

# 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 title of 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.

▼ Click on **Request A Kwantlen Video or DVD**.

**I Need Material**

<b>Request a Kwantlen Periodical</b>	<b>Request a Kwantlen Video or DVD</b>	<b>I Need Equipment</b>
<b>Request a Non-Kwantlen Periodical</b>	<b>Request a Non-Kwantlen Book</b>	<b>Request a Non-Kwantlen Thesis</b>
<b>Suggested Purchase</b>	<b>Request a Non-Kwantlen Video or DVD</b>	

- 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.

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 have been pulled over into the request template ►

**Request a Kwantlen Video or DVD**

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

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

Time(s) required: Start: Jun 14 9 am  
End: Jun 15 10 pm

Pick up library: Richmond

Equipment required: TV/DVD

Additional info.:

Building/Room no.: 1690

Department: Psychology

Phone: 604-599-1000

User ID: 0653000\*\*\*\*\* or  
Student/Employee Number: 100\*\*\*\*\*

call number: PN 1997 A587 2003 DVD

copy: 1

item ID: 16530002908570

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

▲ 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.