Requesting a Video to Show In Class

1. Find video in catalog.

2. When viewing the record, click **Book It**.

3. Log in with your HACC ID and PIN, then click **Set Booking Date and Time**.

4. Use calendars to enter start and end date, then click **Book Item**.

5. When successful, message will say **Item Booked**.

Learn about more library services at the York Campus Faculty Library Services Guide:

http://libguides.hacc.edu/yorkfaculty.