

## WHAT IS KITKEEPER?

KitKeeper is an online service that allows library patrons to view the availability of Prescott Public Library book club kits and make immediate and future reservations on desired kits.

## GETTING STARTED

1. Go to [www.prescottlibrary.info](http://www.prescottlibrary.info) and select the “Books, Movies, and More” tab. From the menu that opens, go to the “Book Clubs” section and click “Book Club Kits.”
2. A page will open with information about book club kits. Scroll to the “Reserve a Kit” section and click on the link for KitKeeper.
3. You can also directly access KitKeeper by visiting:

[www.eventkeeper.com/  
kitkeeper/index.cfm?  
curOrg=prescott](http://www.eventkeeper.com/kitkeeper/index.cfm?curOrg=prescott)

## HOURS



Monday	Closed
Tuesday	10 am – 6 pm
Wednesday	10 am – 6 pm
Thursday	10 am – 6 pm
Friday	10 am – 6 pm
Saturday	10 am – 6 pm
Sunday	Closed

## CONTACT US



215 E Goodwin Street  
Prescott AZ 86303



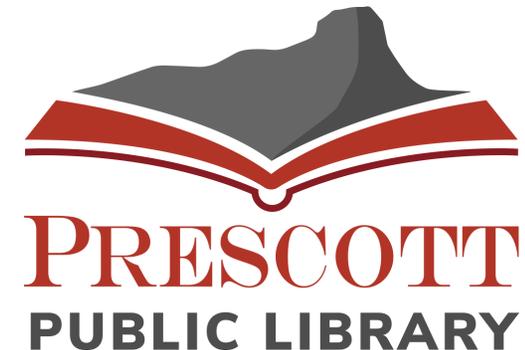
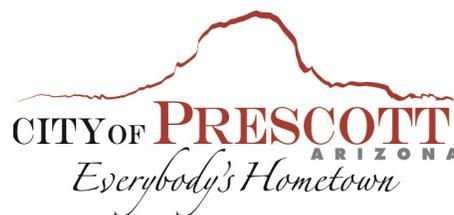
[www.prescottlibrary.info](http://www.prescottlibrary.info)



928.777.1500



[ask.librarian@prescott-az.gov](mailto:ask.librarian@prescott-az.gov)



# Using KitKeeper

## Book Club Kit Reservations

## SELECT A KIT



### Option 1: Browse Titles

View a list of all available kits, including information about kit contents and a plot synopsis. Click “RESERVE THIS KIT” to check kit availability and make a reservation.



### Option 2: Select a Specific Kit

If you know which kit you want, choose a specific title from the drop-down menu to immediately check that kit’s availability and make a reservation.



### Option 3: Browse by Availability

If you know when you need a kit, but don’t know which one you want, check which kits are available by selecting a month from the drop-down menu then selecting your desired pickup date from the calendar on the next page. A list will appear to the right with titles that are available to pick up on that date. Click the title to reserve.

## CHECK AVAILABILITY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	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 RESERVE	23 RESERVE	24 RESERVE
25 RESERVE	26 RESERVE	27 RESERVE	28 RESERVE	29 RESERVE	30 RESERVE	1

**Available dates** for reservation pick up will be indicated on the calendar with “RESERVE” in blue text over a white background. Click on the day you wish to pick up your kit.

*\*NOTE: Kits cannot be picked up from Prescott Public Library on Sundays or Mondays as the library is closed. If you’re picking up at another location, please check that location’s business hours prior to pickup.*

**Unavailable dates** will be indicated on the calendar with light grey coloring and have no text.

## COMPLETE YOUR RESERVATION

- After you have selected your desired pick up date, you will be prompted to input your library barcode and PIN.
- Fill out the Kit Reservation Form and click “RESERVE THIS KIT” when complete. You will be taken to a screen with confirmation of your successful registration.

*\*Note: Click “unavailable” if you do not use the phone or email fields. Adding an email address will allow the system to send you email notifications about the status of your kit.*

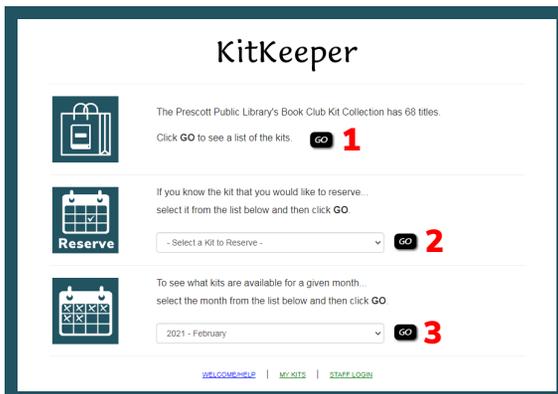
## FAQ

### How do I cancel a reservation?

Call the Ask a Librarian desk at 928.777.1526. For cancellations more than 2 weeks away from pickup, you may also go to KitKeeper and click “MY KITS” at the bottom of the main menu. Login with your library barcode and PIN. Click “Delete” next to the reservation you wish to cancel.

### How can I check what reservations I’ve made?

Go to KitKeeper and click “MY KITS” at the bottom of the main menu. Login with your library barcode and PIN.



**Kits cannot be picked up from Prescott Public Library on Sunday or Monday as the library is closed on those days.**