Video Services – Video Distribution Process

1.0 Print pick list of videos (VHS/DVD) to be distributed (see Details for instructions)

2.0 Print tickets in VHS/DVD’s in numerical order and pull from rack

4.0 Is VHS/DVD on shelf?

5.0 Pull VHS/DVD and attach ticket, sort by PONY route and distribute VHS/DVD into mailroom PONY bags

6.0 Is there another copy of VHS/DVD on shelf?

9.0 Is there a master copy?

10.0 Make copy and attach ticket

11.0 List VHS/DVD copy numbers available from shelf

12.0 Send message to database that no copies are available and notify school

13.0 Go to database and determine if any copy can be distributed

14.0 Can copy be distributed?

15.0 Video returned to inventory? (late)

16.0 Cancel bookings

17.0 Notify school that video is unavailable

18.0 Log on to pick list and add school notification date

19.0 Is inspection OK?

20.0 Distribute

End Process
Video Services – Video Distribution Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Print pick list of videos (VHS/DVD) to be distributed (see Details for instructions)

Step 2.0: Print tickets in VHS/DVD’s in numerical order and pull from rack

Step 3.0: Is VHS/DVD on shelf?
If yes, proceed to Step 4.0. If no, skip to Step 5.0. (Choose the VHS/DVD with the pick list number assigned to the request.)

Step 4.0: Pull VHS/DVD and attach ticket, sort by PONY route and distribute VHS/DVD into mailroom PONY bags

Step 5.0: Is there another copy of VHS/DVD on shelf?
If no, proceed to Step 6.0. If yes, skip to Step 8.0. If the correct pick list number of the VHS/DVD is not available see if there are other copies of the same VHS/DVD (different pick list numbers).

Step 6.0: Is there a master copy?
If yes, proceed to Step 7.0. If no, skip to Step 9.0.

Step 7.0: Make copy and attach ticket

Step 8.0: List VHS/DVD copy numbers available from shelf

Step 9.0: Send message to database that no copies are available and notify school

Step 10.0: Go to database and determine if any copy can be distributed

Step 11.0: Can copy be distributed?
If no, proceed to Step 12.0. If yes, skip to Step 16.0.

Step 12.0: Video returned to inventory? (late)
If no, proceed to Step 13.0. If yes, skip to Step 17.0. Check to see if the VHS/DVD was returned late.

Step 13.0: Cancel bookings

Step 14.0: Notify school that video is unavailable

Step 15.0: Log on to pick list and add school notification date

Step 16.0: Distribute copy and update database

Step 17.0: Is inspection OK?
If no, skip to Step 13.0. If yes, skip to Step 18.0.

Step 18.0: Distribute

This ends the process