

INSTRUCTIONAL
VIDEO PROGRAMME

(A MULTI MEDIA PACKAGE)

1995

TITLE OF PRODUCTION: TECHNICAL PROCESSING: FROM
PACKAGE TO SHELF

AUDIENCE: TEACHER LIBRARIANS

PURPOSE: TO PROVIDE INFORMATION ON THE
VARIOUS PROCESSES INVOLVED BEFORE
AN INFORMATION MATERIAL IS FINALLY
PUT ON THE SHELF FOR READERS(USERS)

CHOICE OF MEDIA: VIDEO

OPERATIONAL OBJECTIVE: PROVIDED WITH ALL AVAILABLE
INFORMATION, THEY SHOULD BE
ABLE TO ORGANISE THEIR COLLECTIONS
EFFECTIVELY BY:-

- (1) Stamping new books with ownership and accession stamps.
- (2) Accessioning the new Books
- (3) Cataloguing the Books & providing catalogue cards
- (4) Classifying the Books
- (5) Labelling Spine with the call number
- (6) Pasting Book pockets and date due labels on the Book
- (7) Keeping the Books in the right order on the shelves
- (8) Keeping an accurate record of the entire holdings
of their school collection.

Each of these steps is graphically illustrated. The Dewey Decimal Classification Scheme is used here as it is easy to get information about and is used in most Secondary Schools and Public Libraries. The Dewey Decimal Classification Scheme has memory aids and synthetic devices which enable the notation to build up subjects easily. It is flexible and versatile in application. This means that the notation can be used equally well for a broad classification as for a detailed one. Hence, it is easily adapted to suit the classification of a small library as well as a large one.

GLOSSARY OF TERMS USED IN TECHNICAL PROCESSING

- (1) ACCESSION NUMBER: The number given to a book when it is entered in the accession register.
- (2) CALL NUMBER: The class number of a book plus the first three letters of the author's surname.
- (3) CATALOGUE: A list of contents of a library. It may take the form of an author Catalogue, subject catalogue, a classified catalogue or a dictionary catalogue.
- (4) COLLATION: In Book-binding, the assembling of pages or section in their correct order.

- (5) DICTIONARY CATALOGUE: This has author, title and subject cards arranged in one alphabetical sequence, similar to the arrangement of a dictionary.

SHELF GUIDES:

Labels on the shelves or placed between the books to indicate the subject matter dealt with in that area.

SHELF LIST CATALOGUE:

A brief summary of all the books in the library as they appear on the shelves when they are arranged in order of classification.

TITLE PAGE:

The Page at the beginning of a book showing its title, author and publisher. Other information is sometimes given, such as the edition, date of publication, name of illustrator and so on.

VERSO:

Back of the title page.

TECHNICAL PROCESSING - AN INTRODUCTION

A good educational environment consists of the Teacher, the Student and the World of knowledge. This world of knowledge is introduced to the Students by the teacher who remains a source of inspiration and help but whose success is ultimately measured by the ability of the pupils to learn independently. Students whose school training has been limited to learning only from dictated notes or the contents of text books will not have acquired the ability to learn on their own without a teacher to pre-digest, organise and interpret material for them.

Good teaching demands that students consult many sources of information and select and organise their contents into a usable form for a determined purpose. The skill of being able to select the important and relevant points from a great bulk of material and of fitting together bits and pieces from a variety of sources to form a balanced picture can only come from exposure to a wide range of materials. A student without access to supplementary reading material in a school library will be handicapped. Such a student will be judged largely on his ability to memorize. But a student with access to a good school library can learn and be judged on his skill in clarifying a problem, collecting information to solve the problem and arriving at sound conclusions. This student will have acquired the foundation for independent study.

Learning can be one of the most exciting experiences in life. Children have a natural curiosity. Questions of who, what, when, where arise naturally with them. As these questions are answered, students develop their inquiring minds, find self fulfilment and satisfaction, and a lifelong habit of using books and other library resources develops naturally. The modern school library offers a wide variety of materials so that it does not only supply information in printed form, but also in pictures, films, tapes and slides to make learning more real and exciting.

Technical processing lies at the heart of effective organisation of any collection of information materials. Without it, it would be impossible to know the library's holdings by a given subject, given author and by specific titles and where acquisitions are located within the library. The catalogue forms the permanent index to the collection.

