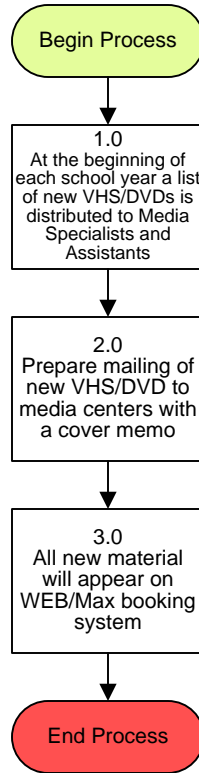


Video Services – Advertising Process



To Details

Video Services – Advertising Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: At the beginning of each school year a list of new VHS/DVDs is distributed to Media Specialists and Assistants

Distribute list at the annual back-to-school meeting.

Step 2.0: Prepare mailing of new VHS/DVD to media centers with a cover memo

Step 3.0: All new material will appear on WEB/Max booking system



Return to Key Process