



novel conversations

indiana **humanities**

Reserving books using KitKeeper: A step-by-step guide

1. Each borrower must first be **registered** in the KitKeeper system.

Returning Users:

- If you have borrowed books any time after January 1, 2014, you are automatically registered – though you must confirm your **standing order**—the default number of books you want to receive for your group. To confirm your standing order, e-mail the Novel Conversations program staff at novelconversations@indianahumanities.org
- In your **standing order**, also indicate any need for **large print** and/or **CD sets**—*we will include them when available*
- While it is reasonable to add 1 or 2 extra books to your standing order, *please do not add several extras* for no reason. If you want to change the number at any time, contact Novel Conversations program staff

New Users:

- Register for KitKeeper use by contacting the Novel Conversations program staff via the contact information listed below
- Please be sure to include the following information: Name, Address, Phone Number

2. Go to the **KitKeeper** website

- <http://www.eventkeeper.com/kitkeeper/index.cfm?curOrg=INHUM>
- The site should feature an Indiana Humanities logo and "Novel Conversations" at the top—this is important as there are other libraries that use the *KitKeeper* system
- The "Welcome/Help" link at the bottom of the screen is a great resource and will help orient you to the site and its functions

3. On the *KitKeeper* home page, locate the title you want to reserve via three selection methods:

- You can browse a complete list of titles, or
- You can select a particular title, or
- You can view only the titles available during a particular month/year.
- *NOTE:* Only the "browse" option will tell you **how many copies** we have for each title.

4. Next, choose the date when you want the books to **ARRIVE at your library.**

- **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
- On the *KitKeeper* calendar, select the date of the meeting *BEFORE* the meeting when you plan to discuss the book—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
- Click on "**Reserve.**" If there is no "Reserve" link on the calendar for your desired date, the title is **not available for that date**
- Books will be sent **2 weeks** before the arrival date, so do not add any extra "padding" to the date. This may cause the return due date to be set before you have a chance to discuss the book

5. All reservations will be for the same length of time

- 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").
- 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
- 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
- Under normal circumstances, however, you should try not to exceed the standard length of time to avoid inconveniencing other borrowers

6. 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 Novel Conversations program staff

7. 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 Novel Conversations program staff to delete it for you.

8. You can still download the **Book List** from the Indiana Humanities website, but it will no longer include reservation dates—check *Kit Keeper* to see whether a title is available

9. For any additional questions, concerns, or issues, please contact the **Novel Conversations program staff** via the following options:

- NC Program E-Mail: novelconversations@indianahumanities.org
- NC Program Phone: 317-616-9804 (Marlena Ratchford)