The shelf list catalogue is a permanent record of holdings arranged in the same order as the books on the shelves. It gives information as to the number of volumes the library owns in each class. Through the call number on the spine and the accurate arrangement of books upon the shelves, instant retrieval of a volume is possible. To assist in quick retrieval the shelves are labelled and the books arranged accurately.

Advertising the collection through good shelf guides, lists and displays completes the process of fulfilling the library's function of providing the right book for the right reader at the right time.

Viewers, you are welcome to this presentation of Technical processing: From package to shelf and to the technical section of a functional library. Watch out as we go through the various processes.

VIDEO CU

AUDIO (NARRATION)

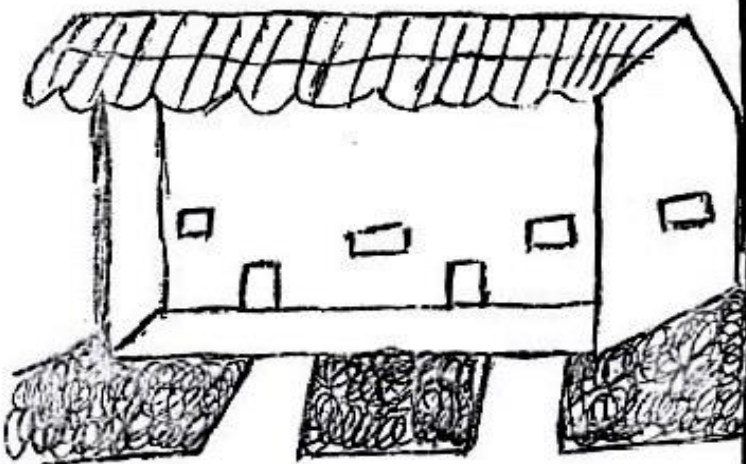
TECHNICAL PROCESSING:
From package to
Shelf

CAPTION: TECHNICAL PROCESSING:
From package to shelf
Music (40 Seconds)

CU

Music Under
Hello Teachers, Listen to this
"Sometime ago, I happened to
visit one of my friends who is
a principal in her school.
Being a librarian, I was
interested in seeing her
library. I discovered a very
rich collection which was not
useful to the students and
staff. Why?".

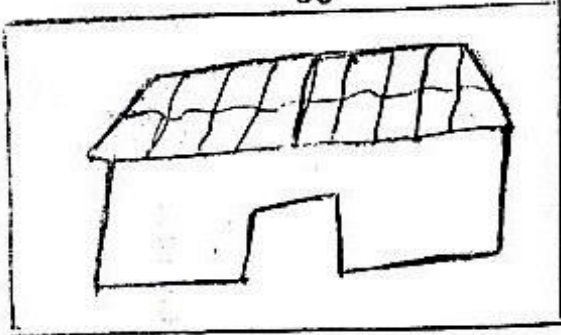
Pause: 5 Minutes.



