

# The Hong Kong Academy for Performing Arts Libraries

## Materials to be put on Course Reserve (Film and Television Library)

### Course Information

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

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

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

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

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

Loan Period:  3 hours (can be renewed twice)     2 Days (no renewal)

Request Date: \_\_\_\_\_

### Item Information

#### Library Collection

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

#### 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.