





▶ **For Sound issues:**

- ▶ Click the purple tab in the bottom right 
 - ▶ Click the My Settings gear 
 - ▶ Click Audio & Video Settings to adjust volume
 - ▶ You may also use your phone for audio
-

▶ **To Chat:**

- ▶ Click the purple tab in the bottom right 
- ▶ Click the Chat bubble 



KDLA Kits 101: From Our Library to Yours

**KY DEPT. FOR LIBRARIES & ARCHIVES
STATE LIBRARY SERVICES**

Cathy Crum
Debbie Hibbard
February 13, 2025

AGENDA

Types of kits

Selecting kits

Finding kits

Scheduling kits

When things go wrong

Answers to questions

YOUR PATRON SERVICES TEAM

Debbie Hibbard
Patron Services Supervisor
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Hannah.Mooney@ky.gov

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Administrative Specialist I, Circulation
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Alexis.Payne@ky.gov

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Samuel.Stratton@ky.gov



Cathy Crum

Technical Services Supervisor

Acquisitions/Cataloging

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Cathy.Crum@ky.gov

Rebecca Waddle

Librarian I

Cataloging

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Rebecca.Waddle@ky.gov

Mitzi Gray

Administrative Specialist I

Processing/Repairs

502-564-1783

Mitzi.Gray@ky.gov



**YOUR TECHNICAL
SERVICES TEAM**



TYPES OF KITS

ADULT KITS

- Adult book discussion kits
 - Large print kits
 - Regular print kits
- Adult programming kits
 - Thematic



ADULT BOOK DISCUSSION KITS

- Available in a variety of genres
- Packaged in a sturdy container or suitcase
- Check out for 9 weeks at a time
- Can be renewed if no other holds/schedule
- Each kit contains up to 15 copies of the book, an audiobook if available, and a discussion guide



ADULT PROGRAMMING KITS

- Available in a variety of themes
- Thematic kits are multi-format, and can include books, CDs, DVDs, electronics, games, and resource guides
- Check out for 9 weeks at a time
- Can be renewed if no other holds/schedule

YOUTH KITS



- Youth book discussion kits
 - Beginning readers and elementary
 - Middle school
 - High school
- Youth programming kits
 - STEAM
 - Thematic - preschool, elementary, & teen
 - Interactive mystery

YOUTH BOOK DISCUSSION KITS

- Complete programs designed around high-quality books for children and teens
- Each kit includes 12-20 copies of the book, an audiobook if available, and an in-depth discussion guide. Some titles have Spanish and large print editions if available.
- Up to 5 youth book kits may be checked out for 9 weeks and renewed upon request if not scheduled to be sent to another library
- **KBA Picture Book Kits** - collections of picture books from the Kentucky Bluegrass Award program, designed to encourage diverse reading among students. Titles are selected annually in collaboration by Kentucky teachers and public librarians and voted on by Kentucky children and students. **Pre-school – 2nd Grade**

- STEAM

Public library and school staff can use our STEAM based thematic kits to assist in the planning of story times, lesson plans, and other programming that incorporates developmentally appropriate encounters involving S.T.E.A.M. concepts – Science, Technology, Engineering, Art, and Math – into everyday experiences.

- Thematic Kits

Multi-format kits for ages pre-school through teen-include books, CDs, DVDs, electronics, games, & toys.

- Interactive Mystery Kits

Include everything needed to plan and produce a mystery program for a group of 20-25 participants. The Anyone's Guess series is designed for grades 6 – 9. Anyone's Guess Junior series is designed for grades 3 – 5.



YOUTH PROGRAMMING KITS

ALL AGES THEMATIC PROGRAMMING KITS

- ❖ Backyard Bass
- ❖ Discovering Braille
- ❖ Kentucky Talking Book Library: Reading Is for Everyone
- ❖ Oral History



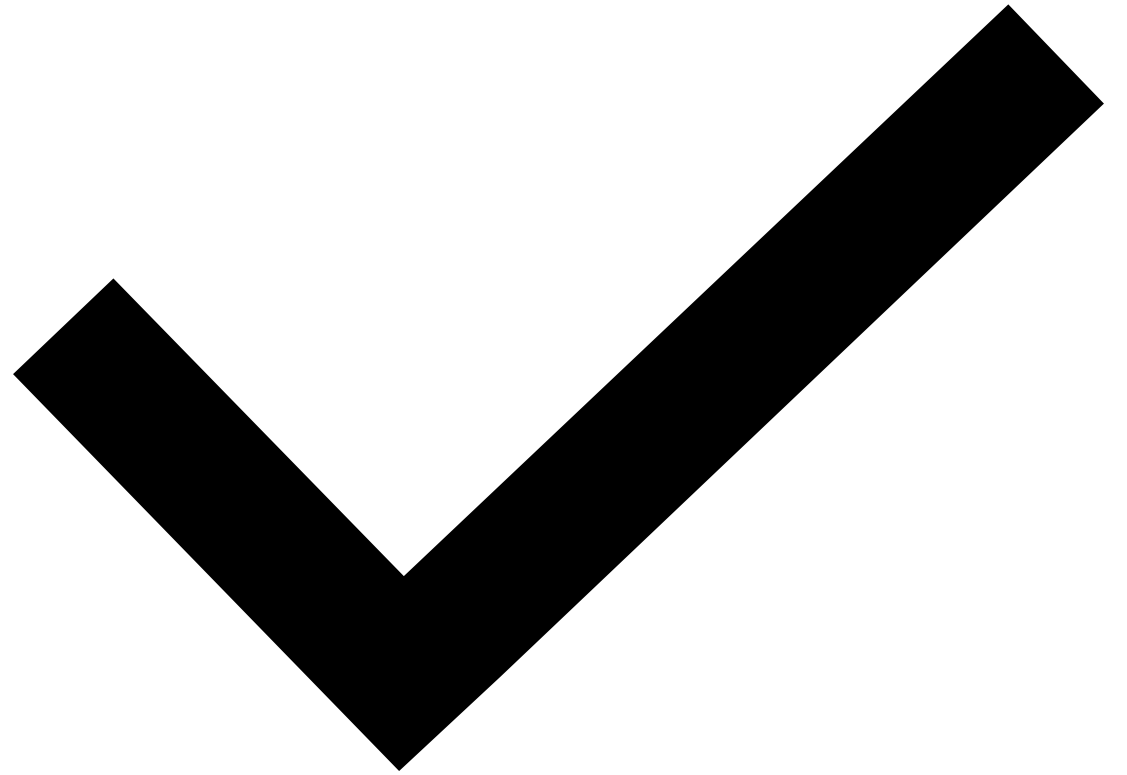
INFORMATION THAT APPLIES TO ALL KITS

- This is a traditional ILL- just not through OCLC. Lost and/or damaged items will be charged a replacement fee.
- Some discussion kits may arrive without the full complement of books. The State Library always includes a check out receipt. Your library is only responsible for the items on the that receipt.
- Kits are shipped through the KYVL courier two weeks prior to the date you indicate you need them to arrive at your library. 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 contact the State Library. This only creates confusion and leads to shipping delays.
- A survey is included in each kit.

