

HUMBER LIBRARIES: AV RESERVE REQUEST FORM FOR HUMBER COURSES

Allowed	Not Allowed
DVDs/Music CDs Original copies (2 copies per campus)	DVDs/Music CDs Burned copies

Date: _____

Instructor name: _____ Library card barcode #: _____

Contact (phone or email): _____

Faculty/Dept: _____ Program: _____

Course code: _____ Course name: _____

Item type:

DVD Music CD Other Quantity: _____

Item information:

DVD/Music CD Title: _____

Loan Policy: DVDs or Music CDs have a 3 hour reserve loan period.

Are you planning to use this DVD or Music CD in specific weeks throughout the semester? YES NO

Are you donating this DVD or Music CD to library at the end of semester? YES NO

Library Staff Use Only

Call #: _____

Barcodes: _____

Instructor contacted (item will continue to be on reserve or not) _____

Removal date: _____ Staff initial: _____