

# How to Find and Request Materials from the Library

These instructions will teach you how to reserve/request items from our library, the Black Hills Library Consortium, all South Dakota libraries, and libraries across the nation.

1. Visit our online catalog at <http://custer.blackhills.bywatersolutions.com/>. Log into your account with your 4-digit library card number in the “Barcode” field (preceded by HP for Hermosa patrons) and your last name in lowercase letters in the “Password” Field.

**CUSTER COUNTY LIBRARY**

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Search Library catalog [dropdown] Custer [dropdown] Go

ADVANCED SEARCH | RECENT COMMENTS | TAG CLOUD | PURCHASE SUGGESTIONS | HOME

Home

**CUSTER COUNTY LIBRARY**  
447 Crook St., Ste. #4  
Custer, SD 57730  
605-673-4803  
cuslib@gwtc.net

*Hours:*  
M, T, TH, & FR  
11 a.m. - 5:30 p.m.  
Wed 3-7  
Sat 10 a.m. - 3 p.m.

**HERMOSA LIBRARY BRANCH**  
234 Main Street  
Hermosa, SD 57744  
605-255-5597  
hermosalib@custercountysd.com

## Library News

Welcome to our new online catalog. Here are some of the great, new features available to you:

- Manage library notices by email or text
- Make reading lists
- Place holds
- Renew books
- Read book reviews
- Rate our books
- Post onto social media
- Use our shelf browser
- Add tags or comments to books
- Make purchase suggestions

Please log in to your account (using your four digit card number and last name) and add an e-mail address in order to receive important notices from us

**Log in to your account:**

Barcode  
9999

Password:  
\*\*\*\*\*

Log in

First time online? Use your library card number and your last name (all lowercase letters) as your password.

Hermosa patrons will need to precede their 4-digit library card number with HP

2. Enter your search terms in the search field and click “Go.” If you are a Hermosa patron change the drop down menu to say “Hermosa.”

**CUSTER COUNTY LIBRARY**

eBooks | SD Share-It | Online Resources | Calendar | Facebook | Foundation

Search Library catalog [dropdown] Teddy Roosevelt [input] Custer [dropdown] Go

ADVANCED SEARCH | RECENT COMMENTS | TAG CLOUD | PURCHASE SUGGESTIONS | HOME

3. If the item shows in the results, click on “Place hold.” If the item is not in the search results, see Step 6.

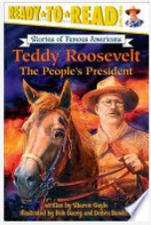
Your search returned 7 results.

Unhighlight Relevance

Select all Clear all | Select titles to: Add to... Save Place hold

**Teddy Roosevelt : the people's president / written by Sharon Gayle ; illustrated by Bob Dacey and Debra Bandelin.**  
 by Gayle, Sharon Shavers | Dacey, Bob | Bandelin, Debra.  
 Edition: 1st Aladdin Paperbacks ed.  
 Material type: Book; Format: print; Nature of contents: Literary form: Not fiction; Audience: Primary;  
 Publisher: New York : Aladdin Paperbacks, 2004  
 Online access: [Publisher description](#)  
 Availability: **Items available for loan:** Custer [Call number: J 921 ROO] (1), Rapid City Public Library [Call number: BTR B ROOSEVELT] (1).

[Place hold](#) [Save to Lists](#) [Add to cart](#)



4. Click on “Show more options.”

Home > Placing a hold

**Confirm holds for:Dummy Dummy (9999)**

Place a hold on **Teddy Roosevelt : the people's president /** , by Gayle, Sharon Shavers.

[Show more options](#)

5. Click on “A specific item” and “Confirm hold.” (If you are a Hermosa patron select the Hermosa copy before “Confirm hold.”) Congratulations! You’ve reserved an item from your library. If it is available on the shelves, we will have it ready for you. If it is checked out, you have just placed a “hold” on it.

**Confirm holds for:Dummy Dummy (9999)**

Place a hold on **Teddy Roosevelt : the people's president /** , by Gayle, Sharon Shavers.

