1. Find your video/DVD in the library catalogue.

2. If it's currently available, click Book Item tab.

3. Put your User ID. Please check the Bookings on Item information (below the title and author) to make sure there's no booking conflict.

List of Item Bookings

Please note only faculty are eligible to book DVDs and videos, up to a maximum period of 14 days.
4. Please enter the start and end time by selecting the gadget. After you finish, click on Book Item tab.

5. The following screen will tell you whether your booking is successful or not.

Note:
- Please note that you always need to change the Start day/time to a time later than the current date/time.
- Once you open the calendar, it opens in a new window. So if you want to revise your start/end time, please check your browser for the calendar window that you have previously opened.
- If you’re requesting videos from Ryerson (SHE Eaton) or ESL library, please do NOT enter your Start/End day on a Saturday or Sunday since the media desk for these two libraries are not open on weekends.