

At this time, only 16 of the titles in our Book Club Collection have been moved to this new procedure. We did not move any that already had holds on them. You can see which ones they are by looking at the list of kits on the Book Club Kits bib record. We wanted to try a few and work out any bugs in the procedure before we moved them all over.

## New Procedure for Book Club Kits

Book Club kits are now in bags that are barcoded. When you want a title, you will place a hold on the book club kit **BAG**, not on the individual books. The individual books will be on the record for that title. They will not be holdable, they will not be visible to patrons on the OPAC. However, when they come in the kit, you will be able to check them out. Also book club kits will circulate for **8 weeks** instead of 4 weeks to give time for travel between libraries. Keep this in mind when placing holds.

### To Place a hold or see a list of the kits

1. Search for the record called "Book Club Kits"
2. Open the record and look at the list of Books club kits.
3. The title and author of the books in each kit will be listed in the call number. The number of books and other items (if applicable) will be listed in a note underneath.
4. Place a copy hold on the kit with the title you want.

**Search Input**

Keyword	Contains		X
And	Title	Contains	book club kits X
And	Author	Contains	

[Add Search Row](#)

[Search](#) [Clear Form](#)

**Search Filters**

#### Book club kits



#### Additional Content For This Title

#### Available copies

• 0 of 16 copies available at Missouri Evergreen.

#### Current holds

0 current holds with 16 total copies.

Location	Call Number / Copy Notes	Barcode	Shelving Location	Age Hold Protection	Active/Create Date	Holdable?
<a href="#">Scenic Regional-HQ</a>	A Week in winter by Maive Binchy (Text) 10 Books:	3005180336 <a href="#">view</a>   <a href="#">edit</a>	Book Clubs	None	01/22/2016	<a href="#">Copy hold</a> / <a href="#">Volume hold</a>
<a href="#">Scenic Regional-HQ</a>	Benediction by Kent Haruf (Text) 12 Books:	300518031+ <a href="#">view</a>   <a href="#">edit</a>	Book Clubs	None	01/22/2016	<a href="#">Copy hold</a> / <a href="#">Volume hold</a>
<a href="#">Scenic Regional-HQ</a>	Between shades of gray by Ruta Sepeths (Text) 10 Books:	3005180301 <a href="#">view</a>   <a href="#">edit</a>	Book Clubs	None	01/22/2016	<a href="#">Copy hold</a> / <a href="#">Volume hold</a>
<a href="#">Scenic Regional-HQ</a>	Garden spells by Sarah Addison Allen (Text) 12 Books:	300518028+ <a href="#">view</a>   <a href="#">edit</a>	Book Clubs	None	01/22/2016	<a href="#">Copy hold</a> / <a href="#">Volume hold</a>
<a href="#">Scenic Regional-HQ</a>	Hotel on the corner of Bitter and Sweet by Jamie Ford (Text) 10 Books:	3005180344 <a href="#">view</a>   <a href="#">edit</a>	Book Clubs	None	01/22/2016	<a href="#">Copy hold</a> / <a href="#">Volume hold</a>
<a href="#">Scenic Regional-HQ</a>	Kaffir boy by Mark Mathabane (Text) 9 Books:	3005180255 <a href="#">view</a>   <a href="#">edit</a>	Book Clubs	None	01/22/2016	<a href="#">Copy hold</a> / <a href="#">Volume hold</a>
<a href="#">Scenic Regional-HQ</a>	Lizzy & Jane by Katherine Reay (Text)	3005180328 <a href="#">view</a>   <a href="#">edit</a>	Book Clubs	None	01/22/2016	<a href="#">Copy hold</a> / <a href="#">Volume hold</a>

**When the kit arrives:**

1. Check the kit bag in. The barcode is on the tag attached to the front of the bag. Do not check the books in.
2. Check the kit bag out to the person who is going to be the one making sure the book club members get their books back. This could be a staff person or the leader of the book club.
3. When the book club members come in to get their books, check the individual books out to each member. Change the due date so that it is the same or prior to the due date of the book club kit bag. (You could make it the date of the next book club meeting if it prior to the due date of the book club kit bag).

**When the book club books are returned:**

1. Check the books in. Since they are not holdable, they will not fill any holds.
2. Put the books in the Book Club Kit Bag. DO NOT put them in the delivery bags.
3. When you have all the books in the Kit Bag, check the kit bag in. The barcode is on the tag attached to front of the bag.
4. Since the Kit Bag is holdable, it may go to another library and not back to HQ.
5. Put the Kit Bag in delivery and send it back (or on).
6. If you have not gotten all the books back by the time the kit is due back, call HQ and see if you should hang on to kit until the rest of the books come in or send it on it back (or on).