

## Book Club Set Borrowing Policies

- Sets are available for a standard 7-week loan period, with no renewals.
- Book club sets will be ready on the 5<sup>th</sup> of the month and will be held for 7 days.
- The due date will be the 25<sup>th</sup> of the second month, but they can be returned any time prior to the due date.
- **Book club set reservations will not be filled for unregistered book clubs.**
- To cancel or change a reservation or to register your book club, please email [bookclub@coqlibrary.ca](mailto:bookclub@coqlibrary.ca)

## Notes

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## Using KitKeeper to Reserve Book Club Kits

**Coquitlam Public Library** has a **NEW** online book club management system to enhance your book club experience.

To access the new system, go to [coqlibrary.ca/library-services/book-club-sets-new](http://coqlibrary.ca/library-services/book-club-sets-new) and click **KitKeeper**.

Search for kits to reserve by:

1. list
2. book title
3. availability

The loan period for book club kits is **7 weeks** with NO renewals.



**City Centre Branch** • 1169 Pinetree Way  
Help Desk: 604-554-7323

**Poirier Branch** • 575 Poirier Street  
Help Desk: 604-937-4141



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



## Search by List

- Click **GO** for all the kits.
- Search by title or author.
- Find the kit you want.
- Click **Reserve This Kit**: a list of dates will appear when this kit is available.
- Select the date you would like to reserve the kit and click **Reserve This Kit**.
- Enter your name and preferred method of contact: phone number or email. Click **Unavailable** next to the unused field.
- Enter the name of your book club.
- Select pickup library from the drop-down menu.
- Click **Reserve This Kit**. If you have provided your email address in your contact information, a confirmation will be sent to your email.
- To reserve another title, click **Return to KitKeeper Main Menu**.



## Search by Title

- Choose the title you would like from the alphabetical drop-down menu.
- Click **GO**: a list of available dates will appear.
- Select the date you would like to reserve the kit and click **Reserve This Kit**.
- Enter your name and preferred method of contact: phone number or email. Click **Unavailable** next to the unused field.
- Enter the name of your book club.
- Select pickup library from the drop-down menu.
- Click **Reserve This Kit**. If you have provided your email address in your contact information, a confirmation will be sent to your email.
- To reserve another title, click **Return to KitKeeper Main Menu**.



## Search by Availability Date

- Select the month from the drop-down menu.
- Click **GO**
- Select a kit and click **Reserve**.
- Enter your name and preferred method of contact: phone number or email. Click **Unavailable** next to the unused field.
- Enter the name of your book club.
- Select pickup library from the drop-down menu.
- Click **Reserve This Kit**. If you have provided your email address in your contact information, a confirmation will be sent to your email.
- To reserve another title, click **Return to KitKeeper Main Menu**.

