

Ready 2 Read Goes Wild! Frequently Asked Questions

1) How do I request a Ready 2 Read Goes Wild! kit for my library?

There is a catalog record for each of the four kits in the Montana State Library's local catalog, the Montana Shared Catalog. Every library in Montana has (or will be issued) a Montana State Library card. Libraries can use these cards to access the state library's online catalog (located at <http://msl.mt.gov>; enter search terms in the "Search Catalog" box) and to place holds on any of the kits that are desired.

The screenshot shows the Montana Shared Catalog interface. At the top, there's a navigation bar with links like 'Search/Home', 'Ask Us!', 'More Resources', and 'My Library Account'. Below that, a search result is displayed for 'Ready 2 Read goes wild! [kit] : bears'. The record includes a table of holdings and a 'Place a Hold' button circled in red. The 'Place a Hold' button is part of a 'My Kept List' section that also contains instructions on how to add items and find more titles.

Holdings	Copies	Material	Change Display
Montana State Library	3	Long Circulating Kit	Location
Call # is: 372.4 BEARS 2010			Professional library materials

Item Information | **Catalog Record**

Ready 2 Read goes wild! [kit] : bears
Montana State Library.

Publisher: Montana State Library,
Pub date: 2010.
Description: 1 kit (various pieces) ;
Item info: 3 copies at Montana State Library.

Place a Hold

My Kept List
Add this item to your "Kept List", for printing or e-mailing, by clicking the "Add" button below.

Add

Print or e-mail your "Kept List" items by clicking the "My Kept List" link above.

Find more by this author
Find more on these topics
Nearby items on shelf

You Found Titles in Categories:
Education (General)

Library Info
Search MSL and beyond
New State Publications
New Library Development Materials
New Natural Resources Publications
RSS Feeds for New State Pubs
E-Journals
Library Policies
Staff & Hours

The holds lists will serve as waiting lists for the kits; the kits will be distributed to libraries in the order that they are requested.

If you are unsure of your library's Montana State Library card number or if you have any questions about placing a hold, send an email to circulation@mt.gov.

2) **How long can my library keep a kit?**

Each kit can remain at a library for up to three months. Once a library has had a kit for three months, it will move on to the next library that has placed a hold on it. If a library has had a kit for less than three months and is ready for the kit to move on to the next library, send an email to circulation@mt.gov and an early transfer process will be initiated.

3) **Once my library has received a kit, how should it circulate among my users?**

Note: In order to facilitate MT State Library internal circulation procedures, when your library receives a new kit, please send a quick email to circulation@mt.gov to let us know!

There are a couple of ways that libraries can circulate the Ready 2 Read kits. One option is to treat a kit as you would any other temporary resource that you make available to users, such as an interlibrary loan (ILL). Your local circulation practice for this type of material might include creating a brief, temporary record in your catalog, or perhaps some other method of tracking. Another option is to attach a call number and item for your library to the appropriate catalog record for the kit that your library has. A Montana Shared Catalog (MSC) library can simply attach a call number and item for their library to the existing MSC record; a non-MSC library can either retrieve the MARC catalog record from OCLC or from Montana State Library's [FTP site](#) to load into the library's local catalog. **Note: MSC libraries have to add their own item record (including their own barcode or item ID number) for a kit to the shared catalog using one of the two methods listed above in order for circulation statistics to be accurately recorded.**

Once your library has a holding attached to some sort of local catalog record, the circulation specifics (checkout period, user groups that are allowed to check out a kit, etc.) are something that your library is free to determine locally. The only thing to keep in mind is that each library will only be allowed to keep a kit for a maximum of 3 months. The goal is for these kits to be used, so whatever circulation policy would allow a kit the greatest usage in your community is desirable. Be sure to thoroughly check the contents of each kit against the list provided in the kit binder at checkout and check-in to verify that all materials are present.

4) **How are these kits going to move around the state? Will my library be responsible for shipping/transportation costs?**

The Montana State Library in partnership with Montana Fish, Wildlife, and Parks will coordinate the transportation of the kits between libraries. We will make use of planned transportation routes related to Montana library events (folks traveling to and from MLA, federation meetings, statewide/regional trainings or workshops, etc.), the statewide courier pilot project, along with other options. Individual libraries will not be responsible for shipping or receiving costs associated with the kits.