your My I-Share/IIT Account](#) guide shows how to create your account.



More Details | Location | Comments | Reviews

Where do you want to pick this item up?

Choose pick-up library: Illinois Institute of Technology


Choose pick-up location: .IIT GALVIN CIRC DESK

Request

Select your pick-up library and location. You can have the book sent to another school’s library from the list if that is more convenient for you. Hit Request and the message “Request submitted. Click here for status” appears.

### How will I know when the book is here?

You will receive an email to your IIT email address. You can also check the status at any time by logging into your I-Share/IIT account from our homepage or from within either catalog.



Title	Location	Status	Cancel?
Sustainable architecture white papers.	Floor 6 Shelves	Request submitted	<input type="checkbox"/>

### Is there ever a time when I CAN’T get a book through I-Share?

Occasionally a book will appear in the I-Share catalog but is not available. Any one of the below factors may be a reason the book is unavailable:

- The book has restricted access. *Reserves, Reference, Storage, and Non-Circulating* are common locations of books that cannot be requested.
- Status field says **Not Available**.
- The book is an e-book. Only people affiliated with the school that has the e-book can read it.
- There is only one copy of the book in the I-Share catalog.

## Finding and Requesting Books using WorldCat

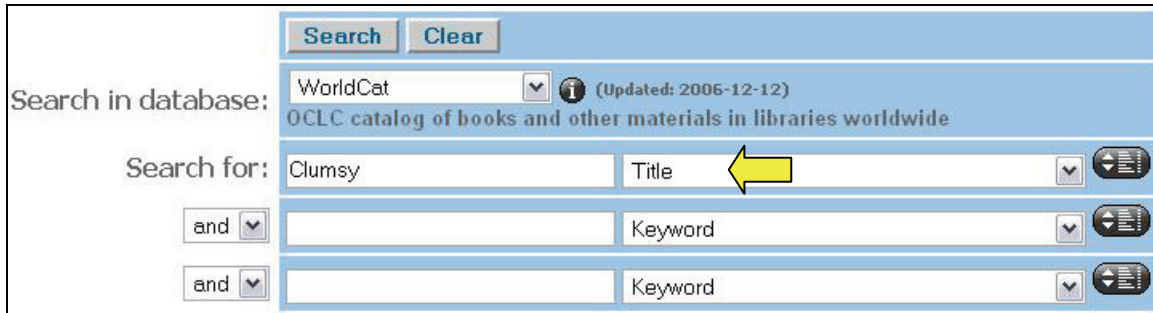
### What is WorldCat? When do I use it?

WorldCat is an online catalog that contains the holdings of more than 8,000 libraries worldwide. Use WorldCat to place Interlibrary Loan requests for materials that are not available through IIT or I-Share.

### How do I search WorldCat?

From the Find It section on <http://library.iit.edu>, click on Books, and then click on the  WorldCat icon.

Once in WorldCat, enter the information about the item you are looking for. For example, if you know the title or ISBN of the book you want, type in the information in the empty box and move the drop-down menu on the right to “Title” or “ISBN”:



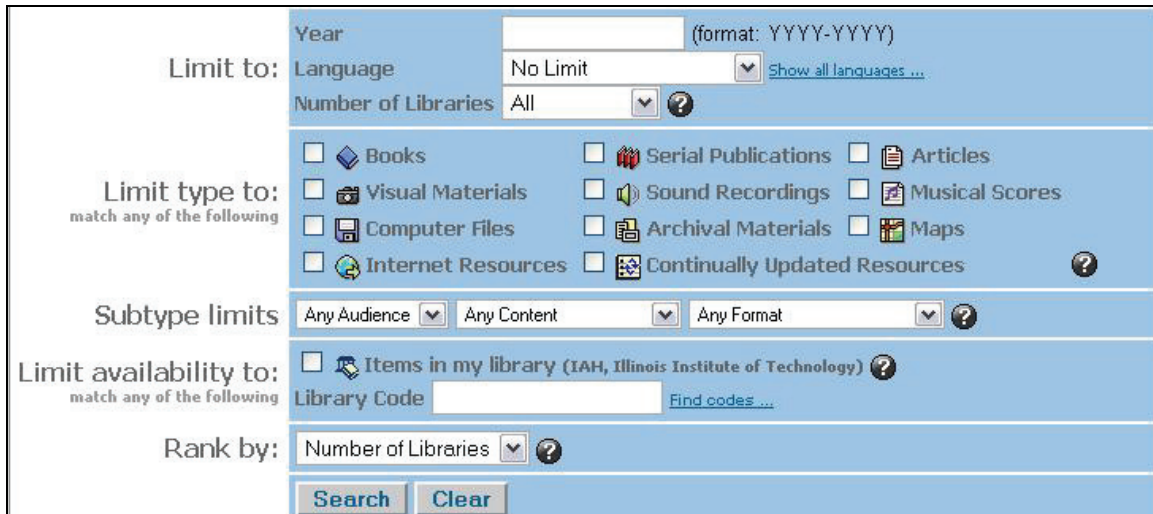
Search in database: WorldCat (Updated: 2006-12-12)  
OCLC catalog of books and other materials in libraries worldwide

