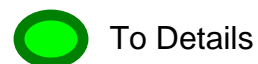
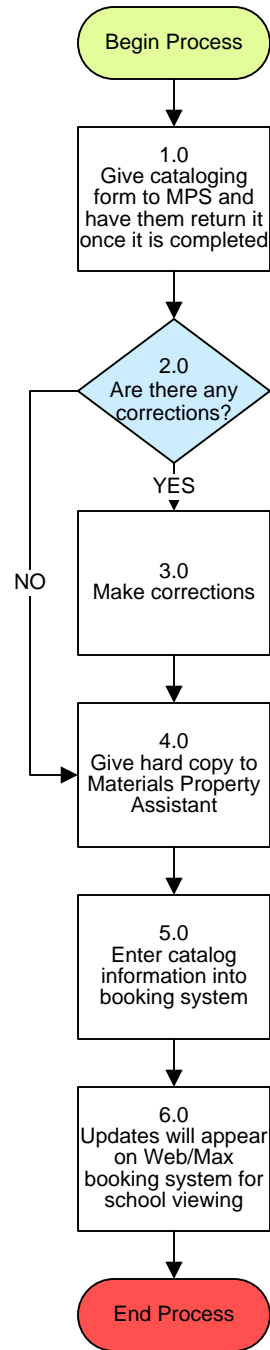


## Video Services – Cataloging Process



To Details

## **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.



[Return to Key Process](#)