



## Welcome to KitKeeper

*Our online book club catalog!*

Our book club collection consists of multiple copies of titles that are stored in bags (kits) for use to library-sponsored book groups. There are 10 copies of a title in a kit. Book club groups may use the online **KitKeeper** reservation system to browse through a list of available titles and reserve their book kits ahead of time.

From our webpage, go to **Book Discussion Kits** and click **Book Your Kit! (under Services and Collections)**.

1. There are three ways for searching and viewing titles in **KitKeeper**.



**MCL Collection:** Use the drop-down menu and click **GO** to view our complete list.



**Title:** Use the drop-down menu and click **GO** if you know which titles to select from the list. You can switch between multiple kits of the same title when checking for availability.



**Available Date:** Use the drop-down menu to select and click **GO** to view a list of available kits by month. When searching for your titles, make sure you have enough available kits for your group.

2. Select your pick up date in the calendar to **reserve** your kit. **Your pick up date should be 5 weeks before your group's date of book discussion.**

June 2015 [TOP](#)

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

3. Follow the instructions on the screen and enter your information (such as your name, phone number, e-mail address, and pick up library). Click the **Reserve this Kit** button.

**Monmouth County Library - KitKeeper**

*Kit Reservation Form*

[RETURN TO KITKEEPER MAIN MENU](#)

Kit Name	ARCADIA [BKKIT 181]
Home Library	01. HEADQRTRS
Patron Name	Monmouth County Library
Patron Phone	732-431-7220 <span style="color: blue;">UNAVAILABLE</span>
Patron Email	mcl@monmouthcountylib.org <span style="color: blue;">UNAVAILABLE</span>
Library Card Number (no spaces)	[80001000123456]
Patron Notes	-
Pickup Library	[01. HEADQRTRS [679 -- 01. HEADQRTRS]]
Pickup Date	Mon Jun 1, 2015
Due Date	Tue Jul 7, 2015
<input type="button" value="Reserve this Kit."/> <input type="button" value="Cancel"/>	

The **KitKeeper** confirmation screen appears. Library staff will notify you when book kits are available at your pick up library.



## *KitKeeper FAQ*

### **How do I schedule and reserve my book kit(s) for my book discussion?**

From our library's webpage, go to **Book Discussion Kits** and click **Book Your Kit!**

### **How far in advance can I reserve my kit(s)?**

Book club kits may be reserved up to one year in advance.

### **What date do I select from my reservations?**

The date should be **5 weeks** before your actual book discussion. The book will arrive at your library on or near this date for you to pick up.

### **If a group member forgets to return a book, who is responsible?**

The person who borrows the book is responsible.

### **What if I need to cancel my reservation?**

Please contact your local library to cancel your reservation or [email us](#).

### **May I place reservations on book kits from the library's online catalog?**

No, you must use the **KitKeeper** reservation system to reserve book kits for your group.

### **What if I go to my library and my book kits are not there?**

Please wait for the library to notify you when they are available to be picked up.

### **What if one of the books is lost or damaged?**

Please notify the library and you will be billed for the cost of replacing the book.