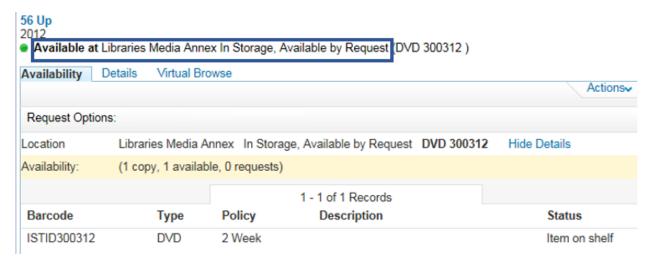
## **Booking Process**

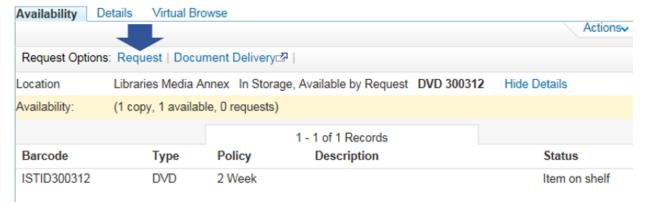
1. Find an item you wish to book in the Libraries Media Annex



2. After ensuring you are signed in to your Library Account, select "Request"

## 56 Up 2012

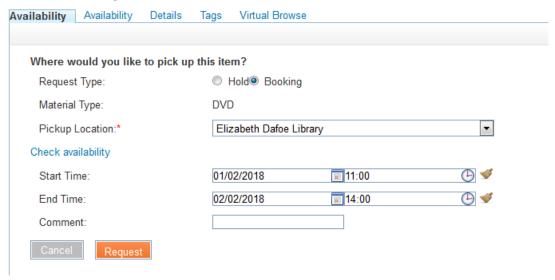
Available at Libraries Media Annex In Storage, Available by Request (DVD 300312)



3. Change Request Type from Hold to Booking



## 4. Fill out the booking form



## 5. To review or cancel requests:

