

Welcome to KitKeeper



KitKeeper is a web-based application designed so you can conveniently browse the Library's Book Discussion Kits, reserve kits for your book group, manage your list of reservations, and receive automatic email notifications when a kit is ready to pick up and when the kit is due back.

How do I access KitKeeper?

KitKeeper is linked on the Louisville Free Public Library's homepage. Go to www.lfpl.org and look for the "Book Discussion Kits" icon. Your login is your LFPL card number and password. If you don't know or can't remember your password, please visit your local library to re-set it.

To use KitKeeper you will need an internet-enabled device and an active email address.

For questions regarding the Library's
Book Discussion Kits or KitKeeper

email

KitKeeper@LFPL.org

or call

(502) 574-1611

FREQUENTLY ASKED QUESTIONS (cont'd)

Can my group members return their own books to the library?

No, the Book Discussion Kit must be returned with all copies of the book at the same time.

One of my group members hasn't returned their copy to me and the kit is due. What should I do?

The person who borrows the kit is responsible for the return of the kit and all of its contents. Overdue charges are \$2 per day. If a kit is returned incomplete a \$15 charge will be made for each copy not returned with the rest of the kit. Charges will be removed when the missing copy is returned to the Main Library.

What if a book is lost or damaged?

If your group loses or damages a book, please inform Library staff when you return the kit. Replacement cost is \$15 per copy. It is up to you to retrieve the cost from the member who lost/damaged the book.

KitKeeper

Step-By-Step Instructions & Frequently Asked Questions



LFPL.org

There are 3 ways to search for a kit: by list | by title | by availability date

SEARCH BY LIST

- 1 Click **GO** for all the kits
- 2 search by title or author
- 3 find the kit you want
- 4 click **Reserve This Kit**: a list of dates will appear when this kit is available
- 5 click the date the kit will be picked up
- 6 enter your library card number and PIN
- 7 click **Submit**: the library card will be verified
- 8 click **Continue**: the kit reservation form will appear
- 9 choose a **Pickup Library** from the drop down menu
- 10 click **Reserve This Kit**: a confirmation appears and is sent to your email
- 11 click **Return to KitKeeper, Main Menu**

SEARCH BY TITLE

- 1 Choose the title you would like from alphabetical drop down menu
- 2 click **GO**: a list of dates when the kit is available will appear
- 3 click the date the book will be picked up
- 4 enter your library card number and PIN
- 5 click **Submit**: the library card will be verified
- 6 click **Continue**: the kit reservation form will appear
- 7 choose a **Pickup Library** from the drop down menu
- 8 click **Reserve This Kit**: a confirmation appears and is sent to your email
- 9 click **Return to KitKeeper, Main Menu**

SEARCH BY AVAILABILITY DATE

- 1 Select the month from the drop down menu
- 2 click **GO**
- 3 hover over a day to see available kits
- 4 click the date the kit will be picked up
- 5 select the kit by clicking on the specific book title (shown on the right)
- 6 enter your library card number and PIN
- 7 click **Submit**: the library card will be verified
- 8 click **Continue**: the kit reservation form will appear
- 9 choose a **Pickup Library** from the drop down menu
- 10 click **Reserve This Kit**: a confirmation appears and is sent to your email
- 11 click **Return to KitKeeper, Main Menu**

FREQUENTLY ASKED QUESTIONS

My group meets monthly, can I borrow a kit every month?

Yes, you can reserve up to 12 kits up to a year in advance with your card. No more than 2 kits can be checked out to your card at one time.

May I reserve a Book Discussion Kit using LFPL's online catalog?

No, you will need to use KitKeeper. However, you may follow the link to KitKeeper from each kit title in the catalog. You can also access KitKeeper from our Readers' Corner on our homepage.

My chosen title's calendar only shows blank dates—how can I reserve this title?

Scroll down until you find a "Reserve" link option—blank dates are not available (i.e. already booked by another person).

How do I choose my pickup date?

Place your reservation for the month you pick up the kit and distribute books to members, rather than the discussion month. Select a pickup date a few days before your group will meet.

What is the loan period for the kit and when will my due date be?

The loan period is six weeks with no renewals and will start on the pick-up date that was chosen.

Important! The due date is set when the kit is reserved and cannot be changed regardless of the date the kit was checked out.

When will my kit be at the pickup branch?

We will strive to get your kit to the pickup branch on or before your selected pickup date. You will receive an email message to notify you when your kit is ready for you.

What if I want to pick up a kit right away?

Reserve the kit in KitKeeper and select the Main Library as your pickup location. We will get the kit ready for you as soon as possible. Please wait until you receive an email notifying you that your kit is ready.

Can I substitute another title or change the pickup date or the pickup branch?

Yes, you can make changes up to 7 days before your original pickup date. You will need to cancel the original reservation by logging into **My Kits** in KitKeeper with your library card number and password. Then you will need to make another reservation with your new choices.

Can I renew my book kit?

No, renewals are not possible with KitKeeper. However, you may reserve the kit again for the next time period if it is not already reserved by another patron. Please email kitkeeper@lfpl.org for assistance.