

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.