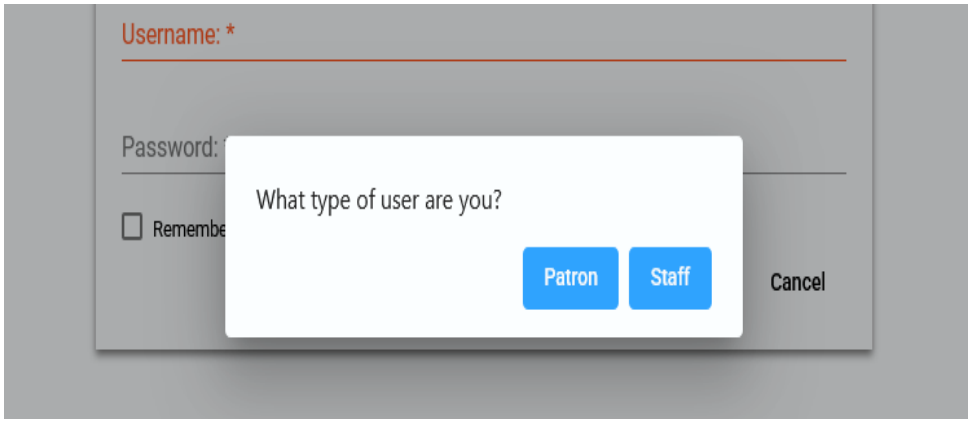
Marina SHAREit Customer Guide

Overview

ShareIT is our new resource-sharing platform that makes it easy to find and request items from libraries across the state. This guide walks you through everything you need to know about signing in, searching, placing a hold, reviewing your requests, changing your pickup location, and canceling a request.

Signing In

- Go to your library's webpage regarding interlibrary loans (the same place you used to access Marina).
- Click the “Patron” button when asked what type of user you are.



- Enter your library barcode (and PIN if required by your system) when prompted.

> **Tip:** You can also search first and log in later — SHAREit will save your search and take you right back to your results after you sign in.

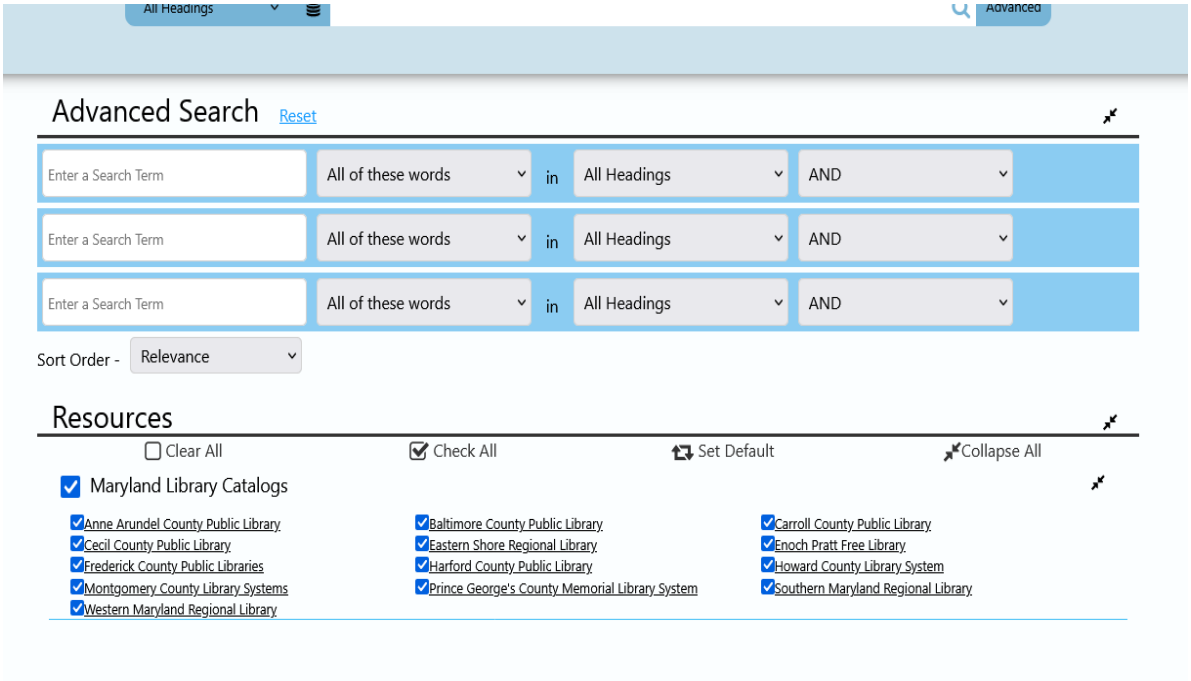
Searching for an Item

- Enter a title, author, or keyword into the search box.



- By default, your search will look across all participating library systems, so you'll see items available beyond your local library.