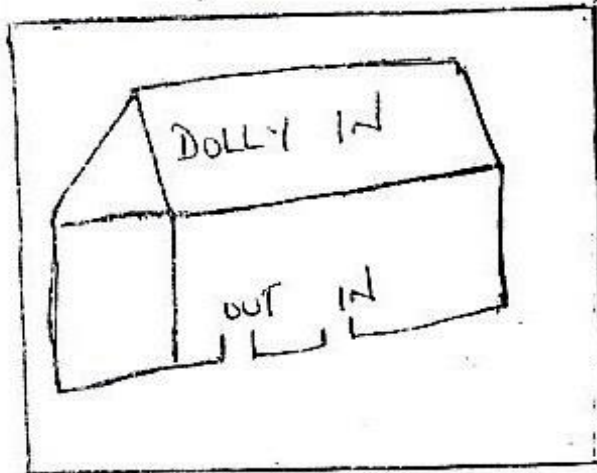
SCHOOL LIBRARY AT A
GLANCE

wipe

CU



Various
Shots
of the
School
Library



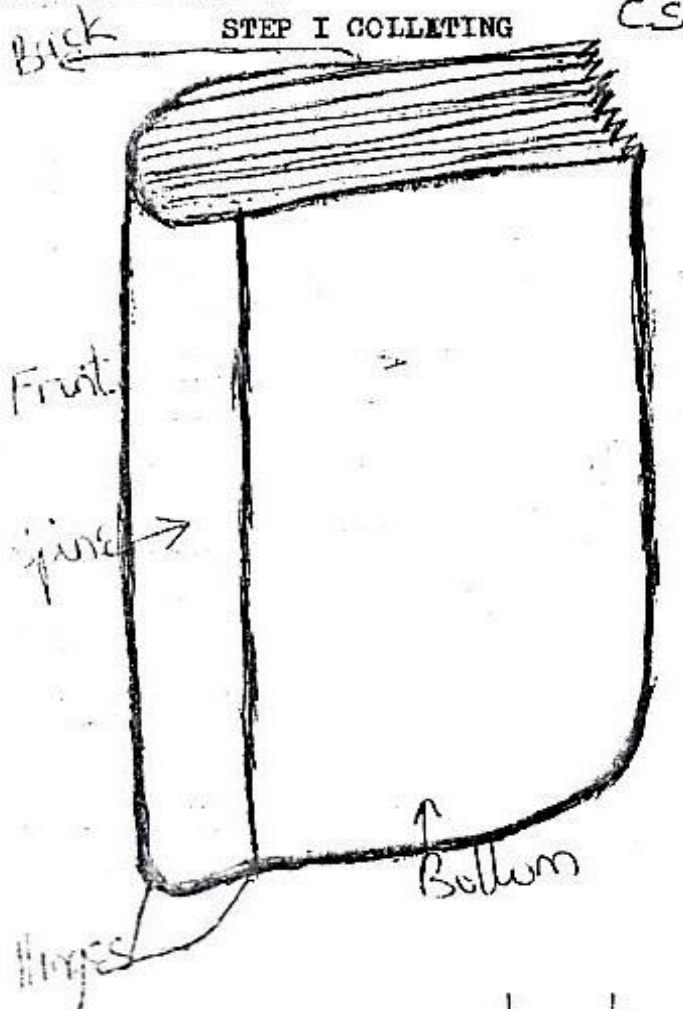
"Yes you are right, it was just a mass of books jumbled together without any order or form. Now if you are sent to that School as a Teacher Librarian, what will you do?".

Pause: 5 Minutes.

Now go with me through the various activities you can perform to bring order into such a collection.

Music fades out.

STEP I COLLATING



The first step a book undergoes immediately it enters the library is collating. To 'collate' means to check for faults. Books do not often come in faulty condition, but it does sometimes happen, E.g. some illustrations may be missing or some of the pages may be out of place. Check every new book carefully and if there is anything wrong with it, inform the publisher or bookseller. You are entitled to receive a good copy without extra charge. You may of course, be asked to return the faulty copy or a specified part of it.

STEP 2: STAMPING

LS

STATE COLLEGE LIBRARY IKOT EKPENI DATE: 11: 11: 90
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OWNERSHIP STAMP

made in LS

STATE COLLEGE LIBRARY	
ACC NO	CLASS NO
PRICE	DATE
SOURCE	CONDITION

BOOK RECORD STAMP

The school library should have an ownership stamp for marking and identifying the library books so acquired as school library property. The stamp should not be too big so as to fit in the space at the bottom of an average printed page. Stamp the book at the beginning where it can be clearly seen and in 2 or 3 more pages in the body of the book where vandals or thieves cannot tear out without seriously reducing the book's value. It is a good idea to have one particular page known only to the librarian which is always stamped. Do not stamp across print or in such a way as to disfigure the book.

It is also useful to have a special book record stamp i.e one which will provide spaces in the book for recording the accession number, class number, etc. This should be stamped in the same place in each book preferably on the verso of the title page where it is easy to locate. It should be stamped only once. The accession number must be written or stamped in the book when the book is accessioned and the class number

could be added later when the book has been classified. If one decides not to enter the other details there is no need to produce this type of stamp. Many libraries simply enter the accession number and the class number on the verso of the title page with a pen.

STEP 3 ACCESSIONING

CS Superimposed

ACC. NO.	DATE RECEIVED	AUTHOR	TITLE	CALL NO.	PUBLISHER	PRICE	SOURCE	REMARKS
1								
2								
3								
4								
5								
6								
7								
8								

ACCESSIONS REGISTER

Education Authorities require that records of library books and other materials purchased for the library be kept for purposes of auditing and financial control. The Librarian's accession register should contain all information to meet such needs. All school libraries should maintain an accessions register which should contain a numerical and chronological list of all print and non print materials owned by the library. To accession an information material means to record it in the accessions register under a sequential serial Number which is also entered in the book on the verso of the title page. The number is the books identity number for both inventory and accounting purposes. No two books bear the same number. In case of loss, the number is not reassigned.

