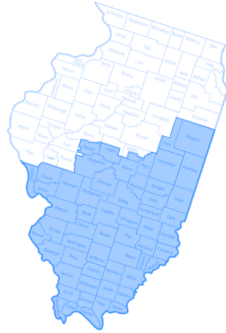


Welcome to SHARE!

- Get Access to over **10 million** titles, including print materials, eBooks, and eAudiobooks
- Use your Mahomet Library card at **over 450 libraries** in downstate Illinois
- Access it anywhere using your computer or portable device.



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>**.

Further Searching

- **Search Menu:** Provides more options, including Advanced Search, which allows you to search multiple fields at the same time.
- **Gray Search Box options:** Appear after a quick search and provide more options, including:
 - **Search by:** to limit searching to one field
 - **Limit by:** to limit searching to one format
 - **More Search Options:** to limit results based on multiple factors
- **Left Side Bar:** Limit results based on a variety of factors

To search only for Mahomet items

Enter your search terms in the Quick Library Search box. Then do one of the following

- Select **My Library** from the **Limit By** list OR
- Click **Mahomet Public Library** under **Assigned Branch** in the left side bar.

To search for only eBooks and eAudiobooks

1. Enter **cloudLibrary** in keyword search box.
2. (optional) In the **Limit By** list, choose **Ebook** or **Audio-book**

Requesting an Item

To request an item:

1. Click **Request It** to the right of the item listing.
2. Log in, if necessary, using your library card number and pin. (The pin is the last four digits of your phone number unless you change it.)
3. Select a **Pickup Library** if necessary. To avoid selecting the pickup library every time, mark "Always use this pick-up location."
4. Click **Submit Request**.

Note: if you are logged in already, you can click **One-Click Request** and skip all remaining steps.

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 **Renew Selected Items**.

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.

Notifications

The system sends out the following notices automatically:

- Requested items ready for pickup
- Items due soon ("pre-overdue" notices)
- Items overdue

To receive these notices via email or text message:

1. Select **My Record** from the **My Account** menu.
2. Click the **Contact Information and Preferences** header.
3. Enter the correct email address(es) and phone number(s).
4. Under **Preferences**, select the email address and/or phone number from those entered in step 3. If requesting text messages, select the cell carrier.
5. Click the **Submit Change Request button**.

Find the catalog at

MahometPublicLibrary.org

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) and your reading history.

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.

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 any of our online eResources, including databases, digital magazines, eBooks, or eAudiobooks.

You can pay fines and fees :

- By check or cash at the library
- By credit card at the library self-check stations
- By credit card online here in your account in our catalog

To view your fines and fees:

- Select **Fines & Fees** from the **My Account** menu.

To pay fines and fees online:

1. Select **Fines & Fees** from the **My Account** menu.
2. Select the fees you wish to pay and click **Pay Fees Now**. The system will take you to a secure credit card processing site to complete the transaction.
3. When finished, click **Return to Account**.

Getting More Help

- There are help screens for specific topics under the SHARE catalog help menu.
- Library staff are always available for assistance using the catalog.

A Quick Start Guide for our Online Catalog System