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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 or summit this form to Circulation Counter, LRC, IVE-CW.

For office use only: Handled by: Date: