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 reshelved 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 <u>www.rvml.org</u>. 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:

Account Log On	×
Username or Barcode Password	Log On Cancel

Your last name is **Smith** and your card number is between 0001-0999; <u>use the last 3 digits</u>: **Card Number 0000999**

Password: 999smi

Your last name is **Smith** and your card number is between 1000-1999; <u>use the last 4 digits</u>: Card Number 00001001 Password: 1001smi

Step 2 of 4: RESERVE ITEMS:

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				GO
	Advanced	Combo	Media	œ

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.)

Full Details			×
Summary Snapshot	Details Holdings Title: Meditations Series Title: Shambhala classics Series Title: Shambhala classics So Author: Krishnamurti, J. So Age Group: Adult Material: Book Book	Add To Go To L	Backbag Resarve
Call Numbers: 181.4 Kri Subject: 1. Meditations. 🕤			
		OF	K Help

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).

Bookbag		
BOOKBAG		0
2 Contents of Book Sort By: Tite Aut	deg. hor I Copyright I Call Number	Printable Version Besic ── Summary ──
		Belist All Desided All Periore Selected Reserve Selected Scan Barcodes
	The art of meditation Author: Goldsmith, Joel S., Dogytight: c1956. Gell Number: 159.4 Gol	
CHI A CEREMANTH	IN (at Main Collection)	
MEDIEARION ACTION	Meditation in action Author: Trungsa, Chögyam, Copyright: 1989. Call Number: 294,3 Tru	
Classin forget	IN (at Main Collection)	

Step 4 of 4: Confirm your reservation by clicking OK

Reserve Bookbag Items	×
Number of items to reserve: 2	
	OK Cancel

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.

