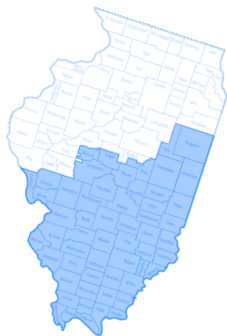




Welcome to SHARE! Our new library catalog has several benefits over our old one:

- **Easier** to use
- Access to over **10 million** titles
- Use your Mahomet Library card at **427 libraries** in downstate Illinois
- **Mobile version** for your smartphone or tablet



Browsing and Searching

Quick Library Search

Begin to type keyword(s) in the search box; possible matches appear. Click on one of these suggestions or finish typing and press **<ENTER>**.

Search Menu

- **Keyword:** Search by keyword in a given field (e.g., Title, Author) or format (e.g., Book, DVD)
- **Browse:** Browse items whose Title, Author, Subject, or Series begins with the letters entered in the search box.
- **Phrase:** Search for a phrase in a given field or format.
- **Advanced Search:** Search multiple fields for different keywords at the same time.

The [Additional Search Options link](#), available from the Keyword, Browse, Phrase, and Exact search pages, allows you to focus your search by one or more of the following:

Library	Detailed Material Type	Collection
Publication Date	Target Audience	Language

Requesting Items

To request an item:

1. Search for the item. Click the **Place Request** button.
2. Log in, if necessary, using your library card number and pin number. (See staff for assistance)
3. Select a **Pickup Library** if necessary.
Note: to avoid selecting the pickup library every time, mark "Always use this pick-up location."
4. Click the **Submit Request** button.

To manage your requests:

1. From the **My Account** menu, select **Requests**
2. From this screen, you can do the following:
 - View the request status, including your position in line
 - Cancel some or all of your requests
 - Suspend requests (useful if you are going out of town)
 - Reactivate suspended requests.

Renewing Items

To renew items:

1. From the **My Account** menu, select **Items Out**.
2. Select the item(s) to be renewed and click the **Renew** button.
Note: if there is no checkbox next to an item, you will not be able to renew it. You should return it to the library.

Reading History

Quick Library Search

You can choose to have the system track the items you have checked out in the past. Some patrons find this a useful way to remember what they have and have not yet read. This list is available only if you are logged into SHARE.

To turn on your reading history tracking:

1. From the **My Account** menu, select **My Record**.
2. Click the **Contact Information and Preferences** header.
3. Under **Preferences**, mark **Maintain reading history**.
4. Click the **Submit Change Request** button.
Note: you can reverse these steps at any time to turn this feature off.

To delete a title from your reading history:

1. Under **My Account** on the left side of the screen, click on *your name*.
2. Click **Reading History**
3. Select the item(s) to be deleted by clicking the corresponding check box(es).
4. Click the **Delete Selected** button.

Find the new catalog at

MahometPublicLibrary.org

Self Registration

If you do not have a library card, you can apply for one online through our catalog. Your card will not be full activated, however, until you visit the Mahomet Public Library in person with a photo ID and proof of address.

Your Record

You can view or change information in your record by selecting **My Record** from the **My Account** menu.

Messages

View any messages to you from your library. Some of these messages may pertain to problems with your account; if you are having trouble using your card for any library services, check here first.

Contact Information and Preferences

You can view and edit your address and contact information here, including your preferences for receiving library notifications (see Notifications).

If you change any part of your **address information**, you will not be able to use your card to check out materials or access online library services until you visit the Mahomet Public Library in person with a photo ID and proof of address.

Change Logon

By default, you log into SHARE using your library card number and pin number. Your initial pin number consists of the last 4 digits of the phone number you gave the library when you signed up for a card. You can change your logon information if you wish, but it is not required.

Notifications

The system sends out the following notices automatically:

- Requested items ready for pickup
- Items due soon (“preoverdue” notices)
- Items overdue

To receive these notices via email or text message:

1. From the **My Account** menu, select **My Record**.
2. Click the **Contact Information and Preferences** header.
3. Enter the correct email address(es) and phone number(s). For cell phones, indicate the carrier used.
4. For text messages, mark **Send TXT to this number** next to the appropriate cell phone number.
5. Under **My preference for receiving library notices**, select the appropriate option.
Note: You can receive BOTH email and text messages; contact library staff for assistance with this.
6. Click the **Submit Change Request button**.

Fines and Fees

If you have at least \$5.00 in fines or fees on your account, you will not be able to checkout or renew items or use My Media Mall to borrow digital titles. To view fines and fees currently on your account:, select **Fines & Fees** from the **My Account** menu.

You can pay your fines and fees online at mahometpubliclibrary.org/PayFines.



A Quick Start Guide for our New Catalog System

