

Feinberg Library **Media Hold** Request Form

Media Holds allow you to schedule media items for a short period of time, for specific dates only. Media Holds for classroom use will be pulled from circulation two days before the date needed, signed out to the instructor, and held at the 2nd-level Service Desk. Once returned, they will be put back into circulation.

We will process your request as soon as possible. Please allow at least one week for Media Holds.

- **NOTE:** To have items placed on reserve, use the separate **Faculty Reserves Request Form**.

Questions? Please contact Angela King, aking002@plattsburgh.edu, Feinberg Library Rm 203 , tel. 518-564-5188, 8:00 AM to 4:30 PM, Monday – Friday.

MAIL OR FAX YOUR COMPLETED FORM TO:

Angela King, Feinberg Library / Fax 518-564-3059

IMPORTANT: Be sure to complete all fields. Hold requests must include both course number and section to be processed.

INSTRUCTOR INFORMATION

Instructor Name(s): _____

Campus Address of Instructor: _____

Instructor Telephone: _____

(continued on page 2)

MEDIA MATERIALS REQUESTED FOR HOLD OR RESERVE

Media Hold Requests

Call Number	Title	Date On Hold	Date Off Hold

=====

OFFICE USE: Name _____ Date _____ Time _____

=====