

# Request 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** 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 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/DVD

Additional info.: Image Media 1991

Phone: 604-599-1000

User ID: 065300\*\*\*\*\*

or Student/Employee Number: 100\*\*\*\*\*

**Send** **Reset Query Values**

## 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 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.