

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.