

## RVML's Curbside Pickup Service

Beginning May 8, 2020; RVML Patrons can reserve library materials online for curbside pick-up.

Curbside pick-up will be available **Tuesdays** thru **Saturdays, 12-3pm**. Detailed instructions below.

Reserve items by 10am for same day or next-day pick-up. **Items not picked up within two days will be re-shelved and your reserve will be cancelled.**

Items reserved after 10am will be available for curbside pickup during the following two business days, between 12-3pm ONLY.

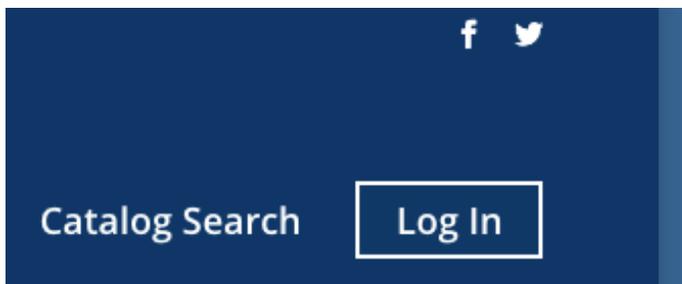
After you reserve your items, you will receive an email between 10am and 12pm confirming that your items are ready for pick up.

IMPORTANT: You will find your item(s) directly OUTSIDE the library front door.

### DETAILED INSTRUCTIONS

#### Step 1 of 4: LOG IN:

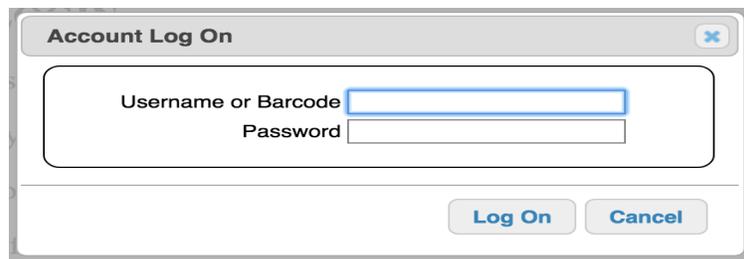
Go to [www.rvml.org](http://www.rvml.org). Log-in is on top-right of homepage. Click **Log in**, then click **Log on**:



Enter **USERNAME**: [your email]

Enter **PASSWORD**: Unless you have changed it, use your default password. It is a combination of the **last 3 or 4 digits of your Library Card number** plus the **first 3 letters of your last name, lower case**.

See examples below:

A screenshot of the 'Account Log On' form. The form has a title bar that says 'Account Log On' with a close button. Below the title bar, there are two input fields: 'Username or Barcode' and 'Password'. At the bottom of the form, there are two buttons: 'Log On' and 'Cancel'.

Your last name is **Smith** and your card number is between 0001-0999; use the last 3 digits:

**Card Number 0000999**

**Password: 999smi**

Your last name is **Smith** and your card number is between 1000-1999; use the last 4 digits:

