



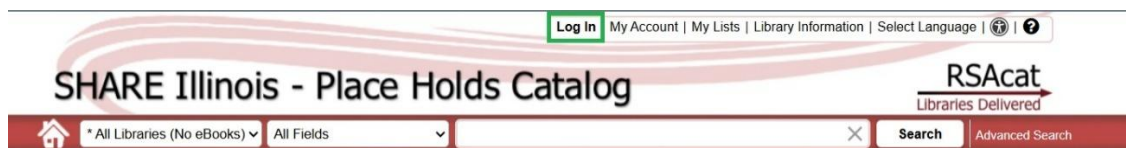
Placing holds through the [SHARE-IL](#) Catalog Procedure

Last Updated: September 25, 2025

Only for use by libraries with a SHARE-IL user barcode

1. Log in

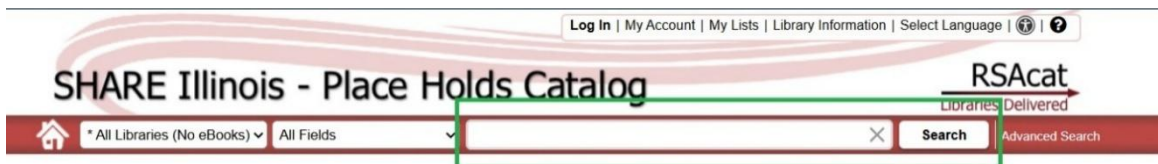
- Select Log In at the top of the catalog page.



- Use your SHARE Illinois barcode number for the Card #.
- The PIN is the last 4 of your barcode number.

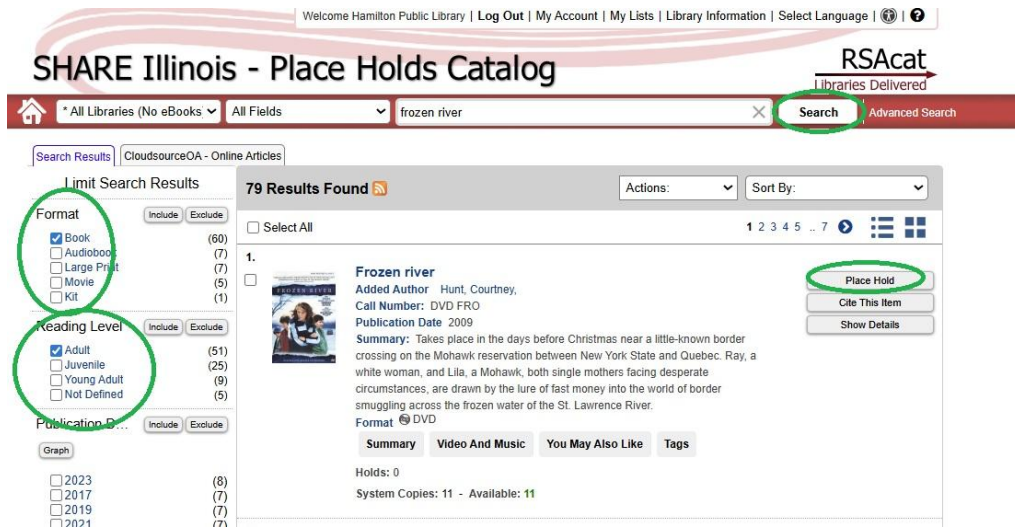
2. Find the item you want to place a hold on

- By default, it searches 'All Fields' using a keyword search.
- Enter your search terms in the orange highlighted box, then click Search.



- You can perform an Advanced Search by choosing Advanced Search next to the Search button. Advanced Search allows you to include and/or exclude terms from the search. You can also specify Format Type, Language, and a specific Library. Choosing a specific library DOES NOT limit your hold to only that library's items.

- Limit search results further by selecting the various facets on the left of the screen to include and/or exclude items based on their catalog data, then select search.



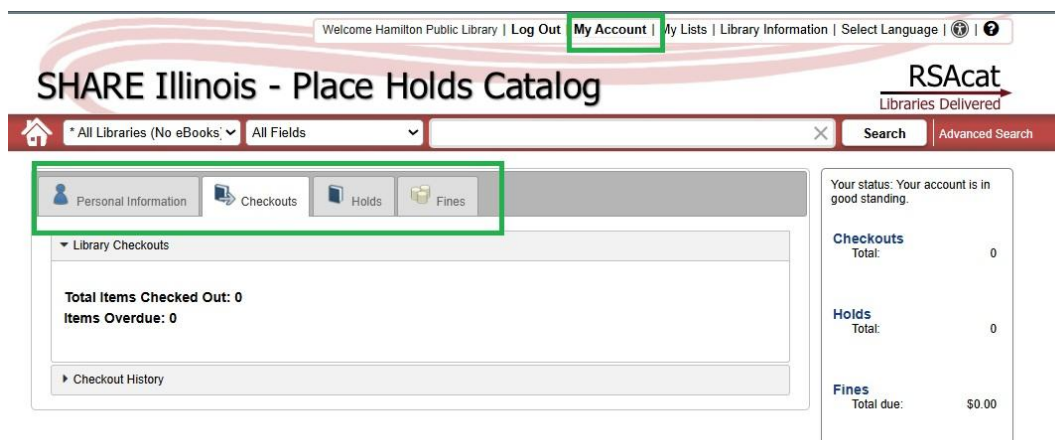
- Click the cover image or item title to see the full record. You can place an item on hold from the full record or from the results list by selecting the Place Hold button.
- After you select Place Hold, **please ensure the pickup library is set to SHARE-ILL** then select Place Hold.



- The Place Hold(s) window will tell you if your hold was placed successfully or not.

Manage Holds and Checkouts

1. Select My Account.



2. You can view Checkouts, Holds, or Fines by selecting the appropriate tab.
 - The Holds tab allows you to cancel or suspend a hold.
3. The Fines tab will show any charges to your account. In most cases, this will only be for lost items.

Questions? Contact the RSA Help Desk at help@rsanfp.org or call RSA at 866-940-4083.