[Hide options](#)

Hold starts on date:  [Clear date](#)

Hold not needed after:  [Clear date](#)

Hold notes:

Next available item  **A specific item**

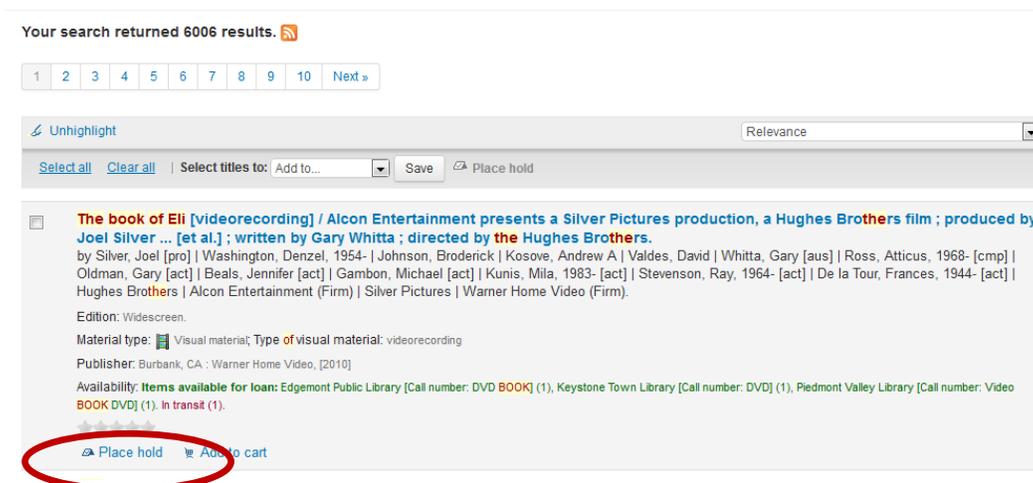
Select a specific item:

Copy number	Item type	Barcode	Home library	L
<input checked="" type="radio"/>	Book	31619000339010	Custer	
<input checked="" type="radio"/>	Book	31585004422807	Rapid City Public Library	

6. If the Custer library does not have the item you are looking for, change the dropdown menu to “All libraries” and click “Go.”



7. If you find the item, click on “Place a hold.” If your item is not in the results, see Step 9.



8. Click on “Confirm hold.” Congratulations! You have requested the item. The library will contact you when it is ready. Please be patient as we pick up these items when we make trips to Rapid City.

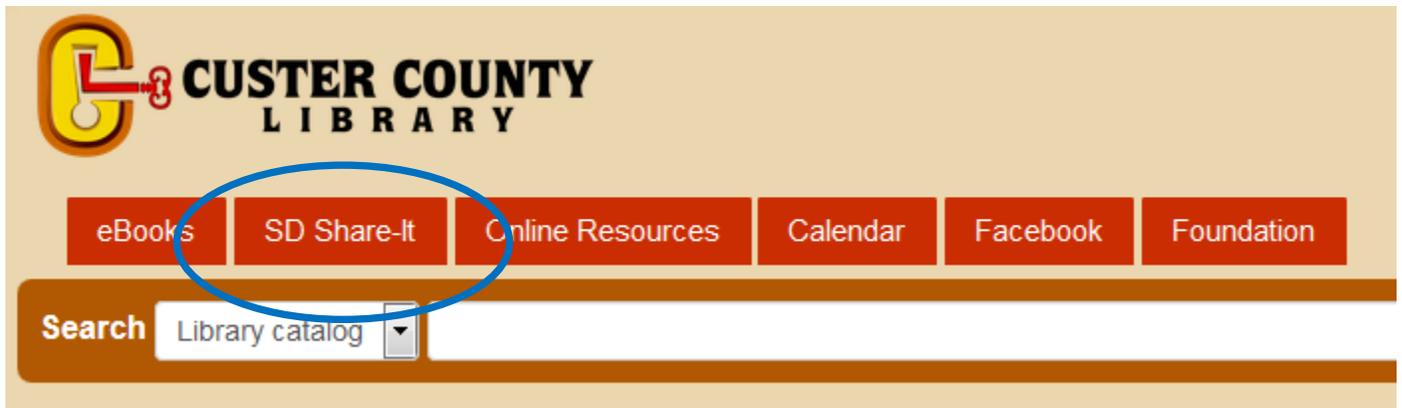
### Confirm holds for: Dummy Dummy (9999)

