

Requesting use of Video Players

Instructors needing to schedule DVD/Video Players to use in the classroom can easily do so through the LRC. Simply call or E-mail circulation staff with the following information:

- a. Instructors name
- b. Complete course number
- c. Date needed
- d. Exact start and end time of class
- e. Preferred player # or location where you intend to use it

LRC Staff will then schedule the player for you and lets you know where to pick it up. Keys for the storage room are available from the Humanities office.

As a courtesy to other instructors who may need to use the players – they should be picked up just before the class starts and returned immediately after use. They should never be left unattended in the classroom or put in the instructor's offices.