



IndyPL's Book Club in a Bag

Staff FAQs

Reservations:

How do I find book discussion kits?

In order to provide date-specific reservations, we are using an external reservation called Kitkeeper. Kitkeeper can be accessed in several ways:

- **Direct link-** <http://www.eventkeeper.com/kitkeeper/index.cfm?curOrg=indypl>.
- **IndyPI website-** from the Books, Movies, & Music page
- **Bibliocommons Catalog/ Polaris-** search under "book club kit" or "Book Club in a Bag". There will be a clickable "book club kit" link that will bring up the entire collection as well as a web link that will direct patrons to the Kitkeeper site*

Please note that **all reservations need to be created in Kitkeeper. Staff members, with the exception of Processing, should not place holds on book discussion kits in Polaris and instead should use the Kitkeeper site to place a reservation. Holds in Polaris are only utilized when the kit is ready to ship out and Processing staff members manually move the holds over to Polaris at which point standard checkout procedures will be followed.*

How do I reserve book discussion kits?

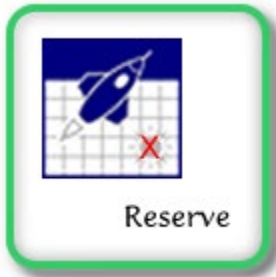
There are three ways to search for a bag in Kitkeeper:

1. List-



- Click **Go** to see a descriptive list of the titles to choose from.
- Select **Reserve this kit** on the kit you want to use for your book discussion.
- Select the desired date. Available dates will display "reserve" in blue. Click on **Reserve**.
- Enter your library card number and pin and click **Continue**.
- Confirm your account information and select a pickup location, and click **Reserve this kit**.
- You will be notified when the kit is ready to be picked up.

2. Reserve-



- Select a title from the drop down menu and click **Go**.
- Select the date you would like. Available dates will display "reserve" in blue. Click **Reserve**.
- Enter your library card number and pin and click **Continue**.
- Confirm your account information and select a pickup location, and click **Reserve this kit**.
- You will be notified when the kit is ready to be picked up.

3. Dates-



- Choose the month from the drop-down menu and click **Go**.
- Choose the date you would like, then select the kit of your choice. Available dates are in green.
- Enter your library card number and pin and click **Continue**.
- Confirm your account information and select a pickup location, and click **Reserve this kit**.
- You will be notified when the kit is ready to be picked up.

How far in advance can I reserve book discussion kits in Kitkeeper?

Bags can be reserved up to two years in advance. There are no limits on the number of bags you can reserve at one time.

Why is there a two week reservation buffer in Kitkeeper?

Since Kitkeeper is an external resource and does not sync with Polaris, reservations must be made at least two weeks in advance of planned usage in order to allow time for processing, delivery, and the seven day hold period.

For instance, without the buffer or even with a week buffer, Patron A can place a hold Friday night for a Saturday pickup, and then Patron B could immediately place a hold for the same title on the first available date 6 weeks later, and then Patron C does the same 6 weeks after that. Since Processing staff only work Mon-Fri, they would not be able to work on it and send it out until Monday, and then it would take an additional 1-2 days more for the bag to reach the location. So there's 4-5 days right there. And if the patron waits until the last day of the 7 day hold period to pick it up? We're looking at up to a week and a half past the selected pickup date, and the checkout period would overlap with the following patrons' reservations.

The 2 week buffer helps to reduce the risk of back to back reservations being disrupted by overlapping dates. That being said, we can expedite a delivery on a case by case basis, but we do encourage staff and patrons to plan ahead as much as possible.

How do I change or cancel a reservation?

Click on the My Kits link at the bottom of the IndyPL Kitkeeper home page and enter in your library barcode number and pin. Then, hit **Continue** and a list of your current reservations will appear.

Checkouts:

How do I check out a bag?

The patron will be contacted when the bag is ready at your pick-up location and will have seven days to pick it up. Bags can be checked out with your library card at any Indianapolis Public Library location for up to 6 weeks.

Can I renew a bag?

Kits cannot be renewed but the checkout date may be able to be extended if there are no subsequent holds on the kit. Please contact selection@indypl.org or echandler@indypl.org if the checkout date needs to be extended. Patrons will also receive an email reminder when the bag is close to being due.

How do I check in a bag?

Upon check-in, staff might be prompted to enter the number of copies returned. Please count the number of copies in the bag and enter the number that is returned. Once checked in, Polaris should automatically place the kit in transit back to LSC. Also, please send the kit back to CMSA even if there are missing copies. Feel free to send a courtesy email to echandler@indypl.org about the missing copies. If you find missing copies after the fact, go ahead and send them down to CMSA.

How do I return a bag?

Bags can be returned at any library location. If possible, please encourage your patrons to bring them inside and not put them in the book drop so materials are kept together. However, given the current conditions of COVID, we understand that patrons may be reluctant to enter the library and prefer to use the book drop. In those instances, try to recompile as many of the materials as you can find to send back.

Title selection:

How are titles selected?

Title consideration is varied depending on funding. Some titles are acquired through booksale discards and donations from library locations. We have also acquired titles through theme-specific grants (i.e. racial equity and health, to name a couple), endowments, branch/patron requests, gift funds, and private donations. When purchasing/acquiring titles, we look at titles that are in demand and/or have the potential to provide a meaningful discussion experience.

How can I suggest titles for the program?

Suggestions can be made by submitting an evaluation form. Forms are available in the discussion guide folders as well as [online \(https://www.surveymonkey.com/r/GRNRSH6\)](https://www.surveymonkey.com/r/GRNRSH6). The link will also be provided on the print survey and on the library website. Completed print forms can be left in the folder, returned to any library service desk and sent to Emily Chander, or scanned and sent by email to selection@indypl.org.

Can I donate copies/funds for the program?

Yes! If you or your patrons have copies left over from a book discussion you would like us to consider for the program, please feel free to send the copies to CMSA, attn. Emily Chandler. Likewise, if any staff members or patrons are interested in donating funds to purchase new material, please contact the Foundation to start the process.

General:

What is in a book discussion kit?

Each kit contains approximately 10 copies of a given title and a discussion guide. The discussion guide contains evaluation forms, sign out sheets, discussion questions, resource sheet, and an Overdrive flyer. If there are any available book discussion resources specific to that title, those are included as well.

Are there any fees or fines for overdue or lost materials?

- Whole Kit = \$25.00
- Lost or Damaged Bags- \$25.00
- Lost/Missing books- no fees

Who do I contact with further questions?

Email selection@indypl.org or echandler@indypl.org for any additional questions you might have. If those two emails are unresponsive, you can also contact ebradburn@indypl.org, vevans@indypl.org, or acarson@indypl.org with questions.