

# Distance Learners

## Requesting a Kwantlen Video /DVD

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

- Click on the **Details/Hold** button beside the video/DVD you want to request.  
**NOTE: Do not click on Place Hold.**

- Click on **I Need Material.**

### Request a Kwantlen Video or DVD

- Click on **Request a Kwantlen Video or DVD.**

- Fill out **ALL** the information fields

- Type in **INTERNET** in the **Pick up Library** field

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

Date(s) required: September 14 - September 16, 2006

Time(s) required: Start: 9:00 am  
End: 9:00 am

Pick up library: INTERNET

Equipment required: No

Additional info.:

Building/Room no.:

Department:

Phone: 604\*123\*1234

- Type in all 14 digits of your **Smart Card barcode** (no spaces), or type in your 9 digit **student number**

Smart Card barcode: 0653000

or Student Number: 100

call number: HD 60.5 C3 W44 2003 copy: 1

item ID: 16530002875019

- Click on the **Send** button to send your Request

Send

Reset Query Values

A Notice will be emailed to your **myKwantlen** account confirming your request. When your video or DVD is ready to be couriered, it will be charged out to your record and your Request will be removed.