

—Requesting a Non-Kwantlen Video /DVD—

The following instructions describe how to place a request for a non-Kwantlen video or DVD using the Coast Capital Savings Library Catalogue. From the Library Catalogue **Search** screen,

- Click on **I Need Material**
- Click on **Request A Non-Kwantlen Video or DVD**
- At the **Request A Non-Kwantlen Video or DVD** screen fill out ALL the information fields.
- Perform Steps 1-2 to complete your request.

Request a Non-Kwantlen Video or DVD

Note:	10 WORKING days (not counting weekends) for delivery to the Campus.
Title:	Warning, the media may be hazardous to your health: an evening with Ann J. Simonton
Date(s) required:	September 29, 2010
Time(s) required:	Start: 2 pm End: 4 pm
Pick up library:	Surrey
Department:	Marketing
Building/Room no.:	D220
Equipment required:	TV/VCR
Additional info.:	Image Media 1991
Phone:	604.599.1000
Smart Card barcode:	065300
or Student/Employee Number:	100

Step 1:

Type in all 14 digits of your Smart Card barcode here, (no spaces) ►

OR Type in your 9 digit **Student / Employee number** ►

Step 2: Click **Send** to send your request ►

If you have executed your request correctly a confirmation message **Your request has been placed** appears at the next screen.

Check requests/messages in **My Library Account** regularly to see the status of your request. We will also email you via myKwantlen email to confirm that the video or DVD you requested is available.

For assistance checking **My Library Account** see the My Library Account Help Sheet.