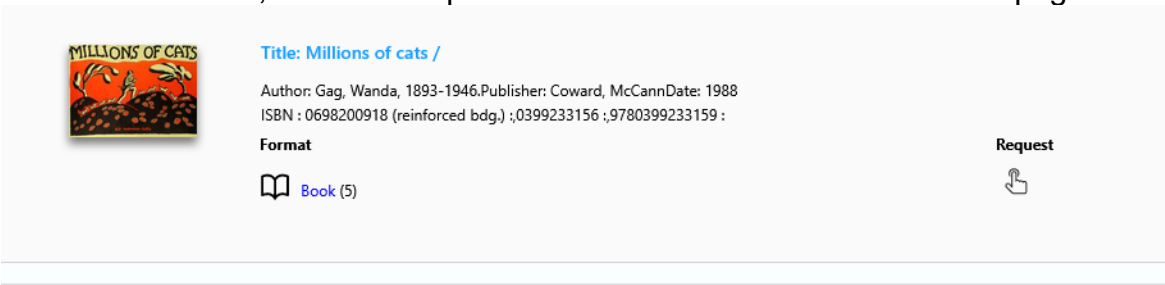
- Use the “Advanced” search option if you want to narrow your search by specific fields like author or title.



- Review your results. You can narrow the list using the filters on the left side of the screen.

Placing a Hold / Request

- Once you find the item you want, click the request icon next to the item on the results screen, or click “Request This Item” on the item's full details page.



- If you're not already logged in, you'll be prompted to log in before your request can be placed.
- Confirm your request. You'll receive confirmation that your request has been submitted.

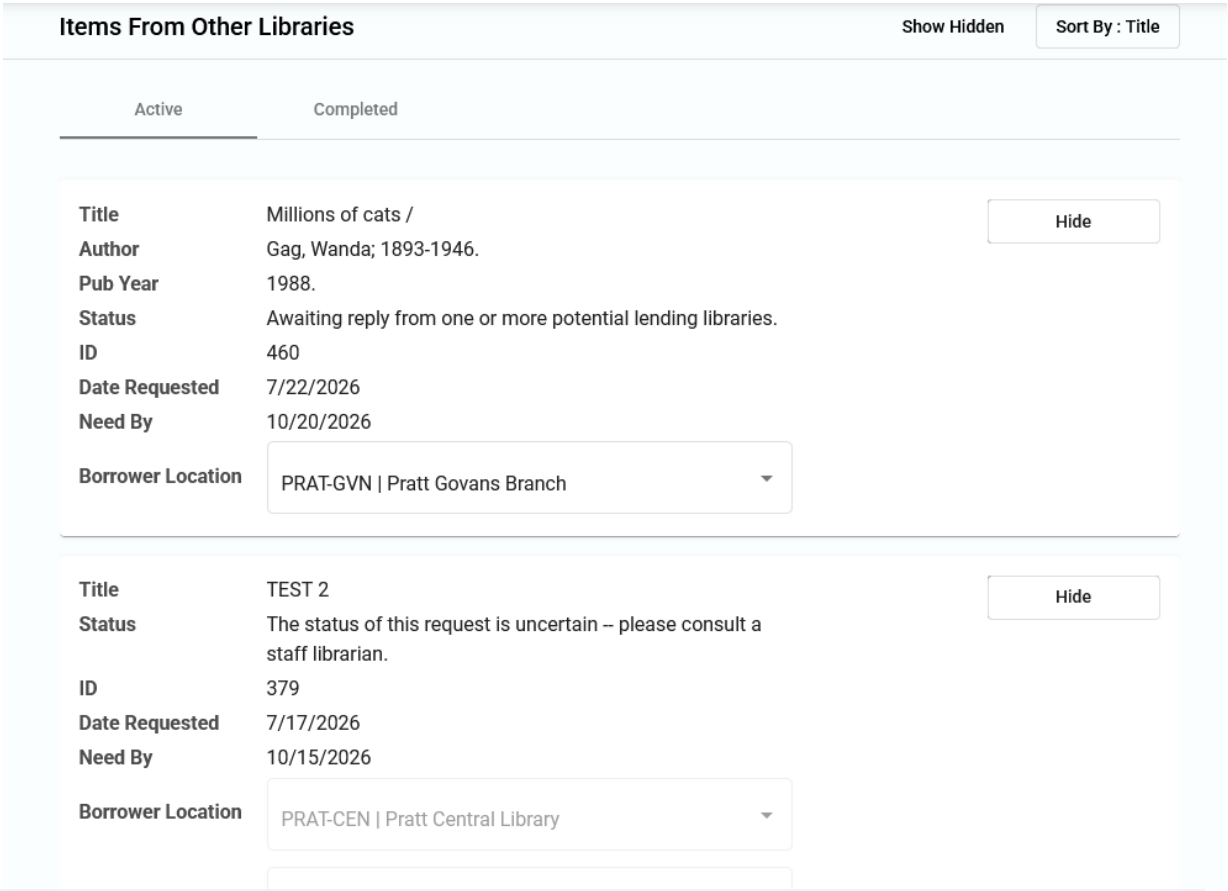
> **Tip:** If an item has multiple formats (like print, eBook, or audiobook), make sure to select the format you want before placing your request.

Reviewing Requests

- Log in and go to “Your Account.”
- Select “Items from Other Libraries” to see a list of your current and past SHAREit requests.
- From here, you can see the status of each request — for example, whether it's still being located on its way to your library, or ready for pickup.

Changing Your Pickup Location

- Go to “Your Account” and locate the request you'd like to update.
- Select the option to update your pickup location and then choose your preferred library location from the list.



> **Tip:** Changing your pickup location may only be available before your item has shipped. If you don't see this option, contact your local library for help.

Canceling a Request

Requests cannot be canceled directly through your SHAREit customer account. To cancel a request, please contact a customer service representative at your local library; they can cancel it for you.

Need More Help?

If you have any questions about using SHAREit, please contact your local library; staff have been trained on the new platform and are ready to help you get the most out of it.