

# Using KitKeeper for BookClubs

## Access KitKeeper:

To access KitKeeper, visit [www.pcin.on.ca/kitkeeper](http://www.pcin.on.ca/kitkeeper)

## Reserving Kits in KitKeeper

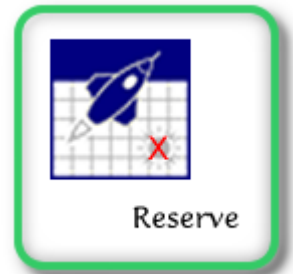
There are two ways to search for a kit in KitKeeper.

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 five days after you receive the notification for your convenience.

### Searching 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 <a href="#">RESERVE</a>	12 AVAIL <a href="#">RESERVE</a>	13 AVAIL <a href="#">RESERVE</a>	14 AVAIL <a href="#">RESERVE</a>	15 AVAIL <a href="#">RESERVE</a>
16 AVAIL <a href="#">RESERVE</a>	17 AVAIL <a href="#">RESERVE</a>	18 AVAIL <a href="#">RESERVE</a>	19 AVAIL <a href="#">RESERVE</a>	20 AVAIL <a href="#">RESERVE</a>	21 AVAIL <a href="#">RESERVE</a>	22 AVAIL <a href="#">RESERVE</a>
23 AVAIL <a href="#">RESERVE</a>	24 AVAIL <a href="#">RESERVE</a>	25 AVAIL <a href="#">RESERVE</a>	26 AVAIL <a href="#">RESERVE</a>	27 AVAIL <a href="#">RESERVE</a>	28 AVAIL <a href="#">RESERVE</a>	29 AVAIL <a href="#">RESERVE</a>
30 AVAIL <a href="#">RESERVE</a>	31 AVAIL <a href="#">RESERVE</a>	1	2	3	4	5

Searching 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
9	10	11	12	13	14	15
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 five days from that time to pick up the kit. Kits go out for five 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.

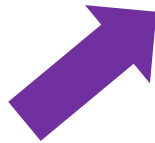


To see what kits are available for a given month...

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 Filling 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.

5 Kit Reservation(s)

Name	Confirmation #	Kit Name	Kit Author	Pickup Date	Details	Action
BCIaB, NEL	130657	Lila	Robinson, Marilynne	10/09/2017	<input type="button" value="SHOW"/>	<input type="button" value="TOO LATE"/>
BCIAB, NEL	141035	The Boys in the Boat - Bag #3	Brown, Daniel	10/13/2017	<input type="button" value="SHOW"/>	<input type="button" value="TOO LATE"/>

## Need Help?

Contact your local library.

North Perth Public Library | 519-291-4621

Perth East Public Library | 519-595-8395

St. Marys Public Library | 519-284-3346

Stratford Public Library | 519-271-0220

West Perth Public Library | 519-348-9234