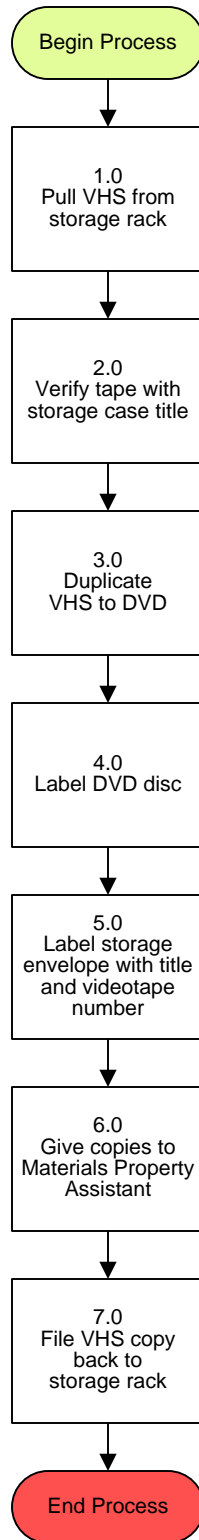


Video Services – Duplication Process



Video Services – Duplication Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Pull VHS from storage rack

Step 2.0: Verify tape with storage case title

Step 3.0: Duplicate VHS to DVD

Step 4.0: Label DVD disc

Step 5.0: Label storage envelope with title and videotape number

Step 6.0: Give copies to Materials Property Assistant

Step 7.0: File VHS copy back to storage rack



[Return to Key Process](#)