Place a hold on **The book of Eli**

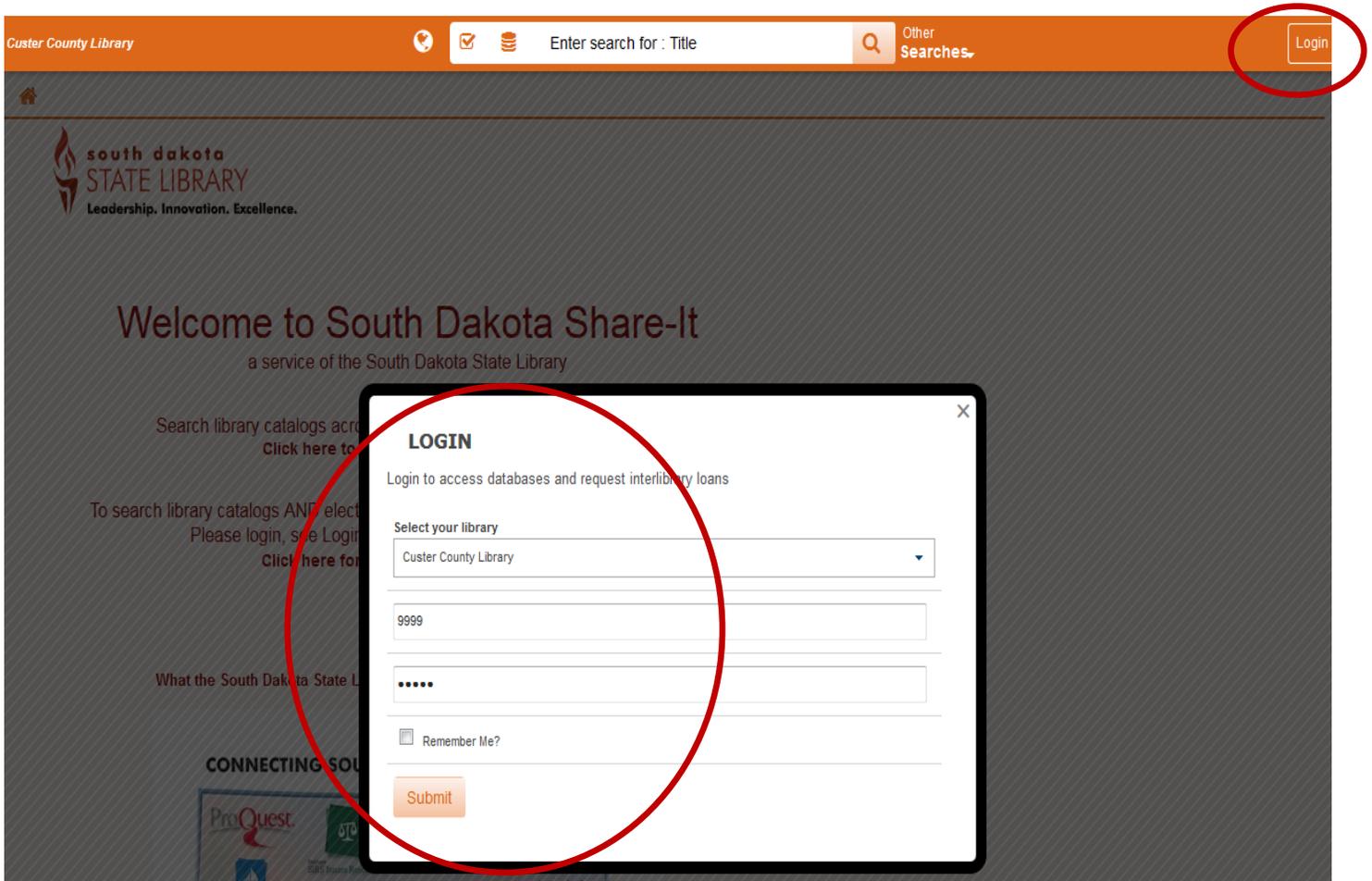
[Show more options](#)

