

SHAREit Interlibrary Loan Basics for Beginners

January 15, 2026

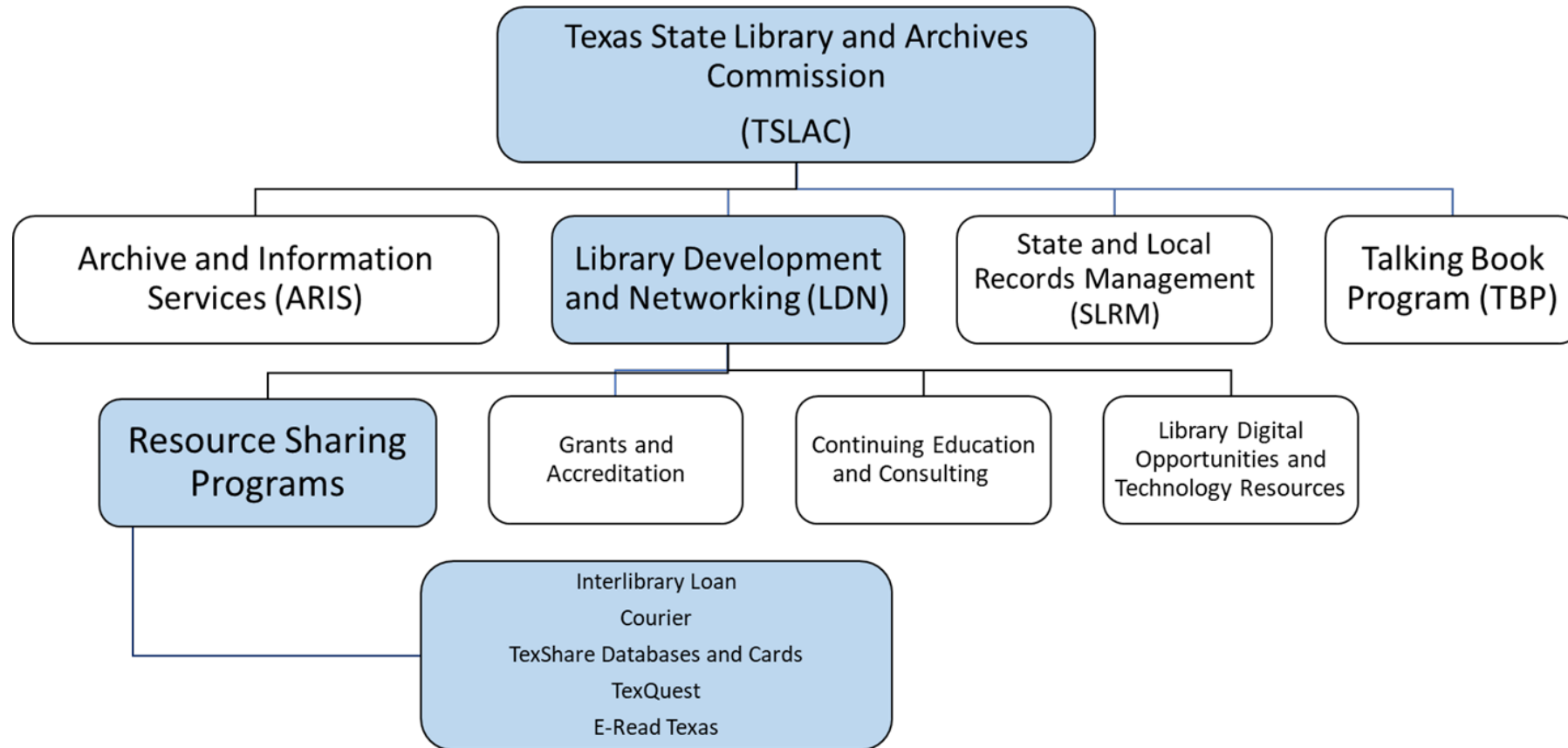
Sara Hayes, Statewide Interlibrary Loan Coordinator
Texas State Library and Archives Commission (TSLAC)



Agenda

- Agency and Statewide Interlibrary Loan Program Background
- SHAREit Interfaces: Guest, Patron, Staff
- Texas Group Catalog: Holdings
- ILL Request Management: Placing Requests
- Local Settings: Participant Record
- Shipping Labels and Bookstraps
- SHAREit Resources and Support
- Questions

Texas State Library and Archives Commission



Interlibrary Loan Terminology

- **Auto-Graphics**: ILL system vendor
- **SHAREit**: ILL system
- **Texas Armadillo Network**: Group of Texas libraries using the SHAREit system for ILL
- **ILS**: Integrated Library System (Apollo, Atrium, Koha, Polaris, Sirsi, etc.)
- **Z39.50**: Communications protocol between systems (SHAREit and ILS) for search and retrieval of information, e.g., records from a bibliographic database
 - Configuration allows SHAREit to access local library catalogs directly and determine ownership and availability of materials
- **NCIP**: NISO Circulation Interchange Protocol
 - Configuration allows patron authentication and automated circulation messaging between SHAREit and ILS
- **SIP**: Standard Interchange Protocol
 - Configuration allows patron authentication but no automated messaging between SHAREit and ILS

Statewide Interlibrary Loan Program

No library owns every item, and they are not expected to!

