

## PLACING A HOLD ON THE ONLINE CATALOG: KCPLD ITEMS ONLY

### ACCESSING THE CATALOG

You can access the online catalog by either:

- a) Entering the following link in your browser: [kiowacounty.catalog.aspencaat.info](http://kiowacounty.catalog.aspencaat.info)

OR

- b) Go to our website: [eads.colibraries.org](http://eads.colibraries.org)

Click the “Catalog” tab on the far right

You will now see the main page of the catalog.



### BROWSING OUR NEW BOOKS & DVDS

When the main page of the online catalog loads, you can begin browsing our new items, by following the steps below:

#### NEW Books:

1. Select “NEW BOOKS.”
2. Then select the “NEW BOOKS AT MY LIBRARY” tab. This list will include all new books that are both available and/or currently checked out.
3. To only see the list of new books that are currently available, select the “AVAILABLE NOW AT MY LIBRARY” tab.

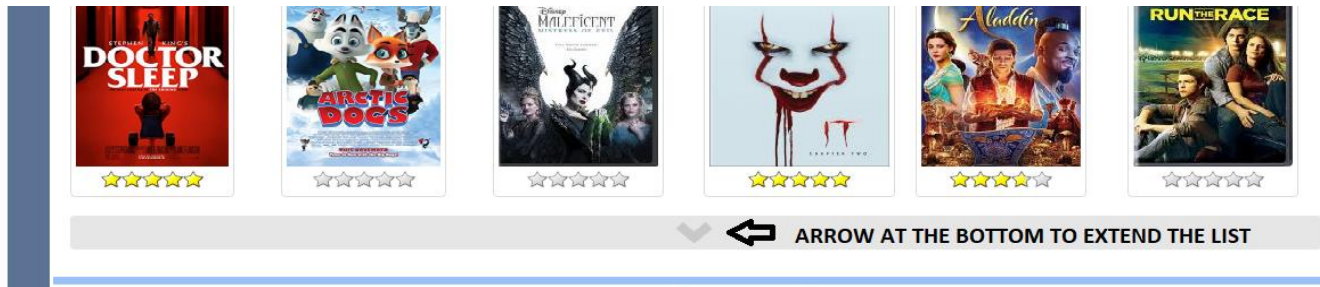


## NEW DVDS:

1. Select "NEW DVDS AT MY LIBRARY."



Click on the arrow at the bottom of the screen, in the middle, to extend the list of new items.



Once you see something you are interested in, click on the item. You will see one of the following statuses:

- **On Shelf:** Indicates that the item is currently available for checkout and you may place a hold on it.
- **Checked Out:** Indicates that the item is already checked out. You can still place a hold on the item to be put on a waiting list for it. You will be notified when the item is available for you.
- **Checked Out/Available Elsewhere:** Indicates that our item is already checked out, but it's available from another library through Inter Library Loan (ILL.) **HOWEVER, we cannot offer ILL at this time.** You can still place a hold on the item to be put on a waiting list for it. You will be notified when OUR copy of the item is available for you.
- **Available Online:** Indicates that the item is available as an eBook or eAudiobook through our cloudLibrary App. For information on how to access the cloudLibrary App, please contact us or visit our website.

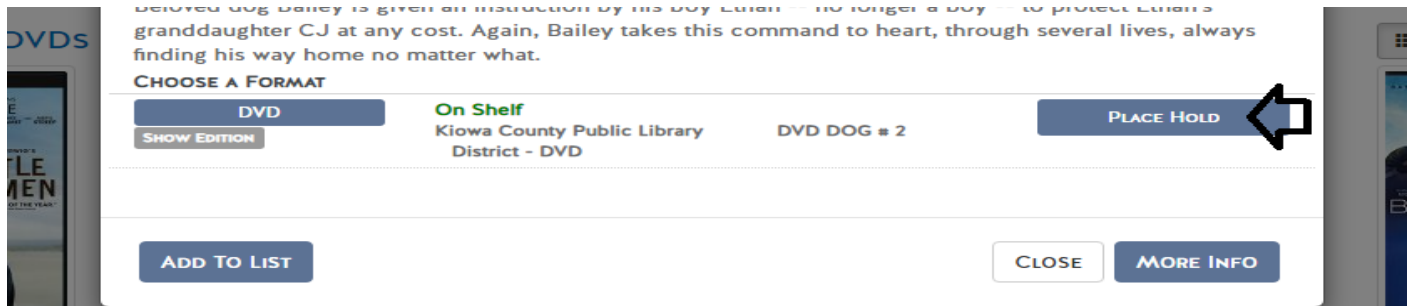
## USING THE SEARCH FEATURE

To search through all of our material, use the search bar at the top of the screen. You can search by item title, subject or author (Lastname, Firstname) and then click "GO." Once the search results appear, click on the "KIOWA COUNTY PUBLIC LIBRARY" tab to view our items only. You will see the items we own and one of the statuses as listed above. If you do not see a "KIOWA COUNTY PUBLIC LIBRARY" tab when the search results load, that indicates that we don't own the item you searched for.

