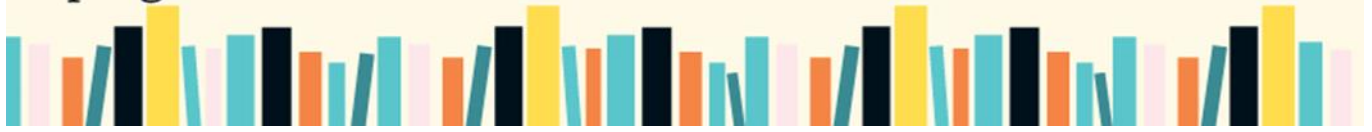


# Novel Conversations

A program of Indiana Humanities



## Reserving Books Using MyTurn: A Step-By-Step Guide

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

### Returning Users:

- If you have borrowed books in recent history, you have been pre-registered for MyTurn, but you'll need to recover your account. You can do so by visiting [this link](#) and using the email address you used on KitKeeper to recover your account. It may ask you for some additional contact information upon recovery.

### New Users:

- Register for MyTurn using [this link](#).
  - Please be sure to include the following information: Name, Organization, Email, Address, and Phone Number.
2. Go to the MyTurn website
    - <https://novelconversations.myturn.com/library/inventory/browse>
    - 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 MyTurn system.
  3. To make a reservation, **we suggest starting by clicking the cart icon at the top of the page and “Reserve Items.”** This will bring up a calendar and drop-down menu of Pickup Locations.
  4. First, select your **Pickup Location** from the drop-down menu.
    - This is the library where we will send the kit via the statewide InfoExpress courier system. If you do not see your preferred library or branch available, you can contact us to see about the possibility of it being added.
    - If you are local to Indianapolis, you have the option of selecting Indiana Humanities as a Pickup Location and can retrieve kits directly from our headquarters at 1500 N. Delaware Street. Our vestibule remains unlocked 24/7. If you select this option, we will contact you via email when your kit is processed and ready for pickup.
  5. Next, select the dates you'd like a kit, and the site will automatically filter to only show available kits during that time window.
    - For your start date, choose the date when you want the books to **ARRIVE** at your library. Standard reservations are 42 days, but you can customize start and end dates and make reservations longer if needed.
    - Under normal circumstances, however, you should try not to exceed the standard length of time to avoid inconveniencing other borrowers.
    - **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 MyTurn 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 MyTurn calendar.

6. Once you have selected your Pickup Location and date range, click “Add Items,” and MyTurn will filter to show available kits. To **locate the title** you want to reserve, you can use **three selection methods**:
  - You can browse the complete list of titles using the numbered tabs at the bottom of the page, or
  - You can search for a particular title or author using the field at the top left of the screen, or
  - You can filter using genre and format fields to the left.
7. Select the kit you’d like to reserve by clicking on it and then clicking the blue “Reserve” button on its individual page. This will add the kit to your cart.
  - **IMPORTANT!** You are not done. You still need to check the kit out using your cart.
8. To finalize the reservation, click the cart at the top of the page.
  - Review your reservation before finalizing, ensuring that the date range, kit, and Pickup Location are correct.
  - Under the “Book Club Name and Copies Needed” field, please enter your standing order, including whether you’d like any large print or audiobook copies when available (example: 8 + 3LP + 2 CD). **If you’ve entered this field before, you should be able to find your existing information in the drop-down menu.**
9. After you have reviewed your information, click “Submit Reservation,” and you are all done. You will receive a confirmation email to your address on file.
  - 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.
10. Repeat the process to make **additional reservations**.
  - If you have a list of books for different dates throughout the year, you’ll need to build a separate cart for each transaction.
11. **To cancel a reservation**, you can click your name at the top right of the screen, click on “Reservations” on the drop-down menu, and then click “Cancel.”
12. To see a list of past completed reservations, you can click “Loans” on that same drop-down menu. Note – this will only show loans completed since the introduction of MyTurn, not previous reservations from KitKeeper.
13. For any additional questions, concerns, issues, or information, please contact the **Novel Conversations program staff** via the following options:
  - NC Program Email: [novelconversations@indianahumanities.org](mailto:novelconversations@indianahumanities.org)
  - NC Program Phone: 317-616-9103 (Bronwen Carlisle)