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| **Chai Wan LRC** | **Request Form: Library books for course reserve collection** |
| ***Part A. Personal Particulars:***   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of instructor** | **:** |  |  | **Course name & code** | **:** |  | | **Department** | **:** |  |  | **Phone number** | **:** |  | | **VTC e-mail address** | **:** |  |  | **Date** | **:** |  |   ***Note:*** | |
| 1. Materials kept in the Reserve collection are for **2 hours / 4 days** loans, **renewable once**. | |
| 2. Materials taken from the Library collection will be put back in place after the display period. | |

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| ***Part B. Item Information:*** |  |  | |  | |  | |  |  |
| **Title / Author / Publisher / Edition / Call No. / Barcode** | **Loan Duration**  (Delete as appropriate) | | **Display Period** | | | | **Remarks** | |
| **From** | | **To** | |
|  | **2 hours / 4 days** | |  | |  | |  | |
|  | **2 hours / 4 days** | |  | |  | |  | |
|  | **2 hours / 4 days** | |  | |  | |  | |
|  | **2 hours / 4 days** | |  | |  | |  | |
|  | **2 hours / 4 days** | |  | |  | |  | |

Please email completed form to [cw-lib@vtc.edu.hk](mailto:cw-lib@vtc.edu.hk) or summit this form to Circulation Counter, LRC, IVE-CW.

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