

# The Hong Kong Academy for Performing Arts Libraries

## Materials to be put on Course Reserve (Academy Library)

### **Course Information**

Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Name of Lecturer(s): \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Reserve Period : (Start on) \_\_\_\_\_ (Until): \_\_\_\_\_

Request Date: \_\_\_\_\_ (Items will be ready for use in 3 working days)

### **Item Information**

#### **Library Collection**

Item to be put on Course Reserve		Office Use	
		Reserve Number Assigned*	No. of checkouts during Reserve Period**
Call No.:		Resv	
Call No.:		Resv	
Call No.:		Resv	
Call No.:		Resv	
Call No.:		Resv	

#### **Personal Materials**

Item to be put on Course Reserve		Office Use	
		Reserve Number Assigned*	No. of checkouts during Reserve Period**
Title:		Resv	
Title:		Resv	
Title:		Resv	
Title:		Resv	
Title:		Resv	

#### **How to handle your personal material after the reserve period**

- Send them back to you by internal mail
  Collect them at the Circulation Counter

\* You will be notified when the items are ready for loan.

\*\* You will be notified after the end of the reserve period.