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.

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."

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

4. Click on "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.

6. If the Custer library does not have the item you are looking for, change the dropdown menu to "All libraries" and click "Go."
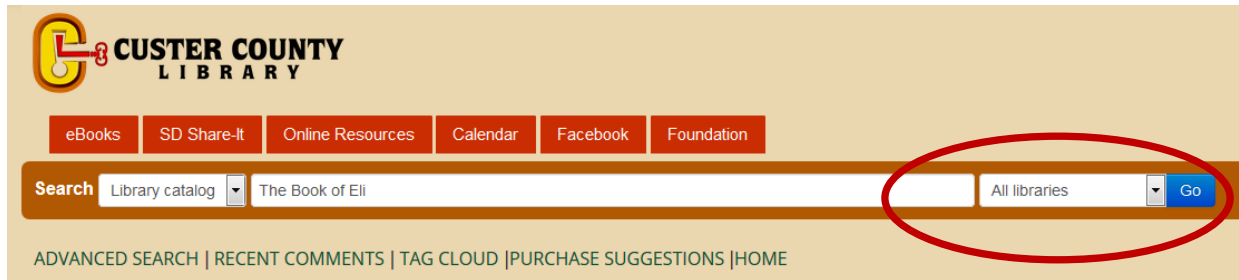
7. If you find the item, click on "Place a hold." If your item is not in the results, see Step 9.
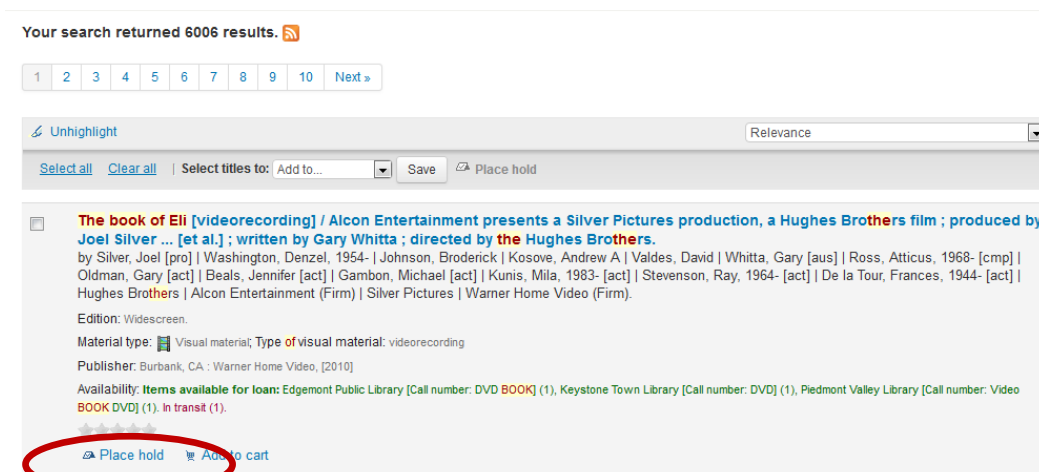
8. Click on "Confirm hold." Congratulations! You have requested the item. The library will contact you when it is ready. Please be patient as we pick up these items when we make trips to Rapid City.

