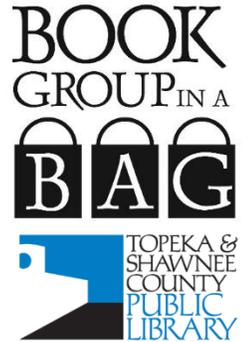


Book Group in a Bag Guidelines

Changes are coming to the way that customers reserve Book Group in a Bag Kits, but everything else about how kits are checked out and picked up will remain the same.

- Reservations are for six weeks and can be made up to a year in advance.
- Pick up bags at the in the Media Center. Ask any staff for direction upon first pick up.
- Bags may be returned to the front customer service desk.
- Kits may not be renewed. Users will be charged \$1 per day if returned late or incomplete, up to a maximum fee of \$9.99.



How to Reserve Book Group in a Bag Kits

There are two ways to search for an available Book Club in a Bag title:

1. Search by Date

To see what kits are available during a specific day/month, it is easiest to search by date first.

2. Search by Title

To reserve a specific title, it is easiest to search by title first to view the dates that it is available.

Note: Once your reservation is ready for pickup, the library will send you a hold pickup notification. Ask staff in the Media Center for assistance in retrieving your kit.

Detailed Instructions

Click on the desired topic below, or just scroll through the document.

1. [Searching by Title](#)
2. [Searching by Date](#)
3. [First Time Users](#)
4. [View your current, active reservations](#)
5. [Same Day Reservation](#)
6. [Cancel an active reservation](#)
7. [View past reservations](#)

Searching by Title

- From the dropdown menu next to the “Kits by Title” icon on the homepage, choose the title you would like to reserve.
- Click **Go**.
- 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. (See screenshot below). If the kit is not available on a specific date, the box will be gray. Once you select an available date, click “Reserve.”



Topeka & Shawnee County Public Library - KitKeeper

Alice Network : 01/19/2020 - 01/18/2021

[RETURN TO KITKEEPER MAIN MENU](#)

January 2020

January 2020 [TOP](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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
RESERVE						
26	27	28	29	30	31	1
RESERVE						

- In the next screen, enter your library card number and click on the green button that says **Submit**.
- In the next screen, click the green button that says **Continue**.
- You will see an information box like this:
- Be sure that the **Patron Phone** and **Patron Email** blanks are filled in (if you don't have one or the other, just click **Unavailable**, next to the blank). 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.

Topeka & Shawnee County Public Library - KitKeeper

Kit Reservation Form

[RETURN TO KITKEEPER MAIN MENU](#)

Kit Name : Alchemist

Home Library : Topeka & Shawnee County Public Library

Patron Name : ERICSSON, MIRANDA A

Patron Phone : x4476 [UNAVAILABLE](#)

Patron Email : mericsson@tscpl.org [UNAVAILABLE](#)

Patron Notes : -

Pickup Library : Topeka & Shawnee County Public Library [6127 -- TSCPL]

Pickup Date : Thu Feb 20, 2020

Due Date : Fri Apr 3, 2020

- **NOTE: Those of you who receive e-mail notifications about your kits will be receiving them from an email address not associated with the library: kitkeeper@plymouthrocket.com.** To make sure you don't miss them you might want to add that e-mail to your list of contacts.

Searching by Date

- From the dropdown menu next to the “Available Now” icon, select the date (month/year) you are searching for. Click **Go**.
- You will then see a divided screen: on the left-hand side there is a calendar. (See **screenshot below**). 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.
- Click on the title you would like to reserve.



A List of all the Kits available in February 2020

[Return to KitKeeper Main Menu](#)

All Authors All Genres

All kits 2020 - February

There are kits available this month.

February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Click on a day to display a list of available kits.
Click on a kit to see the details and to make a reservation.

The following kits are available to be picked up on

Thursday, February 6, 2020

- 100 Year Old Man Who Climbed Out the Window and Disappeared
- 1984
- 19th Wife
- Adventures Of Beanboy
- After You
- Alchemist
- Alice Network
- Alienist
- All God's Dangers: The Life of Nate Shaw
- All the Light We Cannot See
- The all-time travels and adventures of Lidie Newton
- America's First Daughter
- Angels & Demons
- Angry Housewives Eating Bon Bons
- Appetite for America: Fred Harvey and the Business of Civilizing the West—One Meal at a Time
- Art of Fielding
- Art of Hearing Heartbeats
- Art of Racing in the Rain