MADE IN LS

ACC NO	DATE RECEIVED	AUTHOR	TITLE	CALL NO	PUBLISHER	PRICE	SOURCE	REMARKS
1	4/1/91	GAGNEP	Library	2701	DUP	400 H	CSS Bkshp	new
2	4/1/91	HALL	Journal Science	500.01	CUP	4500	CMS Bkshp	
3								
4								
5								
6								

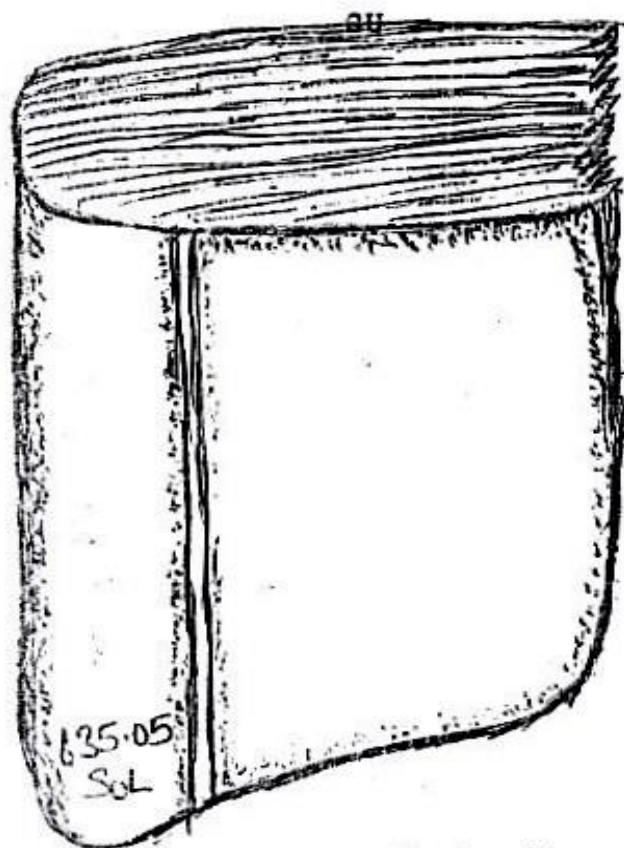
COMPLETED ACCESSIONS
REGISTER

Accession numbers may either be continuous from the first book owned by the library (in which case the last number used indicates the total books ever acquired) or a sequential number may be combined with the year of acquisition (76-1, 76 - 2, 76 -3) in which case the Librarian begins with the Number 1 at the beginning of January each year. If a book consists of several volumes each volume will be given a different number. In cases of loan or loss, this number serves to pinpoint the particular item. It is therefore important that this register is kept accurately. If your library has never been accessioned it is never late. Begin proper recording by assigning accession numbers to all books in your library and recording them in numerical sequence in the various columns.

CU DISSOLVE
STEP 4: CLASSIFICATION

000 GENERAL WORKS
100 PHILOSOPHY
200 RELIGION
300 SOCIAL SCIENCES
400 LANGUAGES
500 SCIENCE (PURE)
600 TECHNOLOGY (APPLIED) SCIENCE
700 THE ARTS
800 LITERATURE
900 HISTORY

