

# Video Booking Form

Office use only

Date: \_\_\_\_\_  
Initials: \_\_\_\_\_

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Course code: \_\_\_\_\_ Dept.: \_\_\_\_\_  
 Pickup date: \_\_\_\_\_ Pull date (office use only): \_\_\_\_\_  
 Show date: \_\_\_\_\_ Return date: \_\_\_\_\_

Pickup location:  Vanier  Webster

<i>Office use</i>		
Source	Item Information	Confirmed
	Call no.& format: _____ Title: _____	
	Call no.& format: _____ Title: _____	
	Call no.& format: _____ Title: _____	
	Call no.& format: _____ Title: _____	
	Call no.& format: _____ Title: _____	

**Note to Requestors:** Booking requests should be made *at least seven days prior to the pickup date* to ensure availability. Request forms may be emailed, supplying the information requested above. For pickups at the Vanier Library, send emails to [vanbook@alcor.concordia.ca](mailto:vanbook@alcor.concordia.ca), and for pickups at the Webster Library send emails to [wmedia@alcor.concordia.ca](mailto:wmedia@alcor.concordia.ca). Internal mail addresses: Vanier Media: L-VL 104; Webster Media: S-LB 345.

More video booking information at: <http://library.concordia.ca/services/PMS/booking.php>

*Office use only*

<input type="checkbox"/> VMR	<input type="checkbox"/> York U.	<input type="checkbox"/> WATMEDIA	<input type="checkbox"/> _____
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For external (non-Concordia-library) material:

To be picked up by: \_\_\_\_\_ Signature *at pickup*: \_\_\_\_\_