**Card Number 00001001**

**Password: 1001smi**

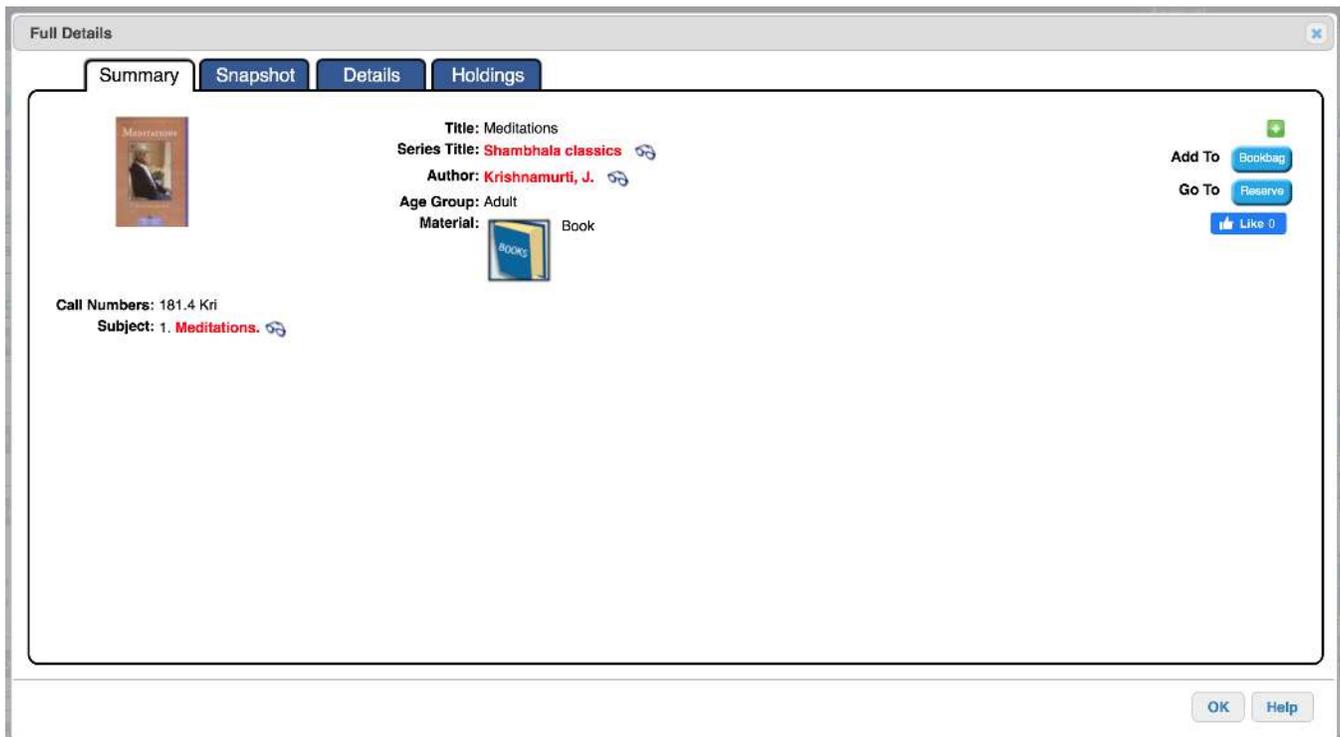
## Step 2 of 4: RESERVE ITEMS:



Once logged in, go to the **Search Module** in upper left-hand corner of screen (pictured above.) Search for items by title, author or keyword.

Once you find an item you'd like to reserve, **click the title of the item.**

To reserve and continue searching for other items, click the **Bookbag** button to the right, then click **OK**, lower bottom right (pictured below.)



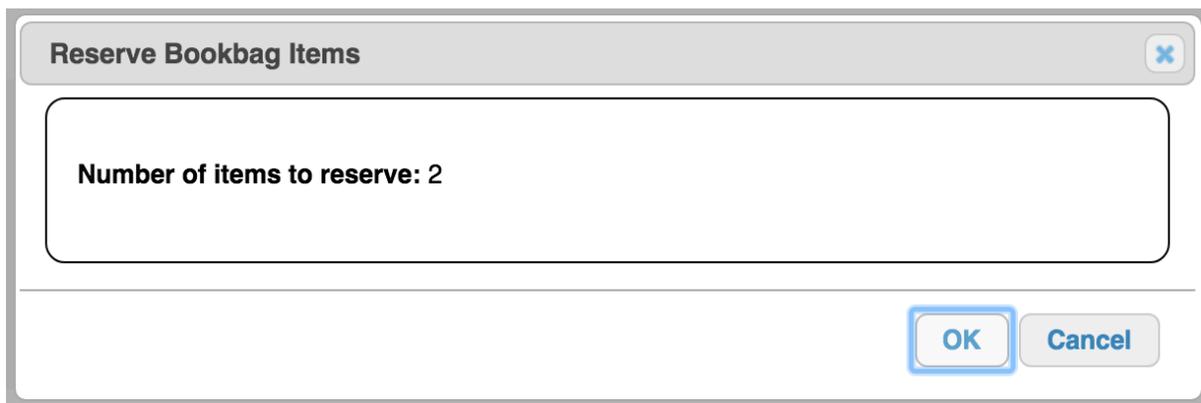
Once you have made your selections you want reserve, **click VIEW** Temporary Bookbag (upper right.)



**Step 3 of 4:** Click on the white box next to the books you want to reserve and click the blue **Reserve Button**.  
**NOTE:** Bookbag will only allow you to reserve a total of up to FOUR items (includes items already checked out).



**Step 4 of 4:** Confirm your reservation by clicking **OK**



Success! You will receive an email confirmation once your items have been prepared by Library Staff.

**IMPORTANT: Wait until you receive your confirmation email before coming to the library.**