DEWEY DECIMAL
CLASSIFICATION



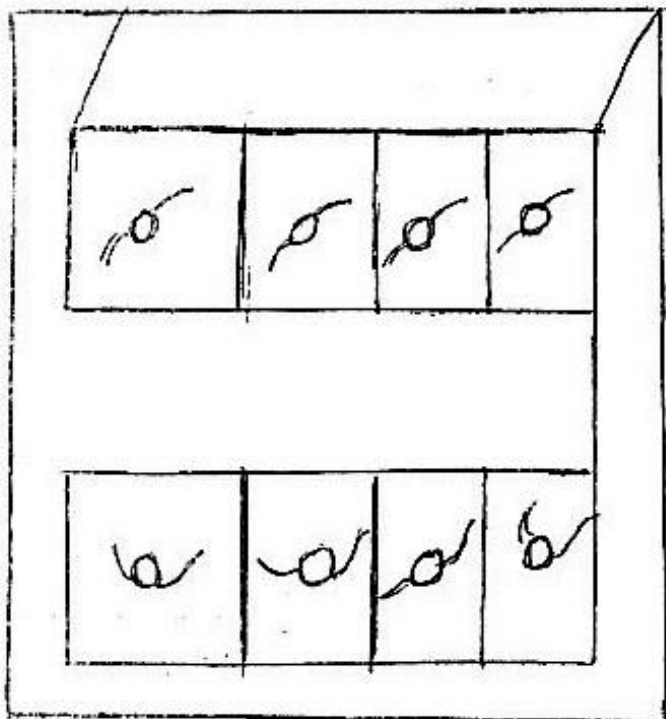
A CLASSIFIED BOOK
BEARING DDC CLASSMARK

Classification is essential to organisation of library resources. We come across the use of classification in everyday life. To classify objects we place together objects which have certain characteristics in common and separate them from those which do not have those characteristics. For instance students are classified i.e. grouped or separated according to their educational attainment. Books are classified according to their subjects. The Dewey Decimal classification Scheme is often used because it is versatile and easy to get information about. Dewey divides the whole of human knowledge into 10 main classes the first being the general knowledge class. Each class is divided into 10 sub-divisions and each subdivision into yet another ten and so on until the most specific class for a highly specialized subject can be achieved. Try to acquaint yourself with the system as a whole and in particular know the 10 main classes. Make sure you

thoroughly understand the subject you want to classify by checking the title, the introduction, contents table, publishers blurb reference works and scan through the book. Having decided on the exact subject, look up the term representing it in the subject index and then in the main schedule.

STEP 5: CATALOGUING

CU Pan Left



CATALOGUE CABINET

A Catalogue is essential to a library because it is an index to the library's holdings. It must be properly made and students taught to use it sensibly. It is to a library what the index is to a book - a key to find the information desired. Just as the page number is the link between the index and the text so is the class number the link between the catalogue and the books on the shelves. Similarly as the indexer imagines all the words and phrases in the book that a reader might want to check and makes entry for them, so must you as a cataloguer strive to provide for all the conceivable approaches to a book a reader might have.

1	027.7 THO
2	THOMPSON, James
3	An introduction to university library administration
4	London: Macmillan 1970
5	XIII, 164 pages
6	
7	
8	I Administration i Title

PARTS OF A CATALOGUE CARD

1. Call no. also found on the spine of the book.
2. Authors name (Last name first)
3. Title of book
4. Place of Publication
5. Publisher
6. Year of Publication
7. Physical description of the book, pagination, illustration etc.
8. Headings under which other cards are filed and other entries are made.

A good catalogue should be able to tell the inquirer:

- (a) What book the library has on a certain subject.
- (b) What books the library has by a given author.
- (c) Whether or not a certain book is in the library.

Library catalogue comes in several forms-the card, sheaf, and book catalogues. The most commonly used is the card catalogue because it is by far the easiest to administer, it is completely flexible since cards can be filed and unfilled without difficulty.

Experience has shown that readers, whether they are students, teachers or members of the public have three basic approaches when inquiring for a book in the library. They may ask by author, title or the subject of a book. To provide fully for locating a book in any of these 3 ways a book will need a minimum of 3 catalogue cards plus an additional card for shelf list bringing the total set to a minimum of 4.

600.7
THO

THOMPSON, James (Main entry)

An introduction to
University library admin-
istration 2nd ed.
LondonDescriptive
CataloguingAdministration } Subject
Title } Cataloguing

THREE CATALOGUING PROCESSES

LS

540
HIC

HICKS, John

Comprehensive Chem-
istry. 2nd ed. - London
Macmillan, 1990.

xiv, 920 p. illus

ISBN 0-13094103-4

O

MAIN ENTRY (AUTHOR CARD)

Cataloguing may be divided into
3 basic processes namely:

- (a) Selection of the main entry,
- (b) Descriptive cataloguing and
- (c) Subject Cataloguing.

Fade Music Under.

Viewers, we are still at the
Technical Section of a functional
library. Please watch as we carry
out the "behind the counter
activities".