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
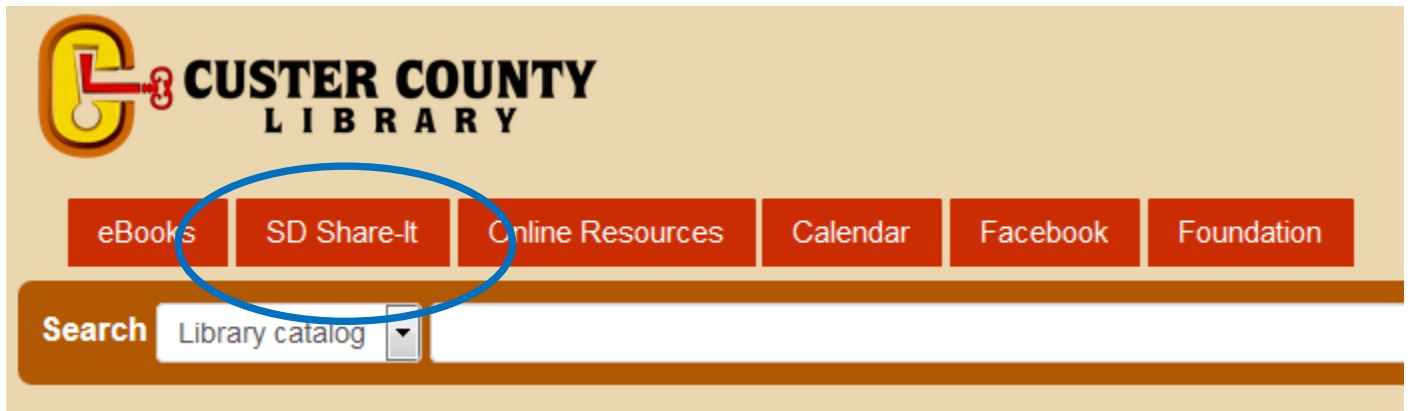
10. Click on "Login" in the upper right corner. Choose "Custer County Library" from the dropdown menu, then enter your library card number (preceded by HP for Hermosa) and last name (lowercase) in the appropriate fields. Then click "Submit."
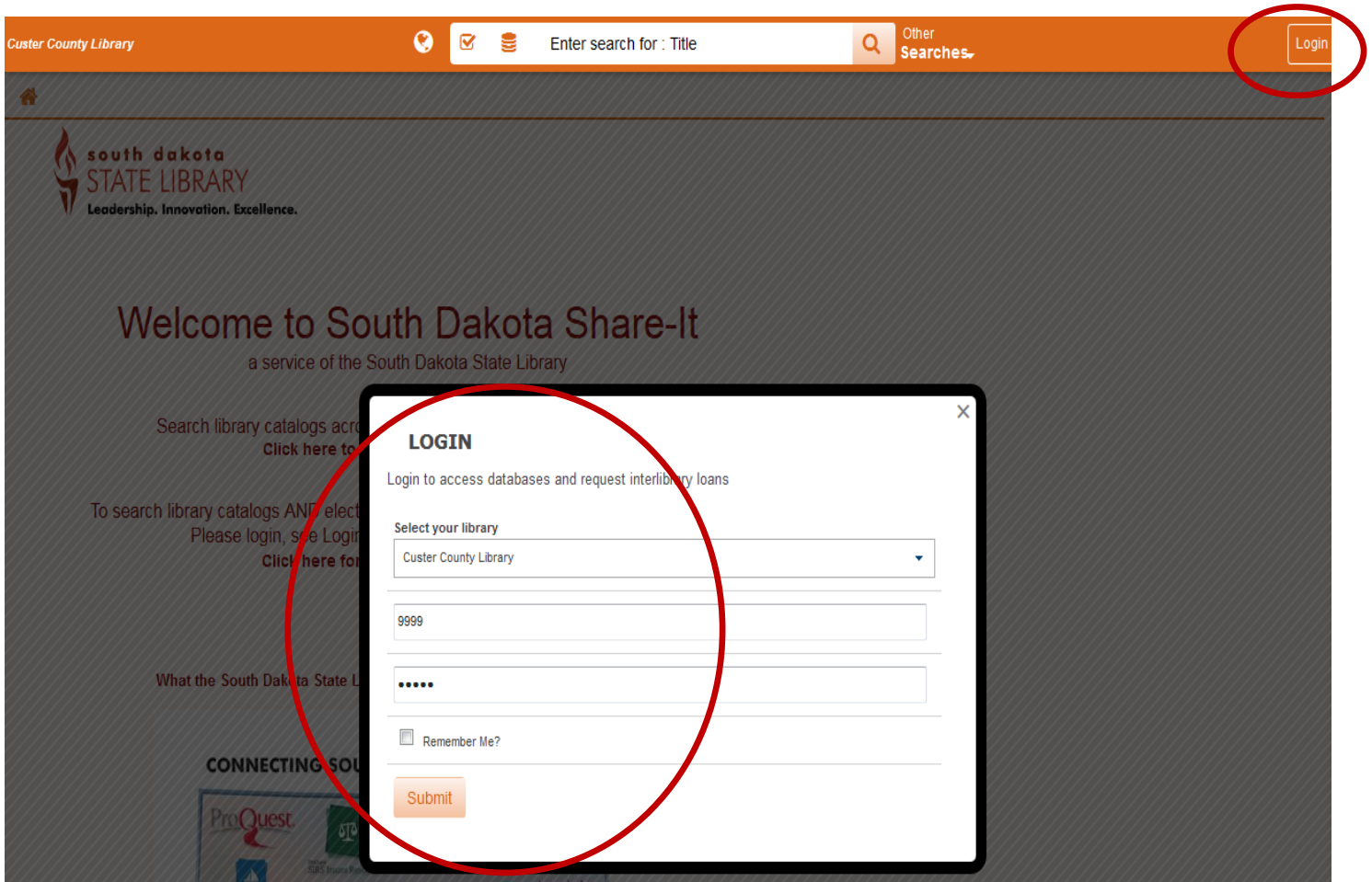
11. Enter your search term. If the item shows owning libraries, click on "Request This Item." If you're item does not appear, see step 13.

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

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

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.