First Time Reservations/New Users

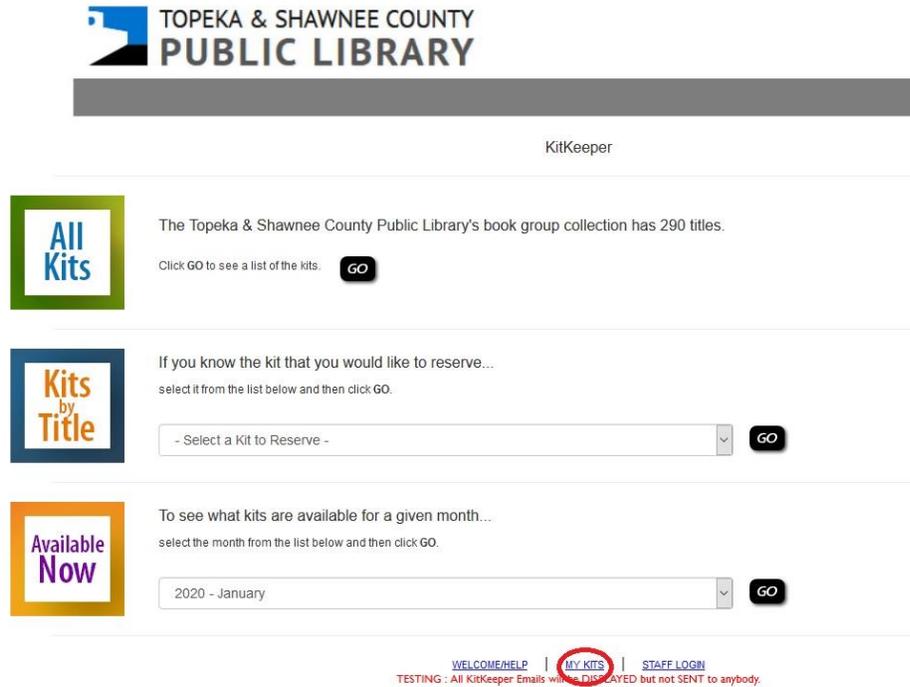
Good news—there is no account set up because patron information is all imported from the catalog. The first time that you reserve a kit, you will be asked for the library card number and pin, just as you would be in the returning user scenario above. That first time, you will receive a confirmation screen that looks like the screenshot to the right. Otherwise, the process is exactly the same.



Troubleshooting Tip: If you are having trouble reserving a kit, the most likely problem is that your pin is incorrect, or that the library card number is not your current account number, or not being typed in correctly. If you are unsure what 4-digit pin is attached to your account, ask a librarian to help you reset your pin and double check that you are using the current card on file.

View Your Current, Active Reservations

- 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.



TOPEKA & SHAWNEE COUNTY
PUBLIC LIBRARY

KitKeeper

All Kits
The Topeka & Shawnee County Public Library's book group collection has 290 titles.
Click GO to see a list of the kits. **GO**

Kits by Title
If you know the kit that you would like to reserve...
select it from the list below and then click GO.
- Select a Kit to Reserve - **GO**

Available Now
To see what kits are available for a given month...
select the month from the list below and then click GO.
2020 - January **GO**

[WELCOME/HELP](#) | [MY KITS](#) | [STAFF LOGIN](#)
TESTING : All KitKeeper Emails will be DISPLAYED but not SENT to anybody.

Same-Day/Walk-In Reservations

Good news! You can reserve a kit and pick it up on a walk-in basis. **All reservations must be made through the system.** This is important, to make sure that existing reservations are honored.

- Log in and search by date. Select a kit that is available for pick-up.
- At the library, ask staff at customer service or the media center to help you retrieve your kit.

Cancel an Active Reservation

- Click on **My Kits** and log in using your card number
- Find the reservation you would like to cancel and then click **Delete**



MY KITKEEPER RESERVATIONS - WELCOME
[CLOSE THIS WINDOW](#)

Include Past Reservations in List

1 Kit Reservation(s)

Name	Confirmation #	Kit Name	Kit Author	Pickup Date	Details	Action
ERICSSON, MIRANDA A	257539	Alchemist	Coelho, Paulo.	02/20/2020	SHOW	DELETE

View Past Reservations

- 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. Note that the “Delete” button will now say “Too Late,” as the reservation is in the past and cannot be canceled.



Include Past Reservations in List

5 Kit Reservation(s)

Name	Confirmation #	Kit Name	Kit Author	Pickup Date	Details	Action
BCiaB, NEL	130657	Lila	Robinson, Marilynne	10/09/2017	SHOW	TOO LATE
BCIAB, NEL	141035	The Boys in the Boat - Bag #3	Brown, Daniel	10/13/2017	SHOW	TOO LATE