The main entry term is usually
the author's name (Surname first
in block letters followed by
forenames, omitting the qualifi-
cations and office of the author)
or the name of anybody, government
or institution responsible for the
existence of the book. The body
of the catalogue card involves
copying details of the book con-
tained on the title page and the
verso on to the catalogue card.

Fade Music Under

CU DISSOLVE

540
HIC
Comprehensive chemistry
HICKS, John
Comprehensive chemistry.
2nd ed. - London, Macmillan,
1970.
xiv, 920p. illus
ISBN 0-13094103-4

O

A TITLE ENTRY CARD

CU

540
HIC
CHEMISTRY
HICKS, John
Comprehensive chemistry
2nd ed. - London, Macmillan,
1970.
xiv, 920p. illus
ISBN 0-13094103-4

O

A SUBJECT CARD.

The title heading is not in block letters. Note that the rest of the card is an exact copy of the main entry card. Some books are listed under the title if the author is not known. In that case, the title is the main entry.

The subject headings are selected after determining the subject/subjects under which readers might look for the book. This operation goes hand in hand with the classification of the book since both are ways of expressing the subject. The classification expresses the subject in notation form while the subject headings are in words and are arranged alphabetically in the card catalogue. Note the position of the subject heading and the indentation. The subject heading is always in capital letters. It is an exact copy of the main card.

IS PAN RIGHT

540 HIC	HICKS, John Comprehensive Chemistry. 2nd ed. - London, Macmillan, 1970. XIV, 920 p. illus I-Chemistry i Title		
532.0 CSS Bookshop	3-5-71	15.00	

A SHELF-LIST CARD

The shelf list card is an exact copy of the main card entry. It contains the subject tracings identified by Arabic numbering and the author/title tracings differentiated by Roman numerals. The card bears an accession number and contains information about the vendor, date acquired and price. Uniformity in spacing of the information on the catalogue card is important.

Fade Music Under.

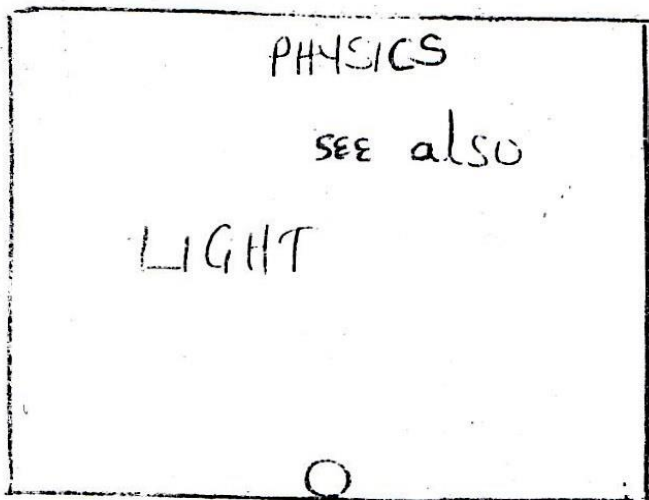
Cross references are also necessary in a dictionary catalogue. One comes across them as 'See' and 'See also' references. A 'See' reference is a technique used when referring a reader from a term not used in the catalogue to a synonymous term in which an entry has been made. For example, suppose that our subject heading list recommends the use of the word POTTERY instead of CERAMICS. It will be necessary for the catalogue to imagine that when inquiring for books on the subject, some readers may think of ceramics and not POTTERY. Therefore a 'See' reference is necessary from the term CERAMICS, a term not used in the catalogue to POTTERY, a term used

wipe

CERAMICS
SEE
POTTERY
()

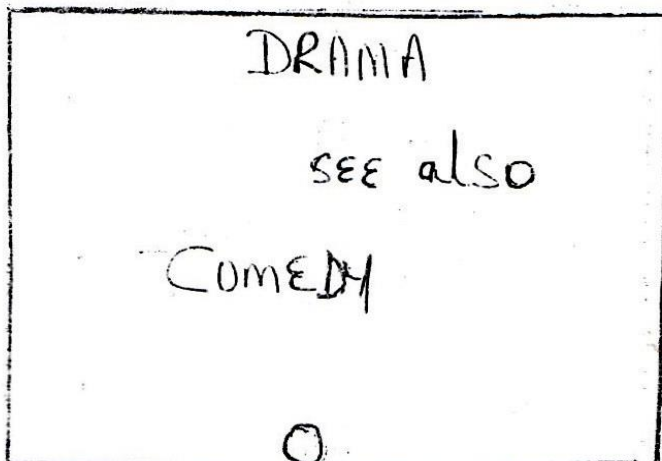
A 'SEE' REFERENCE

LS WIPE



A 'SEE ALSO' REFERENCE

L DISSOLVE



Do you know the function of a "See also" reference?.