1	Number of Adult Book Kits Held – 417 LP + 361 RP = 778
2	Number of Adult Programming Kits Held – 36
3	Number of Youth Book Kits Held – 321
4	Number of Youth Programming Kits Held - 109
5	Number of All Ages Programming Kits Held -- 12
6	Number of Kit Parts Held – 22,535
7	Total Number Times Kits Checked Out in 2024 - 1891
8	Total Number of Kit Parts Circulated in 2024 – 32,071

KITS BY THE NUMBERS

SELECTING KITS



SELECTING PROGRAMMING KITS

Adult Programming Kits

- Developed by our Workforce and Adult Services Consultant, Hilary Writt

Youth Programming Kits

- Developed by our Youth Services Consultant, Amy Olson

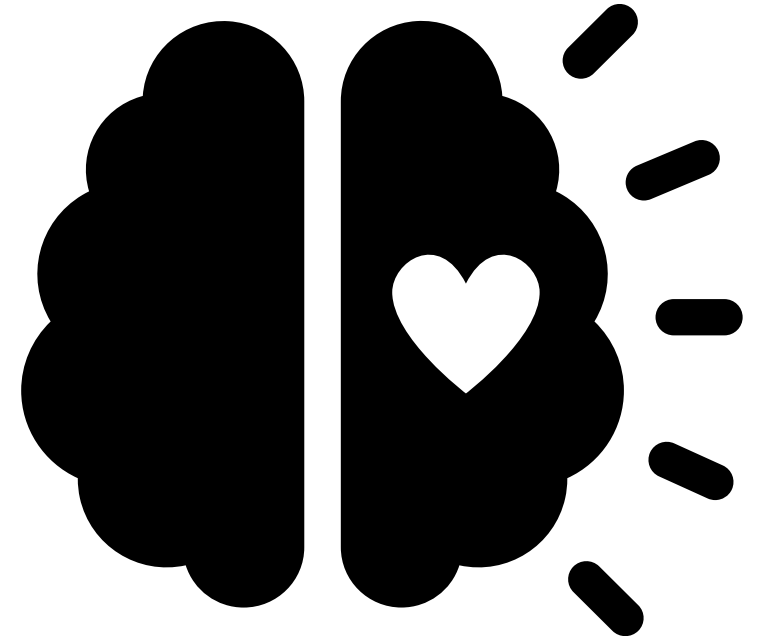
All Ages Kits

- Developed by either of our consultants

ADULT PROGRAMMING KIT DEVELOPMENT

WHERE DOES HILARY GET HER IDEAS??

- ❖ You, Kentucky's public library staff
 - Regional, in-person meetings
 - Virtual monthly Adult and Outreach Services meetings
 - Emails or other individual conversations
- ❖ Other librarians
- ❖ State partners



HOW DOES HILARY DEVELOP THE KITS?

1

Brainstorm print and non-print resources that are relevant for the kit

2

Research available resources (using Amazon, publisher websites, etc.)

3

Contact other agencies for permission to use resources and/or contact KDLA colleagues for assistance with items from KDLA's collection

4

Submit materials request order to KDLA's Technical Services Supervisor

5

Create a resource guide to accompany the physical kit

Selected by our Youth Services Consultant,
Amy Olson

Many titles for older students are from the
Kentucky Bluegrass Award (KBA) master lists

We purchase all the preschool and K-2 KBA
books as picture book kits.

Other titles have at least 3 (typically 4-5)
journal star reviews

We also consider whether a title is available
in Spanish or large print

SELECTING YOUTH BOOK DISCUSSION KITS

SELECTING LARGE/REGULAR PRINT BOOK DISCUSSION KITS

New book discussion kits are selected each quarter (4x year)

- Large print kits are selected by genre

Large print genres are from kit evaluations and kit circulation results

- General/Historical Fiction (every quarter)
- Mystery/Suspense (every quarter)
- Nonfiction / Biography (every quarter)
- Other genres as needed (Christmas, love stories, etc.)

Where we get title suggestions...

- KDLA Materials Selection team (8 KDLA librarians)
- Public library staff through our Kit Suggestion Form
- National book club selections (Oprah's book club, Read with Jenna, Reese's book club, etc.)

THE SELECTION PROCESS

- ❖ We send out a selection survey using Survey Monkey
 - KAPS and KBOS listservs
 - Email list of book club coordinators
- ❖ Selection lasts for 1 week
- ❖ We choose titles based on the scoring in Survey Monkey

HOW YOU CAN HELP IN SELECTION



Send your suggestions to us

Via our Materials Suggestion Form:
<https://kdla.ky.gov/Pages/Kit-Suggestion.aspx>

Email us at kdla.techservices@ky.gov



**Sign up for KAPS and KBOS
listservs**

<https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Listservs.aspx>

CRITERIA FOR KIT SUGGESTIONS

Titles that are 5 years or newer unless...

- “classic” title
- new interest in title (movie/tv tie-in, selected by national book clubs)
- newly released in large print

Titles that appeal to a wide audience

Only 2 suggestions per library per quarter.

AFTER SELECTION...

They go through our purchasing process

Discussion and resource guides are created by our consultants, Amy and Hilary

After materials have been received and guides created, kits are cataloged and physically processed.

FINDING KITS





[Library Support](#)

[State Employees](#)

[Records Management](#)

[Archives & Reference](#)

[Talking Books](#)



Our Mission

Serving Kentucky's Need to Know

[The Collection Connection](https://kdla.ky.gov/Library-Support/Pages/default.aspx)
<https://kdla.ky.gov/Library-Support/Pages/default.aspx>

Dolly Parton's Imagination
Library of Kentucky

Continuing education
calendar for public library

Kentucky Woods
→



Library Support

Ask a Librarian

Public Library Director's Toolkit

Kits

Funding for Libraries

Kentucky Talking Book Library

Library Policies

Library Programs

Library Staff Development

Public Library Directories, Standards, and Statistics

Trustees

Kentucky Public Library Directory

Library Support

The Kentucky Department for Libraries and Archives is committed to strengthening and enhancing libraries and library services for all Kentuckians through leadership, advocacy and service.

Ask a Librarian

Kentucky public libraries may use the Ask a Librarian service for reference assistance and professional consultation.

Public Library Directors' Toolkit

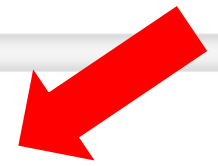
Resources to help public library directors in their wide variety of duties.

Kits

The State Library offers book discussion kits and programming kits.

Funding for Libraries

KDLA offers grants to libraries and local governments across the state to help them meet the needs of their customers.





Library Support

[Ask a Librarian](#)[Public Library Director's Toolkit](#)[Kits](#)[Programming Kits](#)[Funding for Libraries](#)[Kentucky Talking Book Library](#)[Library Policies](#)[Library Programs](#)[Library Staff Development](#)[Public Library Directories,
Standards, and Statistics](#)[Trustees](#)[Kentucky Public Library
Directory](#)[Library Development Branch
Staff](#)

Kits

About the Kits

The State Library offers numerous adult and youth book discussion kits, as well as programming kits, in a variety of genres and themes.

Book discussion kits include copies of the book (up to 15 for adult kits and 20 for youth), an audiobook when available, and a discussion guide. Some youth book kits also include a large print and/or Spanish copy of the title.

Programming kits encourage kids and adults to explore, create, and learn at the library and at home. These kits contain many developmentally appropriate materials—books, CDs, DVDs, electronics, games or toys, and resource guides. For more specific information on these kits, please visit [Programming Kits](#).



Reserving a Kit

Plymouth Rocket, the company that runs our Kit Keeper software, has closed shop. The Kit Keeper platform will no longer be available after December 31, 2024. We are currently researching other reservation software; however, it may be a few months before we are able to get a new reservation platform in place. **All kits previously reserved will ship as scheduled. They do not need to be resubmitted. To prevent double reservations of kits that are already booked, we have decided to limit new reservations to those that will ship within the next two months only. If you have a new kit request that will ship prior to 2/28/25, we can check and reserve if available.** Please contact Deborah Hibbard (Deborah.Hibbard@ky.gov) to check availability. Thanks for your patience as we transition to a new reservation system.



- [Large Print Book Discussion Kits Genre List](#) (PDF)
- [Regular Print Book Discussion Kits](#) (PDF)
- [Youth - Beginning Readers Book Discussion Kits](#) (PDF)
- [Youth - Elementary Readers Book Discussion Kits](#) (PDF)
- [Youth - Middle School Book Discussion Kits](#) (PDF)
- [Youth - High School Book Discussion Kits](#) (PDF)



Large Print Book Discussion Kits Genre List

Updated 12/27/24

(When a new reservation system is implemented, links to the item records will be added)

Biography/Memoirs

Titles added recently are highlighted in yellow.

- *Being Henry: The Fonz... And Beyond* by Henry Winkler
- *A Big Little Life: a Memoir of a Joyful Dog* by Dean Koontz
- *Defending Baltimore against Enemy Attack* by Charles Osgood
- *Dewey: the Small-Town Library Cat Who Touched the World* by Vicki Myron; with Bret Witter
- *Eat, Pray, Love: One Woman's Search for Everything across Italy, India and Indonesia* by



Library Support

[Ask a Librarian](#)[Public Library Director's Toolkit](#)[Kits](#)[Programming Kits](#)[Funding for Libraries](#)[Kentucky Talking Book Library](#)[Library Policies](#)[Library Programs](#)[Library Staff Development](#)[Public Library Directories,
Standards, and Statistics](#)[Trustees](#)[Kentucky Public Library
Directory](#)

Kits

About the Kits

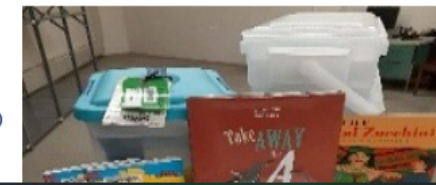
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Library Support

[Ask a Librarian](#)

[Public Library Director's Toolkit](#)

[Kits](#)

[Programming Kits](#)

[Funding for Libraries](#)

[Kentucky Talking Book Library](#)

[Library Policies](#)

[Library Programs](#)

[Library Staff Development](#)

[Public Library Directories, Standards, and Statistics](#)

[Trustees](#)

[Kentucky Public Library Directory](#)

[Library Development Branch Staff](#)

Programming Kits

The State Library offers a variety of program kits guaranteed to satisfy public library patrons and stretch a library's programming dollars.

- These kits may be checked out for nine weeks and may be renewed for an additional two weeks upon availability.
- All kits are listed in the KDLA Catalog. Check the individual catalog records for plot summaries, kit contents, and age levels.
- To reserve a kit please visit our [main Kits page](#).

KDLA Youth Resources @ Your Public Library

[KDLA Youth Resources flyer](#) (PDF)

Please feel free to share this flyer with schools and other interested groups in your community. The flyer explains about our youth book discussion and programming kits, how to request them, and how to find lists of titles available for scheduling. We are eager to increase circulation of these valuable resources and hope they will provide your library with an additional way to partner with schools and other groups in your area.

STEAM Kits

Public library and school staff can use our STEAM based thematic kits to assist in the planning of storytimes, lesson plans, and other programming; incorporating developmentally appropriate encounters involving S.T.E.A.M. concepts – Science, Technology, Engineering, Art, and Math – into everyday experiences. Public libraries can make the request directly from KDLA; schools need to request the kits through their public library.

Through these fun, educational materials – books, manipulatives, resources guides, games and toys – children and youth will be encouraged to explore, create, and share to develop critical thinking and problem solving skills – keys to lifelong learning success.

[STEAM Kits Available](#)

Thematic Kits

KDLA has thematic kits full of fun, enriching science and art. Topics range from skeletons to design, from mendi to shapes and colors – these kits encourage kids and adults to explore, create, and learn at the library and at home.

These kits contain a large number of developmentally appropriate materials—books, CDs, DVDs, electronics, games or toys, and resource guides.

[All Ages Kits Available](#)

[Preschool Kits Available](#)

[Teen Kits Available](#)

[Adult Kits Available](#)

Interactive Mystery Kits

Mystery Kits include everything needed to plan and produce a mystery program for a group of 20-25 participants. The Anyone's Guess series is designed for grades 6 – 8. Anyone's Guess Junior series is designed for grades 3 – 5.

[Mystery Kits Available](#)



Kentucky Public Library Directory

Library Development Branch Staff

Public library and school staff can use our STEAM based thematic kits to assist in the planning of storytimes, lesson plans, and other programming; incorporating developmentally appropriate encounters involving S.T.E.A.M. concepts – Science, Technology, Engineering, Art, and Math – into everyday experiences. Public libraries can make the request directly from KDLA; schools need to request the kits through their public library.