Providing interlibrary loan services:

- Allows your patrons to access materials that are not available locally.
- Saves libraries money and space.
- Informs collection development decisions.
- Is currently an accreditation criteria for Texas public libraries.

Statewide Interlibrary Loan Program

Public Library Accreditation Criteria:

Texas Administrative Code, RULE §1.83:

(3) The library must offer to borrow materials via the interlibrary loan resource sharing service for persons residing in the library's designated service area. A library must also participate in the interlibrary loan resource sharing service by lending its materials to other libraries, as requested. The library governing board may adopt policies regarding materials available for loan and the length of the loan, the good standing of the borrower, and other relevant issues; these policies must be available for the public.

Statewide Interlibrary Loan Program

TSLAC Responsibilities

- Contract for a statewide ILL system available to all eligible libraries.
- Provide administrative support and system training to participating libraries.
- Offer an optional ILL Lending Reimbursement Program to help offset out of pocket costs for libraries.

Participating Library Responsibilities

- Offer to borrow and lend materials and promote ILL services to the community.
- Dedicate staff time and return shipping costs.
- Assist patrons with using the service.

Statewide Interlibrary Loan Program

Participating libraries use **MANY** different integrated library systems (ILS): Polaris, Sirsi, Apollo, Atrium, Koha, TLC, etc.

- Local catalogs are publicly accessible and include the holdings of the library or small group of libraries sharing the system.

Participating libraries use **ONE** interlibrary loan system: SHAREit

- SHAREit is a web-based software (a website) that includes a group catalog interface for guest, patrons, and staff and a request management interface for staff.
- The SHAREit group catalog is publicly accessible and includes the holdings of all participating Texas libraries in one search interface.

Statewide Interlibrary Loan Program

1. Eligible and participating libraries all have SHAREit accounts ready to activate and use.
2. To go live with ILL services, libraries do need to:
 - Secure staff log in credentials from TSLAC staff
 - Update contact information in the SHAREit Participant Record
 - Complete Z39.50 configuration forms to allow access to catalog holdings in the group catalog (Apollo and BookSystems libraries do not need to complete this)
 - Determine if patrons will place requests directly and complete relevant patron authentication configuration forms if so
 - Determine if NCIP will be configured for circulation interoperability between SHAREit and the local ILS



SHAREit Group Catalog: Holdings

Virtual/Z-Target (Z39.50)

- Dynamic Collection (allows for real-time, live connection to catalogs and records remain in the local ILS)
- Checks ownership, active shelf-location, and circulation ability
- Requests can be processed automatically, the system knows the shelf status of the item

Union Catalog

- Static Collection (holdings records are exported locally and uploaded to secure FTP site)
- Checks general ownership
- Requires manual intervention to process requests, the system knows the library owns the item but not necessarily the shelf status of the item

Accessing SHAREit

General SHAREit landing page: <https://texas.agshareit.com>

Texas Armadillo Network

All Headings: [dropdown] [search] Advanced

Home icon

Login

Welcome to the Texas Armadillo Network for Interlibrary Loan!

Use the box above to search the catalogs of 500+ libraries in Texas. Use the drop-down menu to search for specific headings. For a more complex search, use the Advanced link to the right of the search box.

Find something you like? Please contact your [local library](#) for assistance placing an ILL request.

Login to request items.

Select Your Library * [dropdown]
Please select a library

Staff Username or Library Card Number: * [input]

Password: * [input]

Remember Me?

