STEP ONE: RESERVE YOUR BOOK

- Search our catalog and place your holds on the RBHS Media Center Home Page. [LINK HERE] You must reserve your items in advance.
- If you need help placing a hold, watch this [VIDEO]. You can also email your request.
- If you need help finding a book, use this [FORM]

STEP TWO: PICK UP YOUR BOOK AT RBHS

- Wait for an email from the Media Center that your items are ready.
- Come to the East Side of the RBHS building (circle drive side), and walk to the Main Entrance.
- Buzz in, give your name, and state what you need to pickup.
- A staff member will bring your items to you.

QUESTIONS? EMAIL US!
Mr. Murphy: DMurphy@cpsk12.org
Mrs. Varns: JVarns@cpsk12.org