

LRC Video Request and Delivery

To all Faculty and Adjunct Faculty

Instructors can now make video and DVD requests through our online catalog and have them delivered to their mailboxes in their Division Office.

If a request is made by 12:00 p.m., it will be filled and delivered by 4:00 p.m. that day. If a request is made after 12:00 p.m., the instructor must pick up the item in the LRC if they need it that day. Otherwise it will be delivered the next day by 4:00p.m.

Here is how to make a request using the Online Catalog.

1. Go on to the KCC homepage on Internet Explorer (www.kcc.edu/library)
2. Click on the link “KCC Online Catalog”
3. Click on “quick limit” and select “films/videos”
4. In the “Search for” box type in what you are looking for and click “Search.”
5. When your item comes up click on the title and it will bring you to the item record.
6. Click on the “Request” button at the top of the page.

7. On the next page, type in your 14 digit barcode in the “Library Borrower ID” box.
8. Type in your last name and click Login.

9. Select “Request and delivery of Video/DVD” and click “OK”
10. Under “Select an Item” select the correct copy or part that you want if it applies.
11. Type in your 14 digit barcode again.
12. In the notes section indicate which division office it should be delivered to.
13. When finished click on “Submit Request.”

If you have any questions call the LRC at Ext. 8400.