Submit Cancel

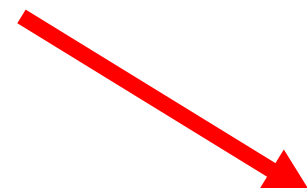
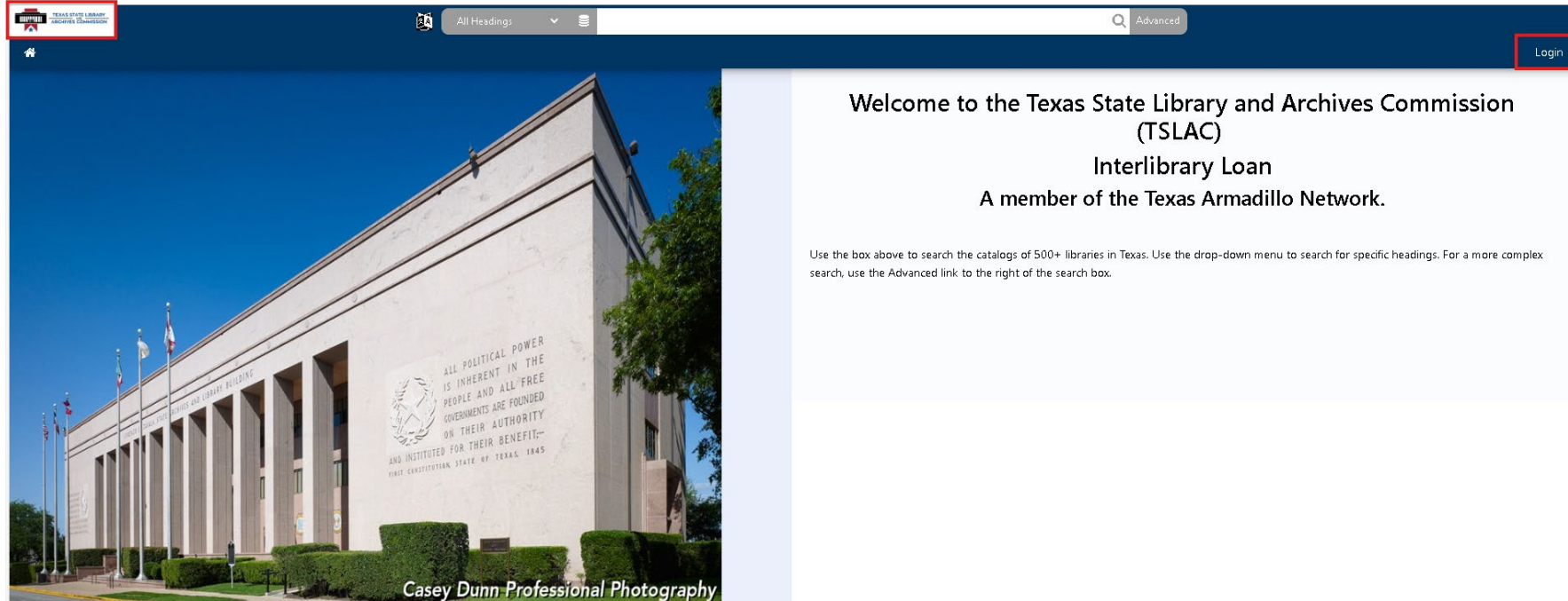
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Accessing SHAREit

Library specific SHAREit landing page:

<https://texas.agshareit.com/home?cid=texas&lid=ikm01>

- CID = Customer ID = TEXAS (same for all libraries)
- LID = Library ID = OCLC Symbol + 01 (unique to each library)



Login to request items through interlibrary loan.

Card Number:*

PIN:*

Remember Me?

Submit Cancel



SHAREit Permissions: Guests and Patrons

Guests: No login required

- Guest users can access and search the group catalog but cannot place requests from the catalog
- No *Request This Item* button is available

Patrons: Log into SHAREit using their local barcode and password/PIN

- May be granted ILL permissions to place or view active requests
- At libraries using an authentication method (e.g., SIP2 or NCIP), patrons will be authenticated against the library's ILS
- At libraries that don't use an authentication method, patron records can be exported from the ILS and loaded into SHAREit to allow patrons to log in to SHAREit
- *Request This Item* button may be available if library chooses to allow it

SHAREit Permissions: Staff

Each library has two existing staff account logins:

1. Library SHAREit Library Superuser (Username ends in 01)
 - Main ILL contact, has permission to process ILL request and make major configurations to the library's SHAREit account
2. Library SHAREit Regular Staff (Username ends in 02)
 - Library staff who process ILLs, but will not have configuration permissions

Additional staff accounts can be created locally.

SHAREit Interfaces: Guest

Bluebonnet Branch Library

All Headings raven and the eagle

Advanced

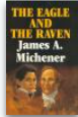
Login

Details Where To Find It MARC Display

Michener, James A. 1907-1997.

The Eagle and the Raven /

Book



Found In
Texas Group Catalog

Modify Search
Add to Your List
Permanent Link
Email This Item
Print This Item

System Nbr.: 630449853
LCCN: 90009684 //r94
ISBN: 9780938349570
ISBN: 0938349570
ISBN: 9780812513011
ISBN: 0812513010
Author: [Michener, James A. 1907-1997. \(James Albert.\)](#)
Title: [The Eagle and the Raven / James A. Michener drawings by Charles Shaw.](#)
Edition: First edition.
Publisher: State House Press,
Date: 1990.
Description: 214 p : illustrations (some color) : 23 cm.
Notes: Includes bibliographical references (pages 213-214).
Notes: This historical narrative recalls one of the most exciting periods of Texas history in its contrast of two charismatic men, Santa Anna and Houston.
Notes: 19910331.
Subject: [Houston, Sam 1793-1863 Fiction.](#)
Subject: [Santa Anna, Antonio López de 1794-1876 Fiction.](#)
Subject: [Presidents Mexico Fiction.](#)
Subject: [Governors Texas Fiction.](#)
Subject: [Texas History Fiction.](#)
Subject: [Mexico History 1821-1861 Fiction.](#)
Subject: Biographical fiction.
Subject: Historical fiction.
Subject: Fiction.

