

Booking Process

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

56 Up
2012

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

Availability Details Virtual Browse Actions

Request Options:

Location Libraries Media Annex In Storage, Available by Request DVD 300312 Hide Details

Availability: (1 copy, 1 available, 0 requests)

1 - 1 of 1 Records				
Barcode	Type	Policy	Description	Status
ISTID300312	DVD	2 Week		Item on shelf

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)

Availability Details Virtual Browse Actions

Request Options: Request | Document Delivery

Location Libraries Media Annex In Storage, Available by Request DVD 300312 Hide Details

Availability: (1 copy, 1 available, 0 requests)

1 - 1 of 1 Records				
Barcode	Type	Policy	Description	Status
ISTID300312	DVD	2 Week		Item on shelf

3. Change Request Type from Hold to Booking

Where would you like to pick up this item?

Request Type:

Hold Booking

Pickup Location:*

Cancel

Request

4. Fill out the booking form

[Availability](#) [Availability](#) [Details](#) [Tags](#) [Virtual Browse](#)

Where would you like to pick up this item?

Request Type: Hold Booking

Material Type: DVD

Pickup Location*:

[Check availability](#)

Start Time:

End Time:

Comment:

5. To review or cancel requests:

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Loans 0

Requests (1)

Fine & Fees

Read Messages

Personal Settings

List of Requests

#	Type	Title	Author	Status	Pickup Location	Location	Actions
01	Hold	56 Up		In Process	Elizabeth Dafoe Library		Cancel