

# KitKeeper Instructions

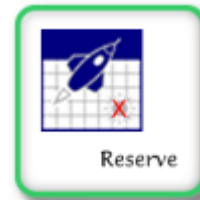
## Browse by List



- Click **GO**
- Using the drop down menus, search by title or author and click **SELECT**
- Click **Reserve This Kit** and a calendar appears
- Click **Reserve** under the date you would like to pick up the kit up
- \* Dates with **Reserve** underneath are available, greyed out boxes are unavailable
- Enter your library card number and the last 4 digits of your phone number
- Check that your phone number and email are correct
- Choose the pickup library from the drop down menu and click **Reserve This Kit**
- You will be contacted when your kit is ready to be picked up



## Search by Title



- Using the alphabetical drop down list, choose the title you would like to reserve and click **GO**
- Click **Reserve** under the date you would like to pick up the kit up
- \* Dates with **Reserve** underneath are available, greyed out boxes are unavailable
- Enter your library card number and the last 4 digits of your phone number
- Check that your phone number and email are correct
- Choose the pickup library from the drop down menu and click **Reserve This Kit**
- You will be contacted when your kit is ready to be picked up



## Search by Date



- Search for what kits are available for the month of your choosing
- Using the drop-down list, choose a month and click **GO**
- Hover over a day to see what kits are available
- Click on the day to display the reservation links
- Select the title you would like to reserve
- Enter your library card number and the last 4 digits of your phone number
- Check that your phone number and email are correct
- Choose the pickup library from the drop down menu and click **Reserve This Kit**
- You will be contacted when your kit is ready to be picked up