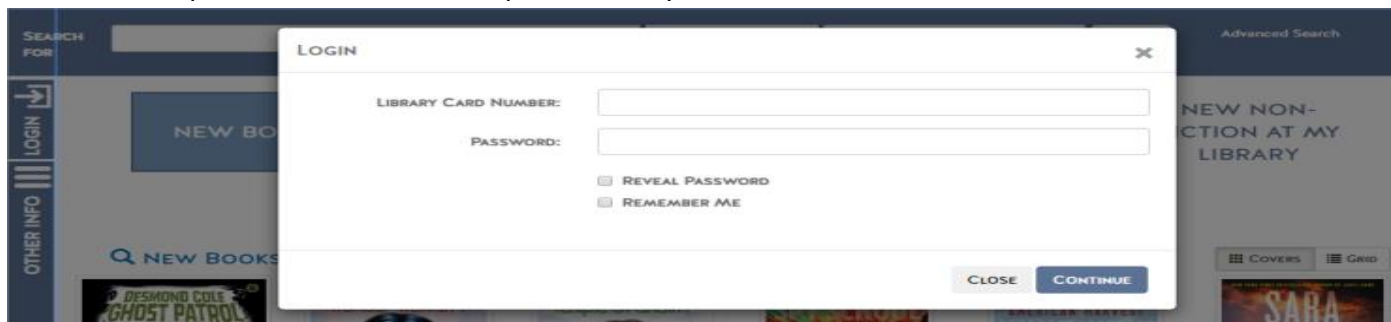


## PLACING A HOLD

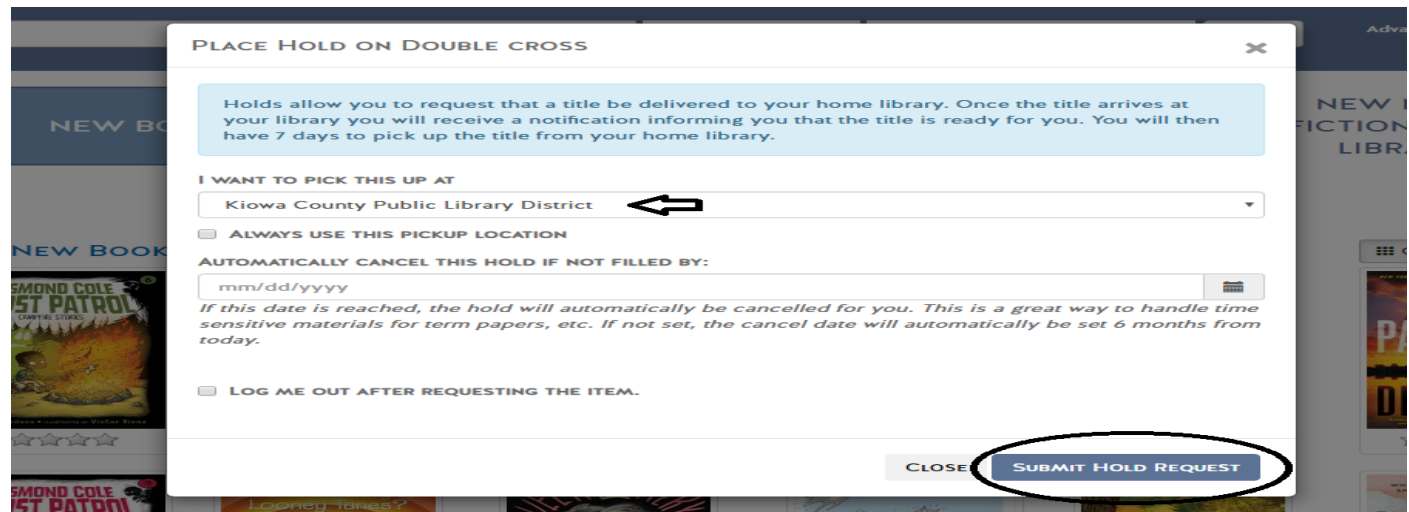
When you have found an item that you would like to check out, click the item and then click the “PLACE HOLD” box.



You will then be prompted to enter your library card number and password. If you don't have your library card number, please contact us. Your password is your last name in all lowercase letters.



Once you have entered your information, another screen will appear that lists the title of the item you are placing a hold on. It will also say “I WANT TO PICK THIS UP AT,” the box below that should always say “KIOWA COUNTY PUBLIC LIBRARY DISTRICT.” The remaining information can be left blank. Click the “SUBMIT HOLD REQUEST” button in the bottom right corner to finalize your hold request.



Once you have submitted your hold request, a message will be sent to the Library notifying us that you have requested an item. We will contact you when the item is ready for you! If you need any assistance or have a question please reach out to us – we are happy to help!

Phone: 719-438-5581

Email: [kcpld.eads@gmail.com](mailto:kcpld.eads@gmail.com)

Facebook: [facebook.com/KiowaCountyPublicLibrary](https://facebook.com/KiowaCountyPublicLibrary)