

Request a Kwantlen Video/DVD

Search the **Coast Capital Savings Library Catalogue** for the video/DVD you want (see the library help sheet **Finding DVDs**).

- Click on the **Details** button beside the video/DVD you want to request.

NOTE: Do not click on Place Hold.

- Click on **I Need Material** from the top of the screen.

I Need Material	
I Need Equipment	Suggested Purchase
Request a Non-Kwantlen Book	Request a Non-Kwantlen Periodical
Request a Kwantlen Periodical	Request a Non-Kwantlen Video or DVD
Request a Kwantlen Video or DVD	

- Click on **Request A Kwantlen Video or DVD** ►
- At the **Request A Kwantlen Video or DVD** screen fill out **ALL** the information fields.
- Perform Steps 1-2 to complete your **video/DVD** request.

Request a Kwantlen Video or DVD

Note: 3-4 WORKING days to process a request. If you cannot provide enough time, please contact the AV

Date(s) required: Specify date. ASAP will not be accepted.

Time(s) required: Start: Jun 14 9am End: Jun 14 10am

Pick up library: Richmond

Equipment required: TV/DVD

Additional info:

Building/Room no.: 1690

Department: Psychology

Phone: 604-599-1000

User ID: 065300

or Student/Employee Number: 100

call number: PN 1997 A587 2003 DVD copy: 1

Item ID: 16530002908570

Send **Reset Query Values**

1. Type in all **14 digits** of your Smart Card barcode, (no spaces) **OR** type in your Student/Employee number. ►

The **call number** and **item ID** of the item will be pulled over into the request template ►

▲ 2: Click the **Send** button to submit your Request

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

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