[Confirm hold](#)

9. If you cannot find an item within the Black Hills Library Consortium, you can request an interlibrary loan through SD Share-It. From the catalog, click on the “SD Share-It” tab. *Note: Share-It requests must be for materials older than 6 months old. To submit a new purchase suggestion, fill out the form found at <http://custer.blackhills.bywatersolutions.com/cgi-bin/koha/opac-suggestions.pl?op=add>*



10. Click on “Login” in the upper right corner. Choose “Custer County Library” from the dropdown menu, then enter your library card number (preceded by HP for Hermosa) and last name (lowercase) in the appropriate fields. Then click “Submit.”



11. Enter your search term. If the item shows owning libraries, click on “Request This Item.” If you’re item does not appear, see step 13.

The screenshot shows a library search interface. At the top, a search bar contains the text "none dare call it treason" and is circled in red. Below the search bar, there are navigation options like "Blank ILL Request", "20 per page", "Sort by Relevance", and "Modify Search". The search results show the title "None dare call it treason" by Stormer, John A., published in 1964. It indicates "Owning Libraries: 5" and lists several libraries with one copy each currently available. A red circle highlights the "Request This Item" button in the top right corner of the item details section.

12. Click on “Submit.” Congratulations! You have requested an interlibrary loan from a South Dakota library.

The screenshot shows the "ILL Request - record (Loan)" form. The form contains the following information:

- Borrower: CUSIL Custer County Library
- Request Type Options: Returnable (loan)
- Material Bibliographic Level Options: Book
- Material Format Options: None of the below
- Title/Journal Title: None dare call it treason
- Author/Creator: Stormer, John A.
- Publisher (Place, Name, Date): Florissant, Mo. Liberty Bell Press [1964]
- Physical Description: 254 p. 18 cm.
- Verification: Created from Z39.50 record 5459:Norman B. Mears Library, University of Sioux Falls
- Any Edition is Acceptable:
- \*Need by: 8/20/2018
- \*Patron's Last Name: Dummy
- Patron's First Name: Dummy
- \*Create a Password: \*\*\*\*\*
- Patron's Library Card Number: 9999
- Patron's Address 1: 1234 Belair Dr. Custer SD 57730
- Patron's Address 3 (City, State, ZIP):
- \*Patron's Contact 1: 123-456-7890

A red circle highlights the "Submit" button at the bottom of the form.

13. If you do not find the item you are looking for, click on “Blank ILL Request.”

ty Library

strange creatures from time and space

Other Searches

Your List

Search History

Blank ILL Request

? Did you mean:

Strange Creatures of the Snow. Strange creatures of the night

Strange Creatures That Really Lived Strange creatures the story of Mary Shelley

Strange mysteries from around the world

No Record Found. Would you like to:

You searched for:

14. Enter all of the information you can provide about what you are looking for, then click “Submit.” Congratulations! You’ve submitted a request to search libraries across the nation! We will contact you if/when your item arrives.

Blank ILL Request - blank (Loan)

Borrower: CUSIL Custer County Library

Request Type Options: Returnable (loan)

Material Bibliographic Level Options: Book

Material Format Options: None of the below

\*Title/Journal Title: Strange Creatures from Time and Space

Author/Creator: John A. Keel

Publisher (Place, Name, Date):

Series:

Physical Description:

ISBN:

ISSN:

Verification:

Any Edition is Acceptable:

8/20/2018

Submit