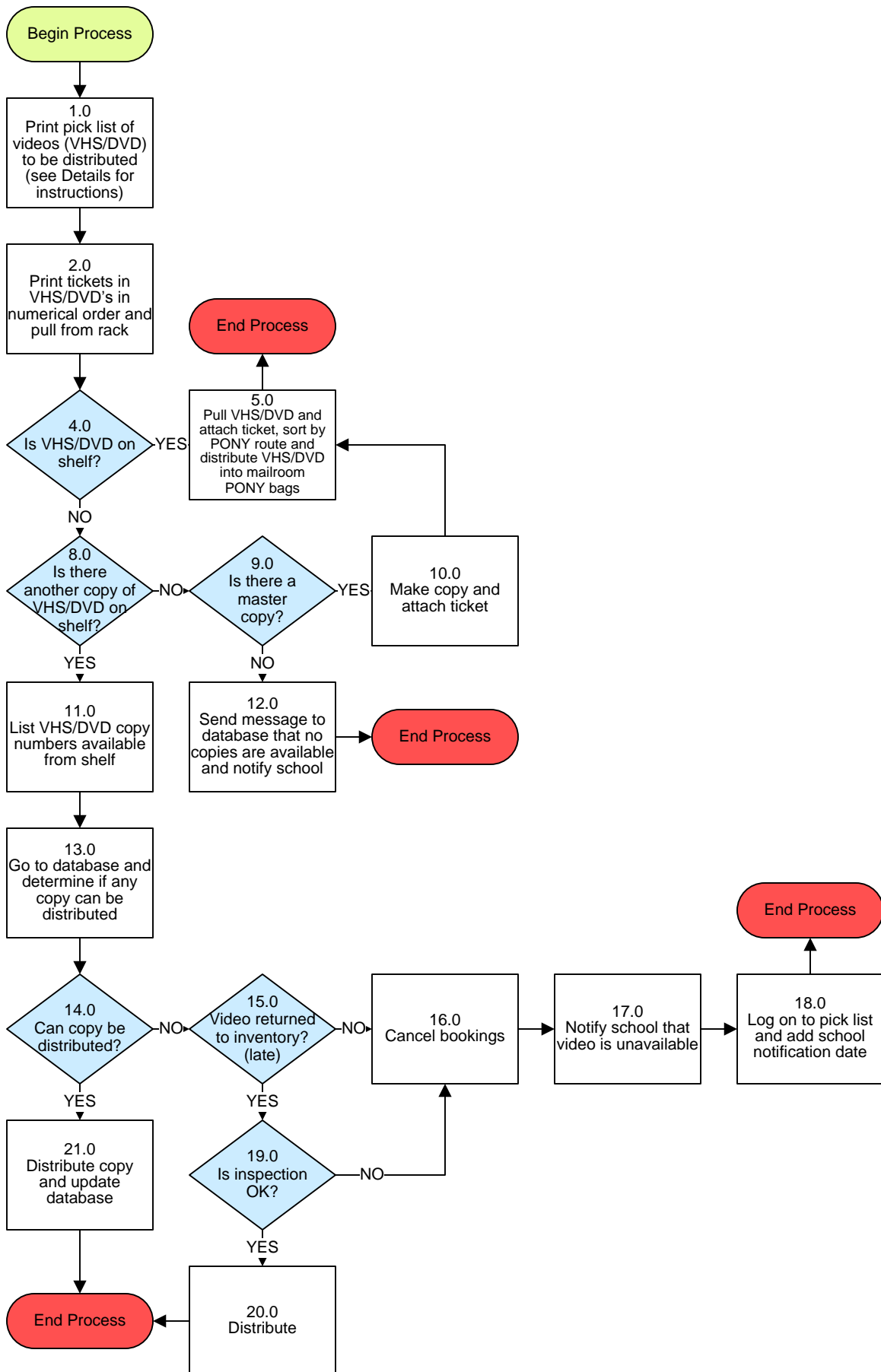


## Video Services – Video Distribution Process



To Details

## 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



Return to Key Process