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STEAM Kits Available

- [The Accidental Zucchini](#)
- [All the Water in the World](#)
- [A Bad Case of Stripes](#)
- [Caps for Sale](#)
- [A Chair for My Mother](#)
- [Chicka Chicka Boom Boom](#)
- [Click, Clack, Moo](#)
- [Cloudy With a Chance of Meatballs](#)
- [Float](#)
- [The Game of Patterns](#)
- [Good Night Owl](#)
- [How to Use Computers](#)
- [I Stink!](#)
- [The Last Stop on Market Street](#)
- [Leave Me Alone](#)
- [Lego Junior Maker Kit](#)
- [The Little Gardener](#)
- [The Most Magnificent Thing](#)

Library Support

[Ask a Librarian](#)

[Public Library Director's Toolkit](#)

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[Kentucky Talking Book Library](#)

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[Kentucky Public Library
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[Library Development Branch
Staff](#)

Accidental Zucchini

STEAM Kit

Imagining and Making Models

Ages 2-3

The books and activities in this kit are designed to explore the part our imagination plays in the things we create.

The *Accidental Zucchini* by Max Grover

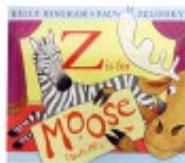
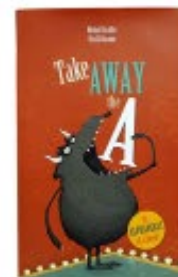
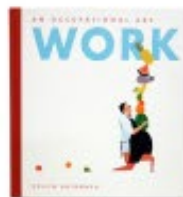
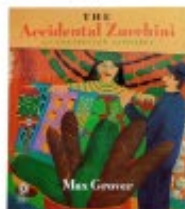
Supporting Books:

- *Work, An Occupational ABC* by Kellen Hatanaka
- *The ABC Bunny* by Wanda Gag
- *Take Away the A* by Michael Escoffier
- *Z is for Moose* by Kelly Bingham

Manipulatives:

- Keva Planks
- Blocks
- Linen napkins

[VIEW IN WORLDCAT](#)



Resource Files:

- [Half page guide](#) (Word)
- [Informational Guide](#) (Word)
- [Inventory List](#) (Excel)

Search Kentucky Department for Libraries and Archives and beyond



Search

[Advanced Search](#)

Advanced Search

	Search Index	Search Term
	Keyword ▾	<input type="text"/>

Operator	Search Index	Search Term
AND ▾	Title ▾	bourbon king "large print book discussion kit"

Operator	Search Index	Search Term
AND ▾	Author ▾	<input type="text"/>

+ Add row

Clear

Search

▼ Databases 3 Selected

Save Changes

Reset

▼ Searching Databases 3 Selected

OAlster
Union catalog of digital resources

WorldCat
OCLC catalog of books and other materials in libraries worldwide

WorldCat.org
OCLC catalog of books, articles, and other materials in libraries worldwide

^ Group This Search

Group Related Editions

^ Refine This Search

Expand Search with Related Terms

^ Held By Library

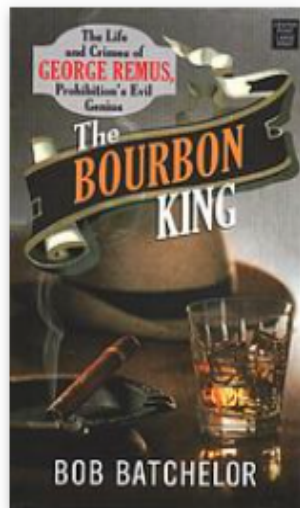
- Libraries Worldwide
- Kentucky Historical Society
- Kentucky Department for Libraries and Archives

^ Content Type

- Full Text
- Open Access

1

“ Cite Share ☆ Save



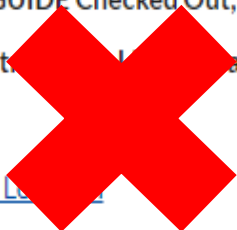
[The bourbon king : large print book discussion kit : \[the life and crimes of George Remus, Prohibition's evil genius\]](#)

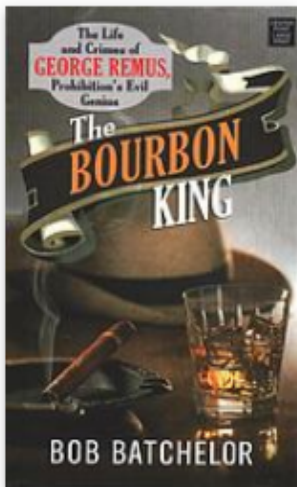
Authors: [Bob Batchelor](#) (Author), [Kentucky Department for Libraries and Archives](#), (Compiler)

 Kit 2020

Summary: "On the 100th anniversary of The Volstead Act comes the epic, definitive story of the man who cracked the Prohibition system, became one of the world's richest criminal masterminds, and helped inspire The Great Gatsby"-- Provided by publisher.

✓ c.DISCUSSION GUIDE Checked Out, Due 01/17/2022
Kentucky Department for Libraries and Archives, State Library Kit Parts-Large Print Book Discussion Kits
LT BC Remu
[36 Available at 1 Location](#)





The bourbon king : large print book discussion kit : [the life and crimes of George Remus, Prohibition's evil genius]

Authors: [Bob Batchelor](#) (Author), [Kentucky Department for Libraries and Archives](#), (Compiler)

 Kit 2020

Summary: "On the 100th anniversary of The Volstead Act comes the epic, definitive story of the man who cracked the Prohibition system, became one of the world's richest criminal masterminds, and helped inspire The Great Gatsby"-- Provided by publisher.

More Author/Title Info:

by Bob Batchelor.

Series:

[KDLA large print book discussion kits for Kentucky public libraries](#)

[KDLA large print book discussion kits for Kentucky public libraries.](#)

Physical Description:

15 books (687 pages), 1 audiobook (11 CDs, 13 hr.), 1 discussion guide ; in container.

