Using Your I-Share Account

The I-Share account lets you borrow things like books, articles, CDs, etc. that you can't get here. It is pretty easy to set up, but the process requires some specific steps that aren't always clear. This guide contains step-by-step setup instructions to help you get up to speed.

Directions:

1. Start by going to wiu.edu/libraries

2. Look for the I-Share link located below the search box labeled Find books, ebooks, scores and other materials at WIU, after WestCat: Quick/Advanced.

3. Click the I-Share link to connect to I-Share.

4. Log into I-Share by clicking on the word LOGIN found in the upper right corner of the page. The I-Share home page contains a brief description of I-Share and additional information about I-Share. Users can either perform a search in the search box on the main I-Share home page or use the links below the search box to perform an Advanced Search or Browse the Catalog.

5. After clicking on LOGIN, you will be asked to choose your institution. Choose Western Illinois University using the pull-down menu.

6. The next page contains the I-Share Quick Search box and the Your Account/Login area below it. Users are asked to enter their Barcode number and their Last Name. Your Barcode is the Library ID number (21711) followed by your WIU ID Number.

Example: 21711999999999

NOTE: This information is located on your WIU ID.
7. If you have entered the information correctly, you will now be logged into I-Share. To request an item, perform a search on a topic or title. Click on the full record to see whether the title is available at WIU or another I-Share library.

Some titles are for electronic books (E-Books), which are, for the most part, only available to students, faculty and staff at the owning institution. Check the records for that book to see if it is available in print at another library.

8. When you find a book that is available, click on the words Request Item. The system will open a window showing your Pick Up Library (WIU or any other I-Share Library), Pick Up Location (WIU Main Circulation - Malpass Library or WIU Quad Cities Circulation and a No longer required after: with a date (usually one month from the date of request). To request the title, click the Place Request button. The request will be processed and the book will be sent to the library that you chose. Requests normally take 1-2 weeks.