

Online Catalog Handout – 03/05/2025

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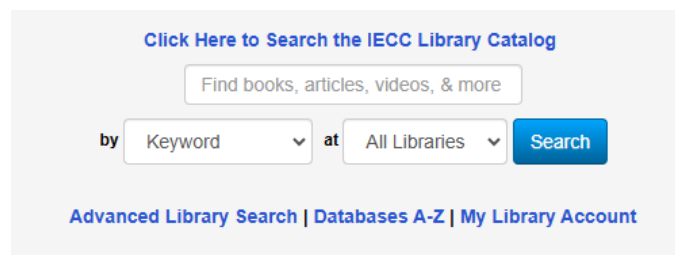
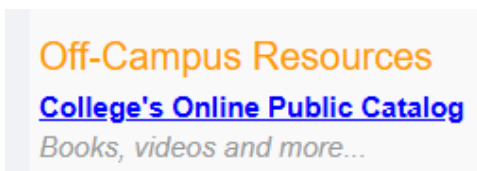
Online Catalog

The **online catalog** is another great tool for conducting research. Users can log in to their catalog account and request items from college and university libraries across Illinois to be shipped to a more convenient pickup location. The catalog is home to thousands of resources in a variety of formats including:

- Physical Books and eBooks (electronic books)
- Online Journals and articles
- CDs
- Videos and DVDS
- And so much more

Students can access the online catalog one of two ways.

1. Through your [MyIECC](#) student account under the “Learning Commons” tab.
 - a. Click the link that says “College’s Online Public Catalog”
2. On the [Learning Commons webpage](#)
 - a. Right underneath the large Learning Commons logo in the top middle of the home page.



Logging in to the Catalog

Once you have reached the main homepage of the online catalog, go to the top right side of the screen and click on “**Sign in.**”

From there you will select “**IECC Users,**” which is for students, faculty and staff log in.

You have successfully logged in when your name appears in the top right corner.

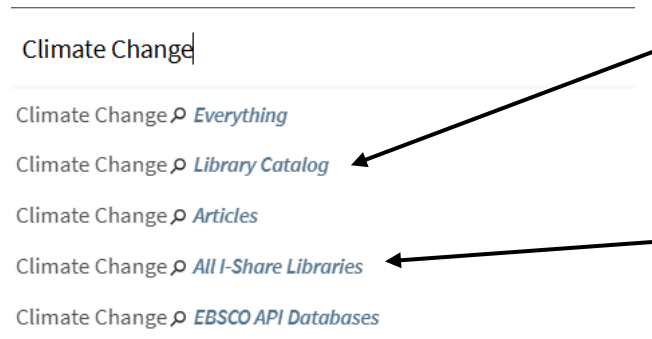


****If you are trying to log in and encounter an error message, please contact your local Learning Commons staff for assistance. ****

Requesting Physical Books

When browsing the online catalog for physical books, you can search by subject, author, or title of the item. Input your search terms in the “**Search anything**” box on the top middle of the page.

As you start typing, there will be drop down options appear on where you’d like the catalog to search for items.



The “**Library Catalog**” option will search all four of the IECC Learning Commons for resources related to your topic.

The “**All I-Share Libraries**” option will search for relevant resources across all libraries at colleges and universities in Illinois.

The screenshot shows a search bar with the text "Climate Change" entered. Below the search bar, a dropdown menu is visible with the following options: "Climate Change ⌵ Everything", "Climate Change ⌵ Library Catalog", "Climate Change ⌵ Articles", "Climate Change ⌵ All I-Share Libraries", and "Climate Change ⌵ EBSCO API Databases". Two black arrows point from the text on the right to the "Library Catalog" and "All I-Share Libraries" options in the dropdown menu.

On the results page of your search, click on the title of the book you’d like to look at. That will pop up a page with more information about the book. This will include title, author/editor/company, publishing date and so much more.

If you decide you want to request that item, click anywhere in the box under the “**How to get it**”



The screenshot shows a section titled "How to get it" with a dropdown menu below it. The dropdown menu is open, showing the option "I-Share" selected. A black arrow points from the text above to the "I-Share" option in the dropdown menu.

The form that comes up next will ask you to select a Preferred local pickup location. Choose the IECC campus that is most convenient for you. Click the “**Send Request**” button at the bottom of the form. You have now requested a physical item from the online catalog!

When your items have arrived, you will receive an email notification and Learning Commons staff will contact you via phone or email as well.

Do keep in mind when requesting books: it could take up to one week for items to arrive at your preferred pickup location. So please try to plan ahead if you need these books for projects/papers/etc. for class(es).

Can't remember what you have checked out? Select your name at the top and click the My Library Card. This will show you an overview of checked out items, requests, fines+fees and options to renew your loans.