Subjects:

Faceted Application of Subject Terminology

[Alcohol trafficking.](#)

[Trials \(Murder\)](#)


[Ohio Cincinnati.](#)


[United States.](#)

[Biographies.](#)

[History.](#)


[Trials, litigation, etc.](#)

 Cite

 Share

 Save

Access Options

 Kentucky Department for Libraries and Archives

[Available at 1 Location](#)

SEND TO OFFICE

[kbos] New KDLA Kits

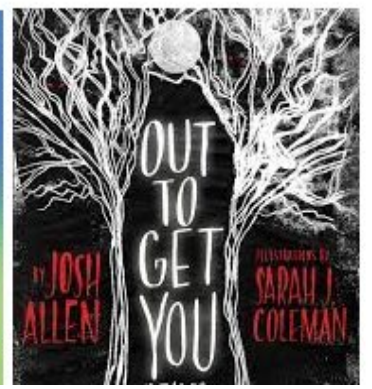
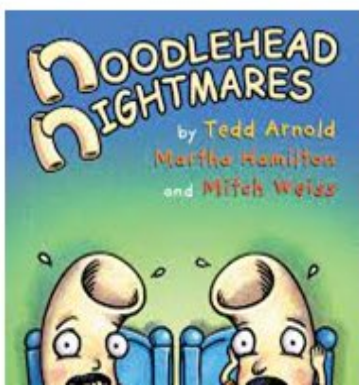
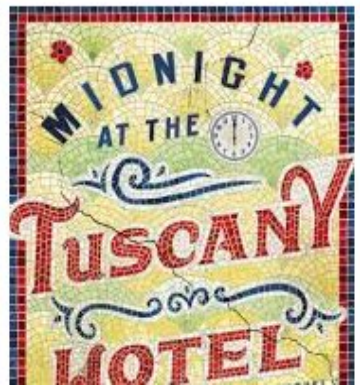
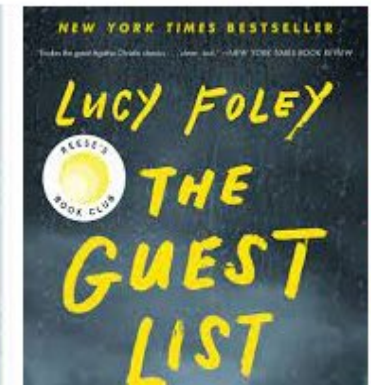
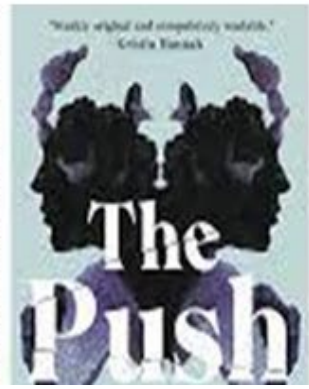
Hibbard, Deborah C (KDLA) <deborah.hibbard@ky.gov>
To Kentucky's Bookmobile and Outreach Services

Reply Reply All Forward

Fri 10/22/2021 4:02 PM



Our new kit titles are a real treat!
[Kit Request Form](#)
Please share with book club coordinators





Library Support

[State Employees](#)

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[Archives & Reference](#)

[Talking Books](#)

[Library Staff Development](#)

[Public Library Directories,
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[Trustees](#)

[Kentucky Public Library
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[Library Development Branch
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for reference assistance and professional consultation.

of duties.

Kits

The State Library offers book discussion kits and programming kits.

Funding for Libraries

KDLA offers grants to libraries and local governments across the state to help them meet the needs of their customers.

Kentucky Talking Book Library

Talking Books provides free library service to those who cannot read traditional print due to visual, physical, or reading disabilities.

Library Policies

Sample policies provided to help public libraries develop local library policies.

Library Programs

A selection of library programs are accessed here, including adult services, youth services, technology, and more.

Library Staff Development

Information about librarian certification, continuing education, LISTSERVs® and professional organizations.





Kits

Funding for Libraries

Kentucky Talking Book Library

Library Policies

Library Programs

Library Staff Development

Certification

Continuing Education

Library Science Resources

LISTSERV® Mailing Lists

Archived Webinars

Continuing Education Opportunities

Public Library Directories, Standards, and Statistics

continue their education, learn about new skills and trends, and comply with library certification regulations.

Certification

Kentucky public libraries are required to be administered and staffed by appropriately certified personnel.

Continuing Education

KDLA offers a variety of training opportunities for librarians, library staff, and trustees.

Library Science Resources

Browse the State Library's large collection of current Lib Sci titles.

LISTSERV® Mailing Lists

Join the conversation and stay informed with these e-mail discussion lists.

Archived Webinars

KDLA's recorded webinars can be viewed for certification

Part-time Certification

Certification for part-time public library staff.

For Bookmobile/Outreach Program Staff

KBOS is a monitored discussion list devoted to Kentucky's bookmobile and outreach services public library staff. By using this LISTSERV®, individuals from around the state will have the chance to share ideas, voice concerns, and make valuable contacts all through their e-mail.

TO SUBSCRIBE: To join the list, send email with the subject "KBOS" to Nikole.Wolfe@ky.gov. In the body of the message, list your name and the name of your library. You will be emailed instructions for posting to this moderated discussion list.

For Children's or Young Adult Program Staff

KYAC is a monitored discussion list devoted to Kentucky's public library staff serving youth and children. By using this LISTSERV®, individuals from around the state will have the chance to share ideas, voice concerns, and make valuable contacts all through their e-mail.

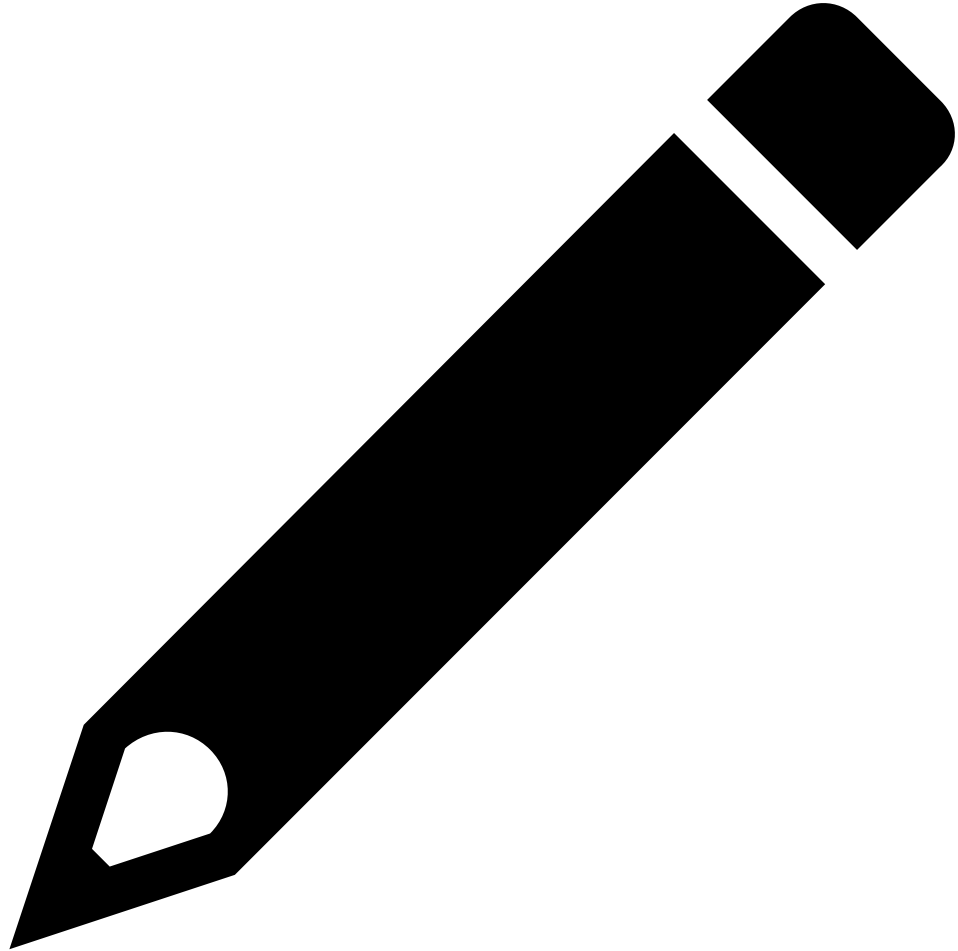
TO SUBSCRIBE: To join the list, send email with the subject "KYAC" to Amy.Olson@ky.gov. In the body of the message, list your name and the name of your library. You will be emailed instructions for posting to this moderated discussion list.

