To find out if Black Hills State University Library owns a certain book or government document, you can search the online catalog.

From the main BHSU home page at www.bhsu.edu, click the "Popular Links" link at the top of the page. Now click on the Library icon.

On the library home page you will notice three boxes at the top of the page.

For example if you are searching for a specific book you would put that title in the first box. Today we are going to search for the book “The Kite Runner”, so I am going to type in “Kite Runner.”

The second box is a drop down box and you will choose title keywords from the choices.

*Note the different ways you can search the catalog from this drop down box: Keyword, Author, Subject, or Call Number.

The third box is a drop down box that allows you to choose different formats, choose books from the choices.

Simply hit the go icon and the catalog starts searching for the book.

If we own the book the full record will come up – or if there are a number of books with those title terms you will get a results list.

In our example only one record comes up.

To check to see if this book is available, click on show availability. This will tell you where the book is within the library and if it is checked out or not.

If it is not checked out, under the status/due date, the status will be “on shelf”

However, if the book has been checked out, a due date when it is due back at the library will be shown.

If you would like to do another search click on the New Search Tab. From this next page I am going to click on the Advanced Search Link. Notice that the Advanced Search Page will give you greater capabilities in terms of searching. Notice also that it will allow you to use Boolean Operators.

If you need help using the catalog one option is to click on the Help Link found at the top of the page.