

## KitKeeper Instructions

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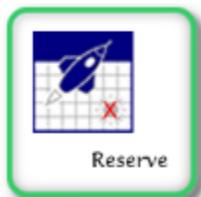
### Reserving Kits in KitKeeper

There are two ways to search for a kit in KitKeeper.

1. Searching by Title
2. Searching by Date

*Note: Once your reservation is ready for pickup, the library will send you a hold pickup notification. The kit will stay on the hold shelf for seven days after you receive the notification for your convenience.*

#### ***Searching by Title:***



- From the dropdown menu next to the **Reserve** icon on the KitKeeper homepage, choose the title you would like to reserve.
- Click **Go**.
- You will see a month-by-month calendar. If the kit is available to be reserved on a specific date, the box will be white with the word **Reserve** in blue letters. If the kit is not available on a specific date, the box will be gray. Once you select an available date, click **Reserve**. You will be prompted to enter your library card number and then complete the reservation process.

## Searching by Date:



- From the dropdown menu next to the **Dates** icon, select the date (month/year) you are searching for.
- Click **Go**.
- You will then see a divided screen: on the left-hand side there is a calendar (see screenshot on next page). In the calendar, click on the date of your choice. A list of available titles for that date will appear on the right-hand side of the screen

August 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Pickup on Saturday, August 28, 2010**

**Now select the Kit to Reserve:**

[Gone With the Wind](#)

Or, you can select another date...

- Click on the title you would like to reserve.
- In the next screen, enter your library card number and click on the green button that says **Submit**.
- In the next screen, click the green button that says **Continue**.
- You will see an information box like this:

<b>Patron Notes</b>	-
<b>Pickup Library</b>	WYO [1097 -- WYO]
<b>Pickup Date</b>	Mon Dec 4, 2017
<b>Due Date</b>	Mon Jan 15, 2018
<b>Staff Use:</b>	Target Dates to Enter the States
<b>SENDING</b>	Mon Nov 27, 2017
<b>HOLDING</b>	Mon Dec 4, 2017
<b>IN USE</b>	Tue Dec 5, 2017
<b>RETURNING</b>	Mon Jan 15, 2018
<b>MAINTENANCE</b>	Thu Jan 18, 2018
<b>DONE</b>	Sat Jan 20, 2018
<input type="button" value="Reserve this Kit."/> <input type="button" value="Cancel"/>	

- Be sure that the **Patron Phone** and **Patron Email** blanks are filled in (if you don't have one or the other, just click **Unavailable**, next to the blank). Then click **Reserve this Kit**, at the bottom of the information box
- Congratulations! You reserved a book club kit! Next step, the library will contact you when your kit is ready for pick up. You will have seven days from that time to pick up the kit.

## Other Actions

### *To view your current, active reservations. . .*

- Click on **My Kits** at the bottom of the home screen. You will again be prompted to enter your card number. After clicking **Continue** on the next page, your current, active reservations will be displayed.

To see what kits are available for a given month...  
select the month from the list below and then click GO.

2017 - October

[WELCOME/HELP](#) | [MY KITS](#) | [LOGOUT](#) | [STAFF HELP](#)

### *To cancel an active reservation. . .*

- Click on **My Kits** and log in using your card number
- Find the reservation you would like to cancel and then click **Delete**

BCIAB, NEL	159756	The Lion, the Witch, and the Wardrobe	Lewis, C. S. (Clive Staples)	12/06/2017	<input type="button" value="SHOW"/>	<input type="button" value="DELETE"/>
BCIAB, NEL	159742	The All-Girl Filing Station's Last Reunion - Bag #2	Flagg, Fannie	12/15/2017	<input type="button" value="SHOW"/>	<input type="button" value="DELETE"/>
BCIAB, NEL	159749	Lab Girl	Jahren, Hope	01/12/2018	<input type="button" value="SHOW"/>	<input type="button" value="DELETE"/>

### *To view past reservations. . .*

- Click on **My Kits** and log in using your card number

- Click on the **View Past Reservations** button at the top. Previous reservation will be displayed.

**Include Past Reservations in List**

5 Kit Reservation(s)

Name	Confirmation #	Kit Name	Kit Author	Pickup Date	Details	Action
BCiaB, NEL	130657	Lila	Robinson, Marilynne	10/09/2017	SHOW	TOO LATE
BCIAB, NEL	141035	The Boys in the Boat - Bag #3	Brown, Daniel	10/13/2017	SHOW	TOO LATE

***To print a new discussion guide for a title. . .***

- Next to the **List** icon towards the top of the home screen, click **Go**



The Kent District Library's book group collection has 305 titles.

Click GO to see a list of the kits.

**GO**

- On the next page, scroll down until you see the title you are looking for. Titles are displayed in alphabetical order.
- Click on the hyperlinked *Discussion Guide*. A document will open and you can print from there.



**Title: Abundance**

**Author: Sena Jeter Naslund**

**Genre: Fiction**

**Age Group: Adult**

**Contents: 12 Books + 1 [Discussion Guide](#)**

**Location: SC**