KitKeeper Instructions

Click on the desired topic below, or just scroll through the document.

1. **Searching by Title**

2. **Searching by Date**

3. **View your current, active reservations**

4. **Cancel an active reservation**

5. **View past reservations**

6. **Print a new discussion guide**

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.

- 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:
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 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**

**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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Confirmation #</th>
<th>Kit Name</th>
<th>Kit Author</th>
<th>Pickup Date</th>
<th>Details</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIAB, NEL</td>
<td>130657</td>
<td><em>Lila</em></td>
<td>Robinson, Maryynne</td>
<td>10/09/2017</td>
<td>Show</td>
<td>Too Late</td>
</tr>
<tr>
<td>BCIAB, NEL</td>
<td>141035</td>
<td><em>The Boys in the Boat - Bag #3</em></td>
<td>Brown, Daniel</td>
<td>10/13/2017</td>
<td>Show</td>
<td>Too Late</td>
</tr>
</tbody>
</table>

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

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

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

Click **GO** to see a list of the kits.

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• 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.