For Adult Program Staff

KAPS is a monitored discussion list devoted to Kentucky's public library staff serving adults, including emerging adults and senior citizens. By using this LISTSERV®, individuals from around the state will have the chance to share ideas, voice concerns, and make valuable contacts all through their e-mail.

TO SUBSCRIBE: To join the list, send email with the subject "KAPS" to Hilary.Writt.ky.gov. In the body of the message, list your name and the name of your library. You will be emailed instructions for posting to this moderated discussion list.

For Library Technology Support Staff



SCHEDULING KITS

KIT KEEPER IS KAPUT. HOW DO I RESERVE KITS NOW?



[Library Staff Development](#)

[Public Library Directories,
Standards, and Statistics](#)

[Trustees](#)

[Kentucky Public Library
Directory](#)

[Library Development Branch
Staff](#)

on these kits, please visit [Programming Kits](#).

Reserving a Kit

Plymouth Rocket, the company that runs our Kit Keeper software, has closed shop. The Kit Keeper platform will no longer be available after December 31, 2024. We are currently researching other reservation software; however, it may be a few months before we are able to get a new reservation platform in place. **All kits previously reserved will ship as scheduled. They do not need to be resubmitted. To prevent double reservations of kits that are already booked, we have decided to limit new reservations to those that will ship within the next two months only. If you have a new kit request that will ship prior to 2/28/25, we can check and reserve if available.** Please contact Deborah Hibbard (Deborah.Hibbard@ky.gov) to check availability. Thanks for your patience as we transition to a new reservation system.

- [Large Print Book Discussion Kits Genre List](#) (PDF)
- [Regular Print Book Discussion Kits](#) (PDF)
- [Youth - Beginning Readers Book Discussion Kits](#) (PDF)
- [Youth - Elementary Readers Book Discussion Kits](#) (PDF)
- [Youth - Middle School Book Discussion Kits](#) (PDF)
- [Youth - High School Book Discussion Kits](#) (PDF)



Currently - Email Deborah.Hibbard@ky.gov

COURIER

- Please allow at least 2 courier days, or 2 weeks, for a kit to reach you.
- Keep in mind that the **KYVL** courier has the same schedule as state government. The courier does not run on weekends or state holidays or when state office buildings are closed at the Governor's direction. If you are unsure about the courier schedule, you can check it at <https://kyvl.org/courier/blog>

KIT SCHEDULING- GENERAL INFO

- **We cannot guarantee any title will be available for the dates requested.**
- **When submitting your titles, don't forget to include your "need by" dates (the date you will be handing out books to your patrons).**
- **If you need longer than the standard 9 week check out for book kits, please let me know in advance.**
- **You will receive a confirmation email with shipping and due dates when your kit(s) is scheduled.**

**WHEN THINGS
GO WRONG**

(AND THEY DO!)



WHERE'S MY KIT?



It was requested but not scheduled.

It was scheduled but not checked out and shipped.

It was checked out and shipped but the courier has not delivered it.

- By Date
- Fri 12/3
- 11/24/2021
- 11/19/2021
- 11/17/2021
- 11/12/2021
- 11/9/2021

RE: PL: Materials Request

Hibbard, Deborah C (KDLA)
To

Fri 12/3

Good Morning

The following kits have been scheduled for you:

	Title	Shipping	Due
	Sadie	12/7/21	2/8/22
	The Perks of Being a Wallflower	12/7/21	2/8/22

We recommend that you retain this email until the kit(s) is received and returned. Due to high demand, we kindly request that all kits arrive in Frankfort by the due date. Please do all that you can to ensure they are returned on time, so that other libraries may make use of them.

If you need to make any changes to this booking at this time, please feel free to contact me directly.

WHERE'S MY KIT?

It was requested but not scheduled.

It was scheduled but not checked out and shipped.



It was checked out and shipped but the courier has not delivered it.

WHERE'S MY KIT?

It was requested but not scheduled.

It was scheduled but not checked out and shipped.

It was checked out and shipped but the courier has not delivered it.



KYVL Courier -- Pickup Details

Received From: Kentucky Department for Libraries & Archives (KDLA)
Pickup Date: 1/29/2025

Send to Address	Sort Code	Bar Code	# LENDING	# RETURNING	OCLC ILL		
Daviess County Public Library	W-207	152609		1	0		
Wayne County Public Library	S-106	153191		1	0		
Grant County Public Library	N-109	482472		1	0		
Garrard County Public Library	S-101	011330		1	0		
Campbell County Public Library	N-104	357943		2	0		
Martin County Public Library	E-104	474824		16	0		
Martin County Public Library	E-104	156905		17	0		
Boyle County Public Library	S-102	15628		17	0		
Breckinridge County Public Library	W-203	156837		16	0		
Pike County Public Library District	E-106	157435		16	0		
Middlesboro - Bell County Public Library	S-305	15640		17	0		
Shipper Signature	Total Pieces	Total Items	Time	Wait Time	Courier Signature	Route #	Total Pieces
	11	105	8:00:43 AM				

- Cursor
- Comment
- Pen
- Eraser
- Text
- Image
- Hand
- More

- Comment
- Table of Contents
- Page 1
- Page 1
- Up Arrow
- Down Arrow
- Refresh
- Print
- Zoom In
- Zoom Out

