Video Services – Cataloging Process

Begin Process

1.0 Give cataloging form to MPS and have them return it once it is completed

2.0 Are there any corrections?
   YES → 3.0 Make corrections
   NO → 4.0 Give hard copy to Materials Property Assistant

3.0 Make corrections

4.0 Give hard copy to Materials Property Assistant

5.0 Enter catalog information into booking system

6.0 Updates will appear on Web/Max booking system for school viewing

End Process
Video Services – Cataloging Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Give cataloging form to MPS and have them return it once it is complete

Step 2.0: Are there any corrections?
If yes, proceed to Step 3.0. If no, skip to Step 4.0.

Step 3.0: Make corrections

Step 4.0: Give hard copy to Materials Property Assistant

Step 5.0: Enter catalog information into booking system

Step 6.0: Updates will appear on Web/Max booking system for school viewing

This ends the process.