

## HOW TO RESERVE NOVEL CONVERSATIONS BOOKS USING KITKEEPER

- Each borrower must first be **registered** in the system.
  - 0 If you have borrowed books any time after January 1, 2014, you are automatically registered.
  - 0 However, you must confirm your "**standing order**"—the number of books you normally want to receive for your group. Do this by **emailing Bronwen Carlisle** (see contact info, below).
  - 0 In your standing order, also indicate whether or not you want **large print and/or CD sets** (if available).
  - 0 It is OK to add 1 or 2 extra books to your standing order, but please do not add a lot of extras for no reason. If you want to change the number at any time, contact Bronwen.
  - 0 **New users** must register by **emailing or calling Bronwen** (see contact info, below).
  
- **Go to the KitKeeper website:**
  - 0 <http://www.eventkeeper.com/kitkeeper/index.cfm?curOrg=inhum>
  - 0 Make sure that the website says "Novel Conversations" at the top (since there are other libraries that use the KitKeeper system).
  - 0 There is a Welcome/Help link at the bottom of the screen which may be useful.
  
- **Find the title** you want to reserve. You will see three selection methods on the KitKeeper home page:
  - 0 You can browse a complete list of titles, or
  - 0 You can select a particular title, or
  - 0 You can view only the titles available during a particular month/year.
  - 0 NOTE: Only the "browse" option will tell you **how many copies** we have for each title.
  
- Next, choose the date when you want the books to **ARRIVE** at your library.
  - 0 **IMPORTANT!!** Make sure you do NOT choose the date of the discussion meeting. Remember, you need to get the books a month before you discuss them.
  - 0 So, on the KitKeeper calendar, select the date of the meeting **BEFORE** the meeting when you plan to discuss the book.
  - 0 For example, if you meet on the second Thursday of the month, and you plan to discuss the book at your October 8 meeting, **select** September 10 on the KitKeeper calendar.
  - 0 Click on "**Reserve.**" If there is no "Reserve" link on the calendar for your desired date, the title is **not** available for that date.
  - 0 Books will be sent 2 weeks before the arrival date, so do not add any extra "padding" to the date. This may cause the due date to be set before you have a chance to discuss the book.
  
- All reservations will be for the same length of time.
  - 0 **The standard length is 40 days** from the time the books arrive at your library ("pickup date") until the time when they should be sent back by your library ("due date").
  - 0 If you need the books for a longer period of time - for example, if a school wants to keep the books for 2 months - you should make two consecutive reservations.
  - 0 Another example would be a group that takes a month off during the summer or over the holidays. In that case, you make two separate, consecutive reservations.
  - 0 Under normal circumstances, however, you should try not to exceed the standard length of time to avoid inconveniencing other borrowers.

- Fill in the Kit Reservation Form.
  - For "Patron Name," fill in your own name, not your library's or organization's name. (Many libraries have more than one group/borrower so we keep track of borrowers by personal name.)
  - Use the dropdown to select the library where you would like us to send the books.
  - If you pick up the books at our building in Indianapolis, select "Indiana Humanities."
  - If your library is not listed, contact Bronwen.
  
- Repeat the process to make **additional reservations**.
  - If you have a list of books, check the calendar to see if each book is available for your desired date, but do not click "Reserve" until you have checked all books on your list. You may need to rearrange the order of books on your schedule.
  - You cannot **delete a reservation**. You must contact Bronwen to delete it for you.
  
- You can still download the **Book List** from the Indiana Humanities website, but it will no longer include reservation dates. Check KitKeeper to see whether a title is available.

You can always **call or email Bronwen Carlisle** if you have any problems or questions. The phone number is 800-675-8897, extension 117. Email is [bcarlisle@indianahumanities.org](mailto:bcarlisle@indianahumanities.org)