Searching for Books:

1. Go to http://www.nl.edu/library and click on Research.
2. Under the heading for Books Choose “NLU Library Catalog” to search books at NLU campus libraries and ebooks.
3. Enter your search term in the box and click on the “SEARCH” button.
4. To request a print book, you will need to click on the title to bring up the full record, and then click on “Request Item” located in the blue navigation bar in the lower part of the screen. You will need to create an account to request books - See below.
5. Electronic books can be viewed on your screen, select the title of the ebook that you would like to read and then click the hyperlink next to “Online Access” to open the book. NOTE: You must be logged into the NLU Portal to access electronic books and materials off-campus.

Create Your Account:

1. In order to use all of the functions of the NLU Library Catalog and the I-Share Catalog (request books, view your account, renew books, etc.), you must first create an account.
2. Set up a free account by clicking on the Login link in the upper right corner of the screen. Then click on “Create New Account.”
3. Choose a username & password. We recommend using your NLU portal username and password. NOTE: Your password can be reset if you forget it, but not your username, so please be sure to choose a username you will remember.
4. You will need your 14 digit library ID#, found on your NLU Portal page (i.e. 19XXXXXXXXX2840), to enter as your Barcode. You will only need this information once in order to set up your account.

Requesting Books Online:

1. Click the title of the book you would like to borrow; then click the “Request Item” tab located in the blue navigation bar.
2. You will be prompted to login to your account. Login in with the username and password that you created.
3. Once you login, you will be asked to “Choose item” if more than one copy of the book is available, choose a copy from a specific location.
4. Then “Choose pick-up library.” Select “National Louis University” from the list of libraries.
5. Then “Choose pick-up location.” Select the NLU campus library from which you would like to pick up the book. If you are an off-campus or online student, you may select “Off-Campus/Online-Mail” to have books mailed to your home. Your pick-up location will be saved in the system.
6. Click on the “Request” button at the bottom.
7. You will receive an email when the book arrives at your pick-up location.
8. Click on “Your Account” at the top right corner of the screen to check the status of your requests or to renew books.