Where To Find It

Institution	ILL Lender?	Check Shelf Status	Call #
Lake Travis Community Library	[ILL Lender]	Check Shelf Status	F M1GHE
Comanche Public Library	[ILL Lender]	Check Shelf Status	F M1C
Gladys Johnson Ritchie Public Library	[ILL Lender]	Check Shelf Status	F1C M1c
Virgil & Josephine Gordon Memorial Library	[ILL Lender]	Check Shelf Status	F1C M1C
Jasper Public Library - TAE*	[ILL Lender]	Check Shelf Status	TEX 813.54 M1C
Kurth Memorial Library	[ILL Lender]	Check Shelf Status	F1C M1C
Sanger Public Library - TAE	[ILL Lender]	Check Shelf Status	F M1C
Ward County Library	[ILL Lender]	Check Shelf Status	F M1c

SHAREit Interfaces: Logging In

Login to request items.

Select Your Library * ▼

Please select a library
Staff Username or Library Card Number: *

Password: *

Remember Me?

Submit Cancel

- **Select your library by typing in name or selecting from drop down menu**
- **Staff** will log in with their SHAREit staff username (ending in 01 or 02) and password
- **Patrons** will log in with their library card barcode and PIN used in the local ILS

Creating Requests in SHAREit - Patron

- It is always a local decision by library staff whether patrons are allowed to initiate or place requests from the catalog.
- Libraries may also configure SHAREit to require staff to approve patron requests before they go out to lenders.
 1. Log in with library card barcode and PIN
 2. Search for material
 3. Use the *Request This Item* button
 4. Complete required fields
 5. Submit
 6. Track request in the *Your Account* tab in SHAREit

SHAREit Interfaces: Patron

Bluebonnet Branch Library

All Headings Advanced

Search History

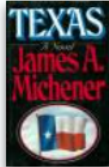
Hello, Tex
Your Account Logout

Details Where To Find It MARC Display

Michener, James A. (James Albert).

Texas / James A. Michener.

Book



Found In
Texas Group Catalog

Request This Item

System Nbr.: 151012234
ISBN: 9780394541549
ISBN: 0394541545
Author: [Michener, James A. \(James Albert\).](#)
Title: [Texas / James A. Michener.](#)
Edition: 1st ed.
Publisher: Random House.
Date: 1985.
Date: 1985.
Description: xviii, 1096 p : maps ; 25 cm.
Notes: Maps on lining papers.
Notes: 19991217.
Subject: [Texas History Fiction.](#)

Details

Where To Find It

Institution	ILL Lender?	Check Shelf Status	Call #
Nancy Carol Roberts Memorial Library	[ILL Lender]	Check Shelf Status	F Mic

Modify Search
Add to Your List
Permanent Link
Email This Item
Print This Item

Home
Your Items
Items From Other Libraries
Your Settings
Your Profile
Your Preferences
Your Favorite Resources
Your Favorite Web Links
Search History
Your Lists
Log Out

Hello, TSI AC01
Your Account Logout

SHAREit Interfaces: Patron

Borrower	TXBLB01	Bluebonnet Branch Library
Material Bibliographic Level Options	Book	
Material Format Options	None	
Title/Journal Title *	Texas / James A. Michener.	
Author/Creator	Michener, James A. (James Albert).	
Publisher (Place, Name, Date)	New York :	Random House 1985.
Series		
Physical Description	xviii, 1096 p : maps ; 25 cm.	
ISBN	9780394541549	0394541545
ISSN		
Verification	3009536: Texas Group Catalog	
Any Edition is Acceptable	<input checked="" type="checkbox"/>	
Need by *	8/17/2025	
Pickup Location Options *	Main	
	Set Default Pickup Location	
Patron's Last Name *	Presley	
Patron's First Name	Tex	
Patron's Library Card Number	1002	
Patron's Address 1		
Patron's Address 3 (City, State, ZIP)		
Patron's Contact 1 *		
Patron's Notes		
Library of Congress Control Number		

ILL Request

Your request **146858** has been submitted - 5/19/2025
The system will check for lenders; this will take some time. Please check your My Account later for a status on this request.

