

PROCESS NAME  
USES OF AUDIO / VISUAL MATERIALS

CODE  
Kddb-12

PROCESS TIME  
15 MINS.

RESPONSIBLES

Officer /Clerk

PROCESS

FIRST STEP

Delivery of Audio-Visual materials to be made available from the Cataloging / Classification Office.

Inserting safety magnetics and sticking material registration labels. 5 dk.

Placement on the shelves in the Multimedia Hall by classification number. 5 dk.

Making available for service in Multimedia Hall or Multi Purpose Halls. 5 dk.

FINISH