

KitKeeper

INFO Sheet For Book Clubs

Hamilton Public Library's online book club management system

Hamilton Public Library is happy to provide you with a varied and growing collection of book kits for book clubs to borrow. We currently lend 343 titles to more than 100 community book clubs like you and are proud to support your literary endeavors. In order to maintain the current level of service and enhance the club experience, we have implemented a new online system.

The new system will require the bookings to take place online and will require email.

The system provides many advantages such as the ability to:

- Check title availability
- Reserve a specific book kit for a specific reading period
- Pick up a specific book kit at a specific time
- View your upcoming selections at any time
- Always know what your next selection will be
- Receive automatic email notifications when a kit is ready to pick up and when the kit is due back

HPL is asking you and your clubs to respect the following rules:

- Each club needs a club-specific library card. We will require contact information from one club member, including an email address.
- Each kit will have between 10- 12 copies of the book along with supporting materials.
- An email reminder will be sent out one week before the kit's due date.
- Clubs are responsible for the kit's contents and for returning the complete kit on time. Staff will not accept the return of an incomplete kit.
- HPL will charge your book-club card for damaged or lost items.
- Late returns or incomplete returns cause problems. Be considerate as another club may be waiting for your kit.
- Once the kit is delivered to the branch, the due date is set and will not change regardless of when the kit is checked out.
- Kits must be picked up and returned to the branch designated on your book club library card.



REMEMBER: Your branch contact is always willing to help. Ask for a 1-on-1 appointment to learn how to use the online booking system.

What happens when my book club's kit is late?

Returning a kit late affects the next club waiting for that title.

If your kit is late, you will receive an automatic email message confirming your materials are late and need to be returned.

What happens if I change my mind about the pick-up date or a kit I want to borrow?

If you change your mind about the pick-up date or a kit that you've selected, you must change your selection online and pick a new title and pick-up date.

What happens if I am able to collect most of the kit but not all copies?

Each book club will have its own library card and a club member associated with that card. If you are that person, you will be responsible for ensuring that all copies of the title and supporting materials are returned.

Staff will not accept the return of an incomplete kit.

Branch Liaison Name:

Phone: _____

Email: _____