ILL Request Details

Request ID	146858	
Request Date	5/19/2025	
Request Status	Awaiting Lenders	
Edition	1st ed.	
Max Cost	0.00	
This Format Only	false	
Borrower	TXBLB01	
Material Bibliographic Level Options	Book	
Material Format Options	None	
Title/Journal Title	Texas / James A. Michener.	
Author/Creator	Michener, James A. (James Albert).	
Publisher (Place, Name, Date)	New York :	
Physical Description	xviii, 1096 p : maps ; 25 cm.	
ISBN	9780394541549	
Verification	3009536: Texas Group Catalog	
Any Edition is Acceptable	true	
Need by	8/17/2025	
Pickup Location Options	Main	
Patron's Last Name	Presley	
Patron's First Name	Tex	
Patron's Library Card Number	1002	
Patron's Contact 1	512-555-5555	
Ship to Name	Bluebonnet Branch Library	
Ship to Address 1	100 Blue Lane	
Ship to Address 3 (City, State, ZIP)	Fields	
Ship to Country	USA	

[OK](#)



SHAREit Interfaces: Patron

Patron Initiated Request Demo

[Home](#) | [TEXAS](#) | [TEXAS](#) | [Auto-Graphics Inc.](#)

Creating Requests in SHAREit - Staff

Staff workflow

1. Log in with Staff username and password
2. Search for material
3. Use the Request This Item button
4. Using NCIP?
 1. YES: Use Patron Lookup function to search by patron barcode or last name and select the patron from search results, information will auto-populate in the ILL request form
 2. NO: Manually enter patron information in ILL request form
5. Submit
6. Take required actions in the Request Manager (Approve, Receive, Return)

SHAREit Interfaces: Staff

Bluebonnet Branch Library

All Headings texas james michener

Staff Dashboard Search History Blank ILL Request


Hello, TXBLB02
Your Account

Logout

Michener, James A. (James Albert)

Texas / James A. Michener.

Book



Found In
Texas Group Catalog

Request This Item

Modify Search
Add to Your List
Multi Copy
Permanent Link
Email This Item
Print This Item
Download Record
Add to Download Cart
Add Locations

Details

System Nbr.: 151012234
ISBN: 9780394541549
ISBN: 0394541545
Author: [Michener, James A. \(James Albert\)](#)
Title: [Texas / James A. Michener](#)
Edition: 1st ed.
Publisher: Random House,
Random House,
Date: 1985.
Date: 1985.
Description: xviii, 1096 p : maps ; 25 cm.
Notes: Maps on lining papers.
Notes: 19991217.
Subject: [Texas History Fiction](#).

Where To Find It

Institution	ILL Lender?	Check Shelf Status	Call #
Nancy Carol Roberts Memorial Library (NCRJL01)	[ILL Lender]	Check Shelf Status	F Mic

MARC Display

Control Number : 3009536
Last Modified : 7/4/2024 4:44:58 PM
Leader : 00177cam a2200277 4500
Leader : 00177cam a2200277 4500



SHAREit Interfaces: Staff

- Bibliographic information about the material will auto populate in the Request Form once item is requested
- Required fields:
 - Need by date
 - Select Pickup Location
 - Patron's last name
 - Patron Lookup function
 - Patron's contact information

ILL Request

Your request 146898 has been submitted - 5/19/2025
The system will check for lenders; this will take some time. Please check your My Account later for a status on this request.

ILL Request Details

Request ID	146898
Request Date	5/19/2025
Request Status	Awaiting Lenders
Borrower	TXBLB01
Material Bibliographic Level Options	Book
Material Format Options	None
Title/Journal Title	Texas / James A. Michener.
Author/Creator	Michener, James A. (James Albert).
Publisher (Place, Name, Date)	New York :
Edition	1st ed.
Any Edition is Acceptable	true
This Format Only	false
Physical Description	xviii, 1096 p : maps ; 25 cm.
ISBN	9780394541549
OCLC Number	(OCoLC)11971221
Verification	3009536: Texas Group Catalog
Need by	8/17/2025
Select Pickup Location:	Main
Max Cost	0.00
Patron's Last Name	Dilla
Patron's First Name	Armi
Patron's Library Card Number	1000
Patron's Contact 1	010101
Ship to Name	Bluebonnet Branch Library
Ship to Address 1	100 Blue Lane
Ship to Address 3 (Citr. State. ZIP) Fields	

OK



SHAREit Interfaces: Staff

Staff Initiated Request Demo

[Home](#) | [TEXAS](#) | [TEXAS](#) | [Auto-Graphics Inc.](#)

SHAREit Interfaces: Staff

Staff Dashboard -> Request Manager and Participant Record

Texas Armadillo Network

All Headings

Advanced

Staff Dashboard Search History Blank ILL Request TSLAC Info for Staff Search WorldCat OCLC Policies

Hello, TSLAC01 Your Account Logout

Search Staff Dashboard Toggle Menu

Quick Links (Ctrl+)

- Configure Request Manager 1
- Modify A Library Profile 2
- Set Workstation Printer 3

ILL Admin

- Request Manager**
- Borrower Requests
- Lender Requests
- Search by Request Number
- Participant Record**
- Blank Request Form
- ALA Form
- System Wide Record
- Print Shipping Labels
- Print Bookstraps
- Batch Holiday Lists
- Search Library Information
- ILL Request Limits
- Patron Tracking
- Set Workstation Printer