AccountNo(s): control+click for multiple

- Current Acct. - Kentucky Virtual Library [1009]
- *All Accounts
- Kentucky Virtual Library[1009]

Expand Grid Select All Print Labels **Show Results**

All Next Stops Are Highlighted in Yellow

Export to Excel

Drop Columns Here for Expanded View

Select	Order ID	Pickup Da...	Pickup Company	RefNo	Packages	Status	Deliver
<input type="checkbox"/>	1239.013025	01/31/2025	KOD / Daviess County Public Library	W-207	[90] Canvas Bag	✓ Del. Complete	01/31/25
<input type="checkbox"/>	1238.012825	01/29/2025	KSL / Kentucky Department for Libraries & Archives (KDLA)	N-200	[30] Canvas Bag	✓ Del. Complete	01/29/25

Have an idea to help us improve? [Send Us Feedback](#)

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WHY AM I GETTING THIS OVERDUE NOTICE?



One or more items in the kit has not been checked in.

One or more items in the kit is not showing the correct due date.

The kit was sent back, but the courier has not yet delivered it to KDLA.

The kit is indeed late.

		<i>This item is overdue</i>							
<input type="checkbox"/>		The end of your life book club : [large print book discussion kit] /Schwalbe, Will <i>This item is overdue</i>	LT BC Schw	970191000919290	c. 4	09/15/2021 8:02:06 AM	11/17/2021 11:59:59 PM	0	
<input type="checkbox"/>		The end of your life book club : [large print book discussion kit] /Schwalbe, Will <i>This item is overdue</i>	LT BC Schw	970191000919225	c. 7	09/15/2021 8:01:59 AM	11/17/2021 11:59:59 PM	0	
<input type="checkbox"/>		The end of your life book club : [large print book discussion kit] /Schwalbe, Will <i>This item is overdue</i>	LT BC Schw	970191000919150	c. AUDIOBOOK	09/15/2021 8:01:55 AM	11/17/2021 11:59:59 PM	0	
<input type="checkbox"/>		The end of your life book club : [large print book discussion kit] /Schwalbe, Will <i>This item is overdue</i>	LT BC Schw	970191000919168	c. DISCUSSION GUIDE	09/15/2021 8:01:48 AM	11/17/2021 11:59:59 PM	0	
<input type="checkbox"/>		The end of your life book club : [large print book discussion kit] /Schwalbe, Will <i>This item is overdue</i>	LT BC Schw	970191000919142	c. KIT CONTAINER	09/15/2021 8:00:57 AM	11/17/2021 11:59:00 PM	0	
<input type="checkbox"/>		The sun also rises : regular print book discussion kit /Hemingway, Ernest <i>This item is long overdue</i>	BC Hemi	970191001049182	c. 10	07/12/2021 10:43:54 AM	09/16/2021 11:59:00 PM	0	
<input type="checkbox"/>		The knitting circle : [large print book discussion kit] /Hood, Ann, <i>This item is long overdue</i>	LT BC Hood	970191000497631	c. 12	06/28/2021 12:27:45 PM	09/01/2021 11:59:00 PM	0	
<input type="checkbox"/>		The knitting circle : [large print book discussion kit] /Hood, Ann, <i>This item is long overdue</i>	LT BC Hood	970191000497562	c. 6	06/28/2021 12:27:43 PM	09/01/2021 11:59:00 PM	0	

Results 101 - 174 of 174

Rows
⏪
1
2
⏩



The sun also rises : regular print book discussion kit (1129250693)

Copies (2) Details WorldCat Holdings Holds (0) Schedules (2) Issues

[Add Multipart Set](#) [Holdings View](#) [Copies View](#)

Copies

[Refresh](#) Results 1 - 2 of 2

Rows 10 First Previous 1 Next Last

Branch	Call Number	Number Of Holdings	Action
State Library	BC Hemi	17	View/Edit Receive Item
State Library	BC Hemi	1	View/Edit Receive Item

[Refresh](#) Results 1 - 2 of 2

Rows 10 First Previous 1 Next Last

Holdings For Selected Copy

[Refresh](#) Results 1 - 1 of 1

Rows 10 First Previous 1 Next Last

Description	Shelving Location	Barcode #	Category	Item Status	Action
c. KIT CONTAINER	Regular Print Book Discussion Kits	970191001036644	Basic	Available	View/Edit

[Refresh](#) Results 1 - 1 of 1

Rows 10 First Previous 1 Next Last



Assist Patrons

Enter barcode

Go

Search

Name

Close All Tabs

Check In

Discover Items

Reports

WHY AM I GETTING THIS OVERDUE NOTICE?

One or more items in the kit has not been checked in.

One or more items in the kit is not showing the correct due date.



The kit was sent back, but the courier has not yet delivered it to KDLA.

The kit is indeed late.

		Metadata	Acquisitions	Circulation	Interlibrary Loan	Analytics	Admin			
<input type="checkbox"/>	Format	Title	Call Number	Barcode	Enumeration	Check Out Date	Due Date	Renewal Count		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507604	c. 10	12/01/2021 8:24:16 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507654	c. 15	12/01/2021 8:24:15 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507571	c. 7	12/01/2021 8:24:14 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507563	c. 6	12/01/2021 8:23:36 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507612	c. 11	12/01/2021 8:23:35 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507638	c. 13	12/01/2021 8:23:34 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507584	c. 8	12/01/2021 8:23:33 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507539	c. 3	12/01/2021 8:22:46 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507547	c. 4	12/01/2021 8:22:45 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507592	c. 9	12/01/2021 8:22:44 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507646	c. 14	12/01/2021 8:22:44 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507513	c. 1	12/01/2021 8:22:00 AM	02/02/2022 11:59:59 PM	0		
<input type="checkbox"/>		Garden spells : [large print book discussion kit] /Allen, Sarah Addison	LT BC Alle	970191000507555	c. 5	12/01/2021 8:21:59 AM	02/02/2022 11:59:59 PM	0		

WHY AM I GETTING THIS OVERDUE NOTICE?

One or more items in the kit has not been checked in.


One or more items in the kit is not showing the correct due date.

The kit was sent back, but the courier has not yet delivered it to KDLA.

The kit is indeed late.



WHAT DO I DO ABOUT...?



There are more items listed on the check out receipt than were received in the kit.

The due date is approaching and we do not have all the books back yet.

An item has been lost or damaged.

