



McIntyre Library
YOUR INFORMATION ADVANTAGE

Media Scheduling Form

(715) 836-3856 | www.uwec.edu/library

INSTRUCTOR'S NAME: _____

DEPARTMENT: _____

EMAIL ADDRESS: _____

ITEM REQUESTED

(COMPLETE A SEPARATE FORM FOR EACH ITEM)

TITLE: _____

CALL NUMBER: _____

DATES NEEDED: _____ **TO** _____

**Allow sufficient time for pickup prior to showing date
**All items are held at the Main Circulation Desk*

Please direct all questions to Kong Yang (715) 836-5383 | yangkong@uwec.edu
This form can also be sent electronically at <http://www.uwec.edu/Library/circ/mediaScheduling.htm>

LIBRARY USE ONLY

RESERVATION PLACED

Date: _____

HOLD PLACED

Date: _____

RECALL PLACED

Date: _____