Configuration

- Configure Request Manager
- Configure Bookstraps
- Configure Shipping Label
- Configure Pick List
- Configure Request Forms
- Configure Loan Full Record Display
- Configure Copy Full Record Display
- Configure ISSI
- Configure Lender Lists

User Admin

- Add a User
- Maintain RPA Error Codes
- Delete Obsolete Records
- Global Edit User Accounts

Support

User Guides and Videos

- MONTAGE
- RESEARCHit
- SHAREIT
- VERSO
- Release Notes & Bulletins
- Utility Downloads
- Customer Care

Statistics

Reports (new)

ILL Statistics

- Activity and Request Reports
- CONTU Copyright Tracking Reports
- Download Participant Records
- Borrower Statistics
- Borrower Record Counts
- Borrower Days to Receive Report
- Lender Statistics
- Lender Record Counts
- Lender Days to Supply Report
- Stayed Too Long Report
- Searches with Zero Results

Database Statistics

- Database Index Stats
- Database Field Stats
- System Activities
- Statistics Report

Pac Admin

- Modify A Library Profile
- Modify My Library Profile
- Define Records
- Lists
- Full Record Display Profiles
- Define Resource Headings
- Search Resources
- Public Search Resources
- Define/Maintain Scoping Levels
- Define/Maintain Location Groups
- Modify A Library's Available Search Sources
- Replicate Search Sources
- Select Search Indexes
- Select Library Search Indexes
- Modify Holdings Maintenance Permissions
- Modify AGCat Permissions

Maintain System Alerts

- Define Z39.50 Status Check
- New Z39.50 Locations
- Define NCIP Status Check
- NCIP Transaction Error Logs

Cat Admin

- View Download Cart
- Download AGCat Utility
- Create New CAT Record
- Catalog Maintenance
- Set Workstation Printer
- Set Workstation Printer
- URL (856) Checker

UX Admin

- Settings

SHAREit Interfaces: Staff Request Manager

Manage Borrower Requests		Action items		Action items		Manage Lender Requests	
Status	Count	Status	Count	Status	Count	Status	Count
Awaiting Approval	1	Pending	1	Will Supply/In Process	0		
Shipped	2	Renew/Overdue	0	Pending Cancel	0		
Received	4	Renew Pending	0	Returned	2		
Conditional	0						
Not Received	0						
Not-Received/Overdue	0						
Accepted Renewal	3						
Renewed by Lender	2						
Rejected Renewal	0						
Overdue	2						
Recalled	0						
Unfilled	3						
Cancelled	0						
Retry	0						
Expired	4						
Complete	10						
Patron Renewal Requests	1						
Returned	5	Complete	13				
		Received	3				

Items awaiting trading partner response

Items awaiting trading partner response

- [SHAREit Quick Guide - ILL Workflow.pdf](#) : Borrowing and Lending Status definitions and available actions
- ILL Admin User Guide: Borrowing Status Definitions (p. 40) and Lender Status Definitions (p. 51)

SHAREit Settings: Participant Record

Staff Dashboard -> ILL Admin -> Participant Record

A library's Participant Record contains all the reference information necessary to ensure the proper handling of interlibrary loan activities, including a library profile, interlibrary loan (ILL) contact information, general lending/ILL policies, automated staff/patron notices, operating hours, detailed ILL policy information, and links to related information.

Library SuperUsers (staff accounts ending in -01) may view and update the Participant Record for their own library.

Customer SuperUsers at TSLAC may view and update the Participant Record for any library in their consortium or collective.

SHAREit Settings: Participant Record

Edit these sections using the [Participant Record Workbook](#)

ILL Admin > Participant Record

MAINTAIN PARTICIPANT RECORD

Format To Print Search Add Reset Submit

Lender Info Contact Info Holiday List ISO Usernames Related Info Patron Notices Staff Notices NCIP C-ILL SSO URL Info

Lending Borrowing Shipping ILL Acceptance Copies

Lender Lists have moved to: [Configure Lender Lists](#)

Lender Information ?

Select to display to patrons

Library Code: IKM01
Lookup Lookup Master

Library Name: Texas State Library & Archives Commission - TAE
Library Type: Special

Agency Code:

Broker Code:

Days to Respond: 4

Ref Request Default:

Days to Supply: 21

Days Requests are Processed: Mon. Tues. Wed. Thu. Fri. Sat. Sun.

ISSI Participant? Yes No

Notes (700 characters max):
Courier First


- Lender Info
- Contact Info
- Holiday List
- Patron Notices
- Staff Notices
- URL Info



SHAREit: Shipping Labels and Bookstraps

The **Print Shipping Labels** function lets you generate shipping labels for use in shipping loaned items to *borrowing* libraries, or in returning loaned items to *lending* libraries.



