




Kit-iquette

Basic Info

- Book Discussion & Programming Kits – 9 week check out period
- This is a traditional ILL- just not through OCLC. Lost and/or damaged items may be charged a replacement fee.
- Some discussion kits may arrive without the full complement of books. The State Library always includes a packing list. Your library is only responsible for the items on the packing list.
- Kits are shipped through the KYVL courier. Other arrangements can be made if your library does not receive courier service.
- All kits can also be scheduled to be used by your patrons, either community groups or schools, but must be requested by a library staff member. Please do not ask your patrons to schedule on our website or call the State Library. This only creates confusion and leads to shipping delays.


Scheduling

- Kits can be scheduled by public library staff on our website through the [Kit Keeper](http://www.eventkeeper.com/kitkeeper/index.cfm?curOrg=kdl) reservation system - <http://www.eventkeeper.com/kitkeeper/index.cfm?curOrg=kdl>. Please refer to our [Kits at KDLA](https://kdl.ky.gov/librarians/kits/Pages/default.aspx) web page -  <https://kdl.ky.gov/librarians/kits/Pages/default.aspx> for more information.
- You can schedule kits up to a year in advance from the current month. Confirmation emails will be sent through Kit Keeper.
- If you need longer than the standard 9 week check out for book kits, please contact the Circulation Librarian at KDLAReferenceDesk@ky.gov.

Guidelines for Use

- Return the kit when due, even if you do not have all of the pieces/parts. Include a note in the kit indicating which items will be sent back at a later date. When the pieces/parts come back to you, then send them to us in a green KYVL courier bag.
- Pack the kit in a way so there isn't undue stress on the spines or covers of the books.
Please do not attach stickers of any kind or barcodes to our books.
- Be sure to fill out the evaluation forms. We welcome your suggestions for new kits!

Discovering Kits

- Although all kit titles are in our catalog, availability of kits cannot be determined by the catalog status. The catalog item record does not show any schedules on the kit, just whether the kit is at KDLA at the time of the search. The kit may be here today but scheduled to ship tomorrow. Availability can be determined in the Kit Keeper reservation system only.
- New kit titles are announced on the public library listservs:
 - KAPS for adult event program staff***
 - KBOS for bookmobile and outreach services***
 - KYAC for children's services and young adult program library staff***
 - KPLA for library directors***
- To sign up for any of these, just go the [LISTSERV Mailing Lists](https://kdl.ky.gov/librarians/staffdevelopment/Pages/listservs.aspx) page -  <https://kdl.ky.gov/librarians/staffdevelopment/Pages/listservs.aspx>

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