

Using KitKeeper for BookClubs



Access KitKeeper:

To access KitKeeper, visit www.splibrary.ca/bookclubs

Reserving Kits in KitKeeper

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

- by Title
- by Date

Browsing by Title:

1. From the dropdown menu next to the Reserve icon on the KitKeeper homepage, choose the title you would like to reserve.
2. Click **Go**.
3. 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.



August 2020 [TOP](#)

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

Browsing by Date:

1. From the dropdown menu next to the Dates icon, select the date (month/year) you are searching for.
2. Click **Go**.
3. You will then see a divided screen: on the left-hand side there is a calendar. 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 2020						
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						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Pickup on Saturday, August 15, 2020

Now select the Kit to Reserve:

- [2019 Canada Reads](#)
- [Albatross](#)
- [Alias Grace](#)
- [The Alice network](#)
- [All the Ugly and Wonderful Things](#)
- [All things consoled : a daughter's memoir](#)
- [Apron Strings](#)
- [The Atomic weight of love](#)

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

Perth County Information Network - KitKeeper

Kit Reservation Form

[RETURN TO KITKEEPER MAIN MENU](#)

Kit Name :

Home Library :

Patron Name :

Patron Phone : [UNAVAILABLE](#)

Patron Email : [UNAVAILABLE](#)

Patron Notes :

Pickup Library :

Pickup Date :

Due Date :

- Be sure that the Patron Phone and Patron Email blanks are filled in (if you don't have one or the other, click **Unavailable**, next to the blank).
- Select your **Pickup Library** from the dropdown menu.
- 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 5 days from that time to pick up the kit. Kits go out for 5 weeks.

Other Actions

What reservations do I currently have?

- 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.

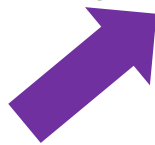


To see what kits are available for a given month...

select the month from the list below and then click GO.

2020 - August GO

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



I need to cancel a kit:

- 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	SHOW	DELETE
BCIAB, NEL	159742	The All-Girl Filing Station's Last Reunion - Bag #2	Flagg, Fannie	12/15/2017	SHOW	DELETE
BCIAB, NEL	159749	Lab Girl	Jahren, Hope	01/12/2018	SHOW	DELETE

What kits have we borrowed in the past?

- 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

Need Help?

If you need assistance choosing a title for your club or help with KitKeeper, contact:

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