The **Print Bookstraps** function lets you generate bookstraps for use in labeling ILL items checked out to local patrons. Although the bookstraps include the patron name, the borrower may use them to return items back to the lender or the lender can use the bookstraps (without a patron name) to send material to the borrower.

ILL Admin 
Request Manager
Borrower Requests
Lender Requests
Search by Request Number
Participant Record
Blank Request Form
ALA Form
System Wide Record
Print Shipping Labels
Print Bookstraps
Batch Holiday Lists
Search Library Information
ILL Request Limits
Patron Tracking
Set Workstation Printer
Configuration
Configure Request Manager
Configure Bookstraps
Configure Shipping Label
Configure Pick List
Configure Request Forms
Configure Loan Full Record Display
Configure Copy Full Record Display
Configure ISSI
Configure Lender Lists

User Guide	Version	Updated	PDF	HTML	Supplemental Information
System Basics	2025.009	29APR25	2096K	HTML	<p>-- WEBINARS --</p> <p>Library Alphabet Soup (55:27)(PDF)</p> <p>-- PRODUCT BULLETINS / REFERENCE INFORMATION --</p> <p>TLS v 1.2 Update Instructions (PDF) Error Messages by Module and Function (PDF)</p> <p>SHAREit Quick Guide - Login Basics (PDF)</p> <p>-- INSTRUCTIONAL VIDEOS --</p> <p>Using the Staff Dashboard (07:30)</p>
AGCat Client	4.05	21JAN25	1624K	HTML	
Authority Control	2025.009	27DEC24	2552K	HTML	
CAT Administration	2025.009	21JAN25	2834K	HTML	<p>-- INSTRUCTIONAL VIDEOS --</p> <p>MARC Record Download: Download Cart (07:14) MARC Record Download: Your Lists (06:52)</p>
ILL Administration	2025.009	13MAY25	7926K	HTML	<p>-- WEBINARS --</p> <p>Request Management 1 (57:27)(PDF) Request Management 2 (49:48)(PDF)</p> <p>Request Management 3 (56:51)(PDF) Non-returns/Desktop Delivery (1:02:39)(PDF)</p> <p>ILL Admin Configuration Options (1:03:42)(PDF)</p> <p>-- PRODUCT BULLETINS / REFERENCE INFORMATION --</p> <p>SHAREit Quick Guide - ILL Workflow (PDF)</p> <p>-- INSTRUCTIONAL VIDEOS --</p> <p>AGPrintFormat (06:11)</p>

SHAREit: Shipping Labels and Bookstraps

Shipping Labels

DELIVERY		RETURN	
To:	Monarch Memorial 17 Butterfly Drive Butterfield, TX, 10004	To:	Bluebonnet Branch Library 100 Blue Lane Fields, TX, 12345
From:	Bluebonnet Branch Library	From:	Monarch Memorial
ILL #:	426	ILL #:	426
ILLCode:		ILLCode:	
Author:	Garmus, Bonnie	Title:	2022 : Lessons in Chemistry
Title:	2022 : Lessons in Chemistry	Author:	Garmus, Bonnie
Due:	07/31/2024	Notes:	
Notes:			
PATRON: PLEASE DO NOT REMOVE SHIPPING SLIP FROM ITEM			

SHAREit: Shipping Labels and Bookstraps

Bookstraps

Printed at Lending Library:

Auto-Graphics Library

Please return paperwork with item. Thank you!

ILL Number: 0426



Lender:: Bluebonnet Branch Library
Author:: Garmus, Bonnie
Title: 2022 : Lessons in
Chemistry

Patron Name::

Patron Barcode::

When you are done using this material, **please return it to:**

Return To:: Monarch Memorial
Address:: 17 Butterfly Drive
City:: Butterfield
Phone::
By this **due date:** 7/31/2024

This item is loaned to you with the understanding that it will be HANDLED WITH CARE. It must be returned on time. DO NOT RETURN THIS ITEM TO THE BOOKDROP.

Printed at Borrowing Library:

Auto-Graphics Library

Please return paperwork with item. Thank you!

ILL Number: 0426



Lender:: Bluebonnet Branch Library
Author:: Garmus, Bonnie
Title: 2022 : Lessons in
Chemistry

Patron Name:: Book, Rita

Patron Barcode:: 4003

When you are done using this material, **please return it to:**

Return To:: Monarch Memorial
Address:: 17 Butterfly Drive
City:: Butterfield
Phone::
By this **due date:** 7/26/2024

This item is loaned to you with the understanding that it will be HANDLED WITH CARE. It must be returned on time. DO NOT RETURN THIS ITEM TO THE BOOKDROP.