The sun also rises : regular print book discussion kit (1129250693) Copies (2) Details WorldCat Holdings Holds (0) Schedules (2) Issues

[Add Multipart Set](#) [Holdings View](#) [Copies View](#)

▼ Copies

[Refresh](#) Results 1 - 2 of 2 Rows 10 First Previous 1 Next Last

Branch	Call Number	Number Of Holdings	Action
State Library	BC Hemi	17	View/Edit Receive Item
State Library	BC Hemi	1	View/Edit Receive Item

[Refresh](#) Results 1 - 2 of 2 Rows 10 First Previous 1 Next Last

Branch	Call Number	Number Of Holdings	Action
State Library	BC Hemi	17	View/Edit Receive Item
State Library	BC Hemi	1	View/Edit Receive Item

▼ Holdings For Selected Copy

[Refresh](#) Results 1 - 1 of 1 Rows 10 First Previous 1 Next Last

Description	Shelving Location	Barcode #	Category	Item Status	Action
c. KIT CONTAINER	Regular Print Book Discussion Kits	970191001036644	Basic	Available	View/Edit

[Refresh](#) Results 1 - 1 of 1 Rows 10 First Previous 1 Next Last

Description	Shelving Location	Barcode #	Category	Item Status	Action
c. KIT CONTAINER	Regular Print Book Discussion Kits	970191001036644	Basic	Available	View/Edit

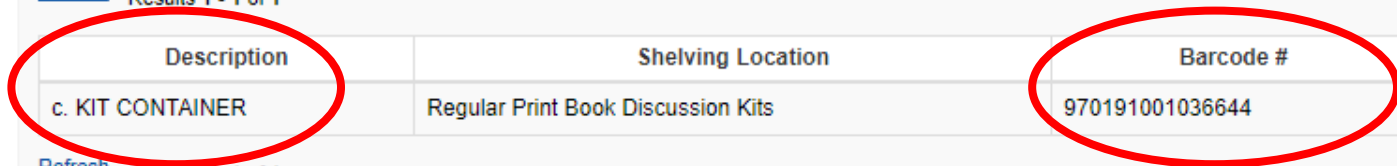
▼ Assist Patrons

Enter barcode

Search Name

[Discover Items](#)

[Reports](#)



WHAT DO I DO ABOUT...?

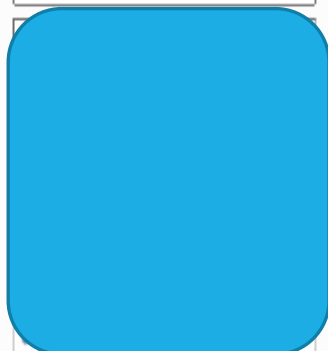
There are more items listed on the check out receipt than were received in the kit.

The due date is approaching and we do not have all the books back yet.

An item has been lost or damaged.

Enter barcode

Search

Close All Tabs

Check In

Discover Items


Reports

[The sun also rises : regular print book discussion kit \(1129250693\)](#)

[Details](#) [Statistics](#)

Multipart Item Details

[Place Hold](#) [Create Schedule](#) [Report Missing](#) [Delete](#)

Status	Long Overdue (On Loan)	
	<i>Kentucky Department for Libr...</i>	
Branch	State Library	
Shelving Locations	Permanent	Kit Parts-Regular Print Book Discussion Kits
	Previous	
	Temporary	
Call Number	BC Hemi	
Copy Number	1	
Receipt Status	Unknown	
Barcode	970191001049182	
Category	Basic	
Enumeration	c. 10	
Chronology		
Description		
Use Restrictions		
Cost(s)	\$15.00	





EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department for Libraries & Archives

Andy Beshear
Governor

P.O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602
Phone (502) 564-8300
FAX (502) 564-5773
<http://kdla.ky.gov>

Mary Pat Regan
Deputy Secretary

Jacqueline Coleman
Lieutenant Governor
and Secretary

Terry Manuel
Commissioner
and State Librarian

Sept. 21, 2021

Lost/Long Overdue/Damaged Item(s):

Live by Night/Dennis LeHane
Copy Audiobook, regular print book kit
Barcode: 970191000715629
BC Leha

Charges:

Replacement Cost: \$ 19.99

Invoice:



ANSWERS TO YOUR SUGGESTIONS/ QUESTIONS*

***From kit evaluation forms and
the recent Public Library
Survey**

ANSWERS TO YOUR SUGGESTIONS/ QUESTIONS

“Include an audiobook for each kit”

We do purchase CD audiobooks if available.

Unfortunately, not every title has a physical audiobook.

“Make sure an ebook or digital audiobook is available in Kentucky Libraries Unbound”

We do purchase ebooks and digital audiobooks when possible.

“Include a DVD of the movie in the kit”

We are unable to do this due to issues with public performance rights.

ANSWERS TO YOUR SUGGESTIONS/ QUESTIONS

“Purchase more copies of popular kits”

We do this on a case-by-case basis, but we have a limited budget for kits

If we purchase multiple copies for several kits, it limits the number of new kit titles we can purchase per year.

ANSWERS TO YOUR SUGGESTIONS/ QUESTIONS

“Please include questions that go with the book in the discussion guide. Some have generic questions.”

Our newest kits all have unique discussion questions in the guides.

We are addressing guides with generic questions as time permits.

“Please do a periodic review of discussion guides and questions.”

Staffing coupled with the number of kits makes this very difficult.

ANSWERS TO YOUR SUGGESTIONS/ QUESTIONS

“Please include copy numbers on the slips”

We do not have the option to do that with our system.

If copy numbers are on your check out slips, they have been added manually by Alexis.

(Thank you, Alexis!!)

“We did not receive all 15 (or 20) copies of the kit.”

Unfortunately, not all kits have 15 (or 20) copies

We are not always able to replace lost or damaged copies.

Some copies may be still checked out to a previous library.

Check our catalog for the most accurate number of books in a kit.



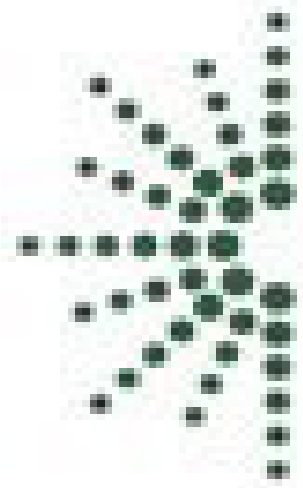
QUESTIONS?

THANKS FOR ATTENDING!

- This webinar was recorded and will be available within one week.
- A link to a short survey is being put in the chat. Your responses are very important to us and for our continued federal funding.
- The presentation slides and a certificate of attendance will be emailed to all attendees.



Thank you
to the
Institute of Museum and Library Services
for sponsorship of this webinar.



INSTITUTE of
Museum and Library
SERVICES