Requesting Items from I-Share

1) Go to http://www.principiacollege.edu/library

2) Go to Books & Videos under Quick Links

3) Click on I-Share Catalog under Finding Books & DVDs

4) Login to your account using the Login link in the top right. Create a new account if you do not have one already. You will need to use your Prin ID card’s 16-digit barcode number to create your account.

5) Search for items in I-Share

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6) Select the title. (Note: Some items in I-Share are not available for request.)

7) Click on “Request 1st Available” or “Request This Item”

8) Select the item you are interested in and click the “Request” button

9) If it was successful, you will see the following message -

10) Your item should arrive within approximately 3 to 5 business days. You can always check your account under Requested Items, to check on your requested items.