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

SHAREit: NISO Circulation Interchange Protocol (NCIP)

Communication between two library systems (SHAREit and the library's ILS)

- Patron Authentication: Determines if a patron exists and is eligible to make requests
- Circulation Actions:
 - Lender: Items marked shipped in SHAREit will check the item out the borrowing library in the ILS
 - Borrower: Items marked received in SHAREit will create a temporary bib record and place a hold on the patron's record in the ILS
 - Borrower: Items marked returned in SHAREit will take the item off the patron's record and delete the temporary bib record

Messages are always sent from SHAREit to the ILS, never from the ILS to SHAREit

- When a status is updated in SHAREit, a message goes to the ILS and an action is taken there automatically
- If an action is taken in the ILS first (checking an item out or in), nothing will be updated in SHAREit

Borrowing and Lending Workflows: NCIP vs. Non-NCIP document

SHAREit: NCIP Alternatives

Patron authentication:

- Configure SIP2 (will authenticate patrons, no circulation functions)
- Submit a static patron file to Auto-Graphics
- Staff add patron information manually to request form

Circulation tasks **without** NCIP

- Staff will need to check items in and out in SHAREit *and* their ILS
- Staff will need to create and delete temporary bib records when lending
- No new library-as-patron accounts will be created
- Staff can determine due dates for ILL that will not be overridden

SHAREit: Documentation and Resources

SHAREit Support Documentation:

Staff Dashboard > Support tab > SHAREit > User Guides

- User Guides correlate to the tabs on the Staff Dashboard
- ILL Admin User Guide, Chapter 3: **Managing ILL Requests**
 - Updating ILL Requests
 - Status definitions and available actions
- ILL Admin User Guide, Chapter 6: **Participant Record**
 - Participant Record data fields chart and definitions

TSLAC ILL webpage: www.tsl.texas.gov/ldn/ill

ILL mailing list: <https://lists.state.tx.us/mailman/listinfo/texasarmadillonetwork-ill>

SHAREit: Documentation and Resources

SHAREit Support Documentation:

Staff Dashboard > Support > SHAREit > User Guides

SHARING ABOUT SHAREit Q&A (see below for earlier presentations)	<p>NEW! #46 - ILL Configuration - 10DEC25 (1:20:13)(PDF) Transcript</p> <p>#45 - ILL Q&A - 19NOV25 (51:11)(PDF) Transcript</p> <p>#44 - NCIP - 22OCT25 (59:43)(PDF) Transcript</p> <p>#43 - ILL Q&A - 10SEP25 (1:00:41)(PDF) Transcript</p> <p>#42 - Basic ILL Training - 20AUG25 (1:27:27)(PDF) Transcript</p> <p>#41 - ILL Q&A - 23JUL25 (59:46)(PDF) Transcript</p>
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User Guide	Version	Updated	PDF	HTML	Supplemental Information
System Basics	2026.001	30DEC25	2212K	HTML	<p>-- WEBINARS --</p> <p>Library Alphabet Soup (55:27)(PDF)</p> <p>-- PRODUCT BULLETINS / REFERENCE INFORMATION --</p> <p>TLS v 1.2 Update Instructions (PDF) Error Messages by Module and Function (PDF)</p> <p>SHAREit Quick Guide - Login Basics (PDF)</p> <p>-- INSTRUCTIONAL VIDEOS --</p> <p>Using the Staff Dashboard (07:30)</p>
AGCat Client	4.05	30DEC25	1656K	HTML	
AGEdit MARC Editor	2026.001	30DEC25	1569K	HTML	
Authority Control	2026.001	30DEC25	1491K	HTML	
CAT Administration	2026.001	30DEC25	3041K	HTML	<p>-- INSTRUCTIONAL VIDEOS --</p> <p>MARC Record Download: Download Cart (07:14) MARC Record Download: Your Lists (06:52)</p>
ILL Administration	2026.001	08JAN26	7915K	HTML	<p>-- WEBINARS --</p> <p>Request Management 1 (57:27)(PDF) Request Management 2 (49:48)(PDF)</p> <p>Request Management 3 (56:51)(PDF) Non-returnables/Desktop Delivery (1:02:39)(PDF)</p> <p>ILL Admin Configuration Options (1:03:42)(PDF)</p> <p>-- PRODUCT BULLETINS / REFERENCE INFORMATION --</p> <p>SHAREit Quick Guide - ILL Workflow (PDF)</p> <p>-- INSTRUCTIONAL VIDEOS --</p> <p>AGPrintFormat (06:11)</p>



SHAREit: Next Steps

Action Items

- Use the Participant Record Workbook to update local ILL information in SHAREit
- Request and complete technical forms as needed: Z39.50 and NCIP
- Review SHAREit Support section
 - System Basics Section: Using the Staff Dashboard (7:30 minutes)
 - ILL Administration Section: ILL Admin Configuration Options (PDF)
 - Configure Shipping Labels and Bookstraps
 - UX Administration Section: Design Settings and Page Settings
- Place an ILL request as a staff member
- Contact TSLAC staff any time!

Questions



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