Search for: Clumsy Title

and Keyword

and Keyword

WorldCat allows you to limit your results by many factors, such as by year, language or material type. Set your limits in the section below the search box:



Limit to: Year (format: YYYY-YYYY)  
Language No Limit (Show all languages ...)  
Number of Libraries All

Limit type to: match any of the following

- Books
- Visual Materials
- Computer Files
- Internet Resources
- Serial Publications
- Sound Recordings
- Archival Materials
- Continually Updated Resources
- Articles
- Musical Scores
- Maps

Subtype limits: Any Audience Any Content Any Format

Limit availability to: match any of the following

Items in my library (IAH, Illinois Institute of Technology)

Library Code Find codes ...

Rank by: Number of Libraries

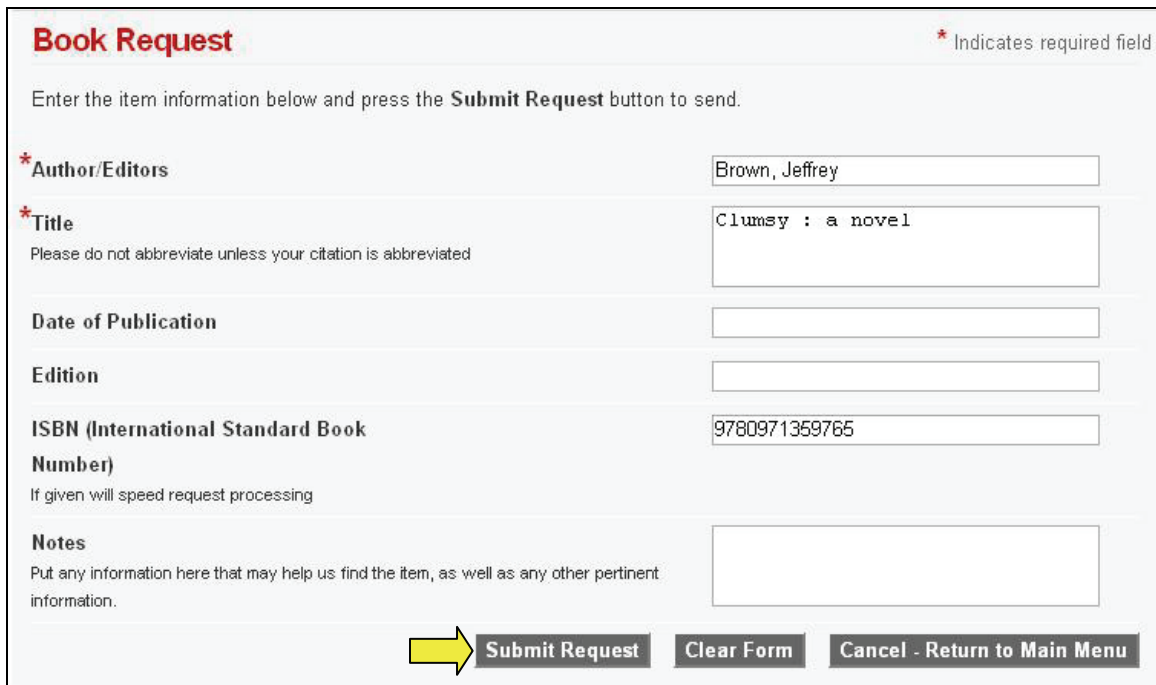
Search Clear

## How do I request an item from WorldCat?

Click on the title in the results screen that you wish to request. Next, click on the MyILL button under the “Get This Item” section.



A new window will open up asking for your MyILL login and password. If you haven't created your MyILL account yet, click on “Don't Have an Account? Click Here” and complete the form.



**Book Request** \* Indicates required field

Enter the item information below and press the **Submit Request** button to send.

\* **Author/Editors**


\* **Title**   
Please do not abbreviate unless your citation is abbreviated

**Date of Publication**

**Edition**

**ISBN (International Standard Book Number)**   
If given will speed request processing

**Notes**   
Put any information here that may help us find the item, as well as any other pertinent information.

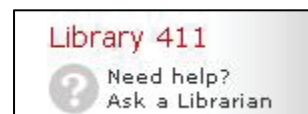
 **Submit Request** **Clear Form** **Cancel - Return to Main Menu**

Once you have logged in, the Book Request form will be automatically completed with the information from WorldCat. Simply click Submit to submit your request.

## How do I view the status of my requests?

Use MyILL to view the status of all Interlibrary Loan requests. You can log in at <http://iit.illiad.oclc.org/illiad/logon.html>.

**Need more help?** Contact the Reference Desk in person or by phone at (312) 567-3616, or go to <http://library.iit.edu/ask> to IM, e-mail or make an appointment with a librarian.



## Creating your My I-Share/IIT Account

My I-Share/IIT Account is an online tool that allows you to manage your library account. You can view items checked out from IIT and I-Share libraries, request books from other libraries, renew your books, check the status of I-Share requests, and see if there are any fines or holds on your account. You will **NOT** see Interlibrary Loan (ILL) requests in My I-Share/IIT Account. To view those requests, use MyILL.

### Step 1: Go to My I-Share/IIT Account

You can access your account from the library homepage, under My Library on the right side. You can also click on Login from either the IIT or the I-Share Library Catalogs.

**My Library**  
My I-Share/IIT Account  
MyILL Account  
Course Reserves:  
E-Reserves & Textbooks

**From library.iit.edu.**

IIT LIBRARIES  
ILLINOIS INSTITUTE OF TECHNOLOGY  
library catalog  
GALVIN LIBRARY · GRC · BIGLER LIBRARY · CSEP LIBRARY · NCFST LIBRARY · DTC LIBRARY

Advanced Search | Classic Search | Search History

Keyword [v] Local Catalog Only [v] Find

**From the IIT or I-Share Library Catalogs.**

Login Feedback

### Step 2: Create your account

All new users must create an account.

Username: [input]  
Password: [input]  
Is this a private workstation?  Yes (Checking this explicitly log out; or inactivity.)  
Login  
Create New Account  
Forgot Your Password?  
Login FAQ [help icon]

**Click on Create New Account.**

Enter your information. Your Borrower ID is your IIT ID number that is on the front of your IIT ID card.

Library Catalog Profile

In order to request items through the library you must provide your user account information:

Borrower ID (Barcode Number): [input]  
Last Name on Library Account: [input]

**Your number will look like A20xxxxx or 627350...**

After clicking submit you will see that you are logged in. From here you can view requests, renew books, and see if you have any fines.

**Your Account | Log Out**  
Feedback  
Logged in as Jannelle Ruswick

## Creating your MyILL Account

MyILL allows you to access information about your Interlibrary Loan requests. Inside MyILL you can see your current requests and request history, retrieve your requested documents, and see what books from WorldCat you have checked out. Use My I-Share/IIT Account to manage your books from the I-Share and IIT Library Catalogs.

My Library  
My I-Share/IIT Account  
MyILL Account  
Course Reser  
E-Reserves

Get to MyILL  
from  
library.iit.edu

### How do I create my account?

Creating an account is simple. Fill in the form following the example below:

**New User Registration** \* Indicates required field

Need Help? Click here.

\* **First Name** Anita

\* **Last Name** Book

\* **IIT ID** A12345678  
(Use the number on the front of your ID card)

\* **IIT E-Mail Address** abook@iit.edu  
You MUST use your "@iit.edu" email address.

**Phone** 312-555-1234

\* **Status** Undergraduate

\* **Department** MMAE

\* **Username** abook  
Your username is the same as your IIT email account.  
**Do not include "@iit.edu".**  
(Don't know your email username? Look it up here.)

\* **Password** [masked]  
Your password is the same as your IIT email account password.  
(Don't know your email password? Contact the OTS Support Desk.)

\* **Re-enter Password** [masked]

**Submit Information** **Clear Form** **Cancel**

Click Submit Information. Your registration is successful if you see the following screen on the right. Contact the Reference Desk at <http://library.iit.edu/ask> for help creating your account.

PAUL V. GALVIN LIBRARY  
**MyILL** interlibrary loan management system  
Choose an option from the choices below.

HELP: FAQ | Ask a Librarian

Search [ ]

Active All

Subscribe to Alerts Feed

No Alerts

Transaction	Type	Title	Author	Status
No Requests				

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  - Article Request