Pause: 2 Minutes

How would I, I have never come across the word before. Because catalogue cards are not arranged according to classes of the books but alphabetically by author, title and subject, books of related subjects are bound to be scattered, 'See also' references are used to link them together. Suppose one's library has a book on PHYSICS and another on light. It may be necessary to make a 'See also' reference from PHYSICS which is more general to LIGHT which is more specific.

What is then the difference between a 'See' and a 'See also' reference? while no entry may appear under a heading from which a 'See' reference is made, in the case of a 'See also' reference entries must appear under both headings but reference is made from the more general to the more specific.

CS 20

LISTENER		Frequency: Monthly										SOURCE: CSS Bkshop			
YR	Vol	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Remarks	

RECORD CARD FOR PERIODICALS

Periodicals carry the most current information. They must be properly arranged for easy retrieval. For periodicals and magazines prepare a record card similar to that illustrated above. These cards may be arranged alphabetically by title in a drawer or using paper box if your library cannot afford a Kardex cabinet. When a new issue of a periodical arrives, check it as soon as possible. Then stamp both the front and back covers with the library's ownership stamp and also a special page inside always in the same position.

LS

<p>NIGERIA</p> <p>Nigeria: Administrative map, Lagos, Federal surveys, Nigeria, 1967</p> <p>20x24 cm</p> <p>Coloured map</p> <p>Scale: 1:300,000</p> <p>1. NIGERIA, Federal Surveys</p> <p style="text-align: center;">0</p>	<p>MAP</p> <p>M966.9</p>
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In the case of maps the area covered is the most important approach. The larger and more important maps should be catalogued with the area covered as the subject and cards interfiled with others. A good device may be to combine the letter M with the class number for the area covered e.g M966.9 for Map of Nigeria. Maps need only 2 cards, the geographical subject card and the shelf list card.

Fade Music Under

A CATALOGUE CARD FOR AN
ADMINISTRATIVE MAP OF
NIGERIA.

MADE IN IS

PHONODISC

5114
5115
WILLIAMS, TENNESSEE
The Glass Menagerie starring
Montgomery, Clift, Julie Harris,
directed by Howard Sackler.
Cassman, TRS-S-301, C1964
45 33 1/3 rpm stereo
1. Title

CATALOGUE CARD FOR
PHONODISC

CV

CASSETTE

F
DICKENS, Charles.
A Christmas Carol (Cassette
tape) Read by Richard Burton.
Spoken Arts, SAC 6041, n.d.
1 Cassette Stereo
5143
1 CHRISTMAS STORIES
1. Title

CATALOGUE CARD FOR
CASSETTE

CV

FILM

582
FLO
FLOWERS opening. Internat
lional Communication Films
C1956 1 reel. 3mm sl.
Col 16mm (with Disney
nature library)

5166
1. FLOWERS (Series)

CARD FOR A MOVING PICTURE
FILM.

What of other library materials?

Do we need to maintain a separate
catalogue for them?

Yes you are right. Audio-Visual
materials, as the name implies
are to be viewed and listened to
rather than handled. They there-
fore require separate storage and
arrangement. You may choose to
classify them by the Dewey Decimal
Classification which will then
determine the order of their
arrangement in the shelves or
drawers. If they are very few in
number you may choose to arrange
them by accession number until the
collection grows sufficiently for
a subject arrangement to be mean-
ingful. In either case a location
symbol must be used. The form of
media, i.e phonodisc, cassette tape,
filmstrip, film loop, media kit etc.
serves as the ideal location symbol.
It is then combined with the
classmark.

The following symbols could be used
for their identification

For Phonodisc	-	Disc
For Cassette	-	Tape
For Filmstrip	-	Fs
For Film loop	-	Fl
For Film	-	Fm
For Media Kit	-	Kit etc.

CU WIPE

FILMSTRIP

822

SHA

SHAKESPEARE, William.

A Pictorial Guide to Julius
Caesar. McGraw, n'd 2 filmstrips
b&w.

Captions

Based on stills from the
screen version of Shakespeare's
Julius Caesar

5150

5151

DRAMA

Caesar, Julius-

Julius Caesar

Title

0

CATALOGUE CARD FOR A FILMSTRIP

Abbreviations used

S - side or sides

rpm - revolutions per minute

stereo - stereophonic sound

n.d. - no date

sl - silent

col - colour

b&w - black & white

min - minutes

mm - millimetres

STEP 6: PROCESSING CS

FOR REFERENCE ONLY

This book is for reference only
and may not be taken out of
the library. Please return it to
its correct place after using
it.

REFERENCE LABELS

STATE COLLEGE LIBRARY

This book must be returned
by the last date shown below

29/2/95				

A A + A . 1 . 1 . 1

Since library users tend to have a subject approach to materials, it is necessary to place subject cards in the catalogue for each item of audio-visual material in addition to the author and title cards. It is useful to designate a special colour of cards for audio-visual materials. This will immediately identify for the user the fact that the material is not in book form and must be requested from the Librarian. Since Audio-visual materials will not be shelved with the books, a separate shelf list should be maintained for them.

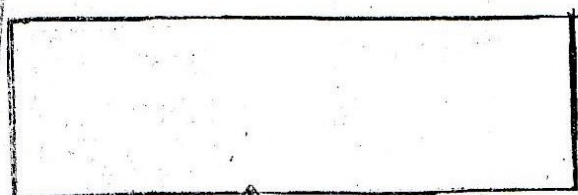
Fade Music Under.

If the book is not to be borrowed, indicate so by putting "FOR REFERENCE ONLY" label. There are 2 examples of possible labels as shown.

If the book is for lending provide the following information:

(a) A date due label: A printed or duplicated label with spaces to show by which date the book has to be returned. It is a useful reminder to the reader as well as providing an indication to the librarian how many times a book has been borrowed.

CS



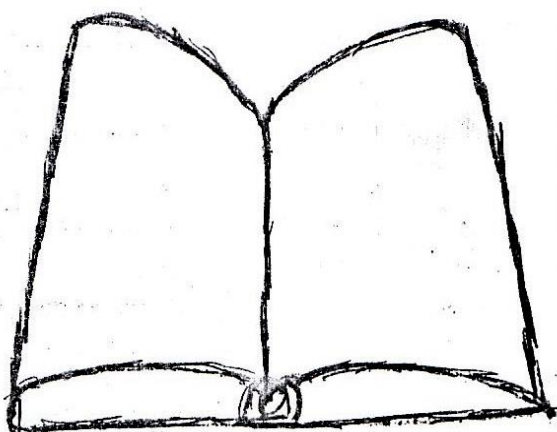
GUIDE FOR LABELLING BOOK WIFE
SPINE

(b) A book pocket and book cards.

Mark the class number and the first three letters of the author's name on the spine of the book about 25 to 35mm from the bottom; if the spine is too small write this letter on the upper left hand corner of the front cover close to the spine.

Music (Fade Under)

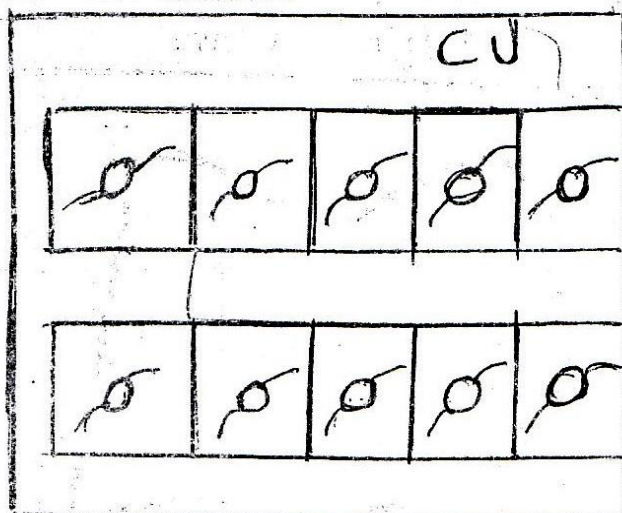
STEP 7: PROTECTION



DUST JACKET

If the book has a dust jacket, wrap the jacket in a plