

**INSTRUCTIONS FOR FILLING OUT
WONG AUDIOVISUAL CENTER RESERVE LIST**
Sinclair Library/Wong Audiovisual Center: 956-8308 ext. 53

Please fill out a separate Reserve List for each course that you teach. You may fill out the list for the entire semester or make additions to the list as the semester progresses.

Many people use the Wong Audiovisual Center so please remember that any item at any time may already be in use for another class or instructor. We advise you to turn in your list as soon as possible and we will try to accommodate all your needs.

INSTRUCTOR AND COURSE: Fill in information completely. It is important that you include a daytime phone number and email address in case we need to contact you.

FOR MEDIA OWNED BY THE WONG AUDIOVISUAL CENTER

TITLE, CALL NUMBER, AND NUMBER OF MINUTES: Fill in, as they appear in the Voyager online catalog. Please fill in volume and part numbers if applicable.

ON - OFF DATE: Please put media on reserve for the shortest period possible (maximum of two consecutive weeks). Please take into consideration that we need up to 5 working days to process an item for reserve when filling in the ON DATE.

LOAN PERIOD: Default is 2 Hours or 3 Hours. Please indicate if you would prefer 1 Day or 2 Days.

FOR MEDIA OWNED BY THE INSTRUCTOR (PERSONAL COPY)

****Note: Please be aware that the Wong Audiovisual Center cannot put items on reserve which have been copied off the air or from commercial tapes unless you have written copyright permission from the producer of the program. Please see University of Hawaii at Manoa Copyright policy for more details.*

TITLE: Fill in as it appears on the item or how you want it to display in the Voyager online catalog.

CALL NUMBER: Leave blank; Wong AV/C staff will assign a PC #.

NUMBER OF MINUTES: Fill in length of item

ON - OFF DATE: Personal copies may be on reserve for as long as needed. Please take into consideration that we need up to 5 working days to process an item for reserve when filling in the ON DATE