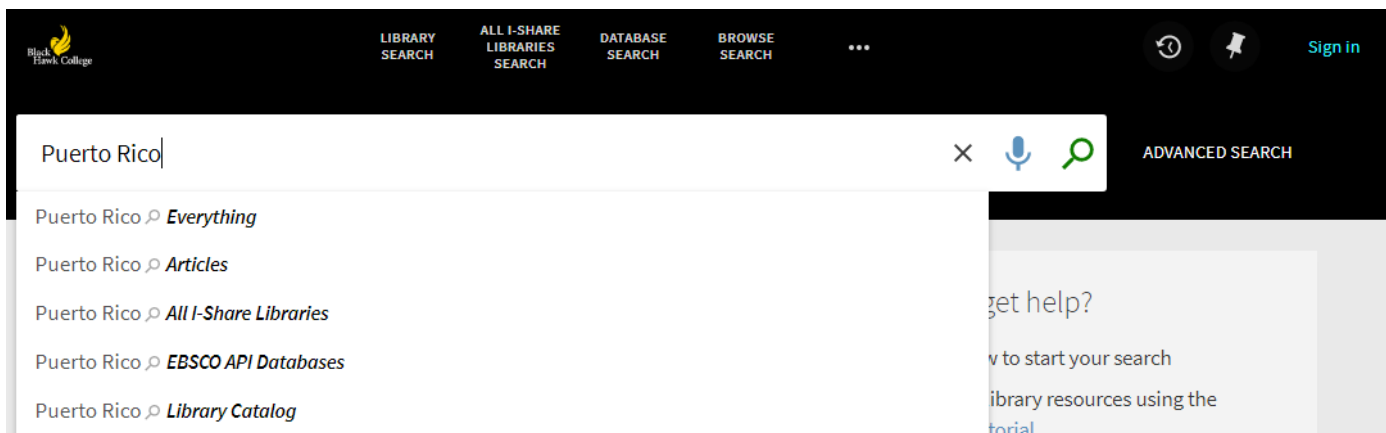


## How to Find and Request a Print Book in I-Share

- Click on **Library** on your **Canvas course page**—this will take you to the Library homepage
- Or go to <https://www.bhc.edu/academics/academic-resources/library/>
- Click on the **Searching** button
- Click on **Sign in** (upper right-hand corner), in the pop-up choose **Black Hawk College users**
- **Sign in** using your **myBlackHawk username and password**.
- **Type** a search term in the query box (you may use more than one word)



- Choose **All I-Share Libraries** from the dropdown menu
- Click the **search** icon (the magnifying glass)
- Click **Advanced Search** to search by **Keyword, Title, Author, or Subject**
- On the **Results** page in **Tweak your results**, under **Resource Type**, click on **Books**,
- Click on a **book title** to get more information about that book
- Scroll to the **Details** section for **Subject terms** and a **Description**, to determine if the book will be useful
- To save the book details page for later use, go to **Send to** and select **Permalink, Print** or **Email**
- Click **Citation** in the **Send to** section to view and copy the **Citation** for this book
- To **Request** the book for **contact-free pick-up**, go to the **Get It** section of the detailed record
- Click on **Get It From Other Institutions**, then click on **institution names** to check availability
- Make sure there is at least one copy that is **loanable**
- Books that are in **Reserve, Reference, or Special Collections cannot be borrowed**
- To place a request, go to **How to Get It**, click on **I-Share** to request a copy
- **You must be signed in to request**
- In the pop-up, **choose your campus** for the **Preferred Pick-up Location**
- **Choose a Preferred Pick-up Institution**, be sure to **select Black Hawk College**.
- Click **Send Request**, you should get a confirmation that the request was successful
- You will receive an **email** with **pick-up instructions** when your request is ready
- If the book cannot be borrowed, your request will be cancelled
- **I-Share contact-free pick-up requests may take up to 14 days to fulfill, so plan ahead.**

**Need Help? Contact a Librarian at [library@bhc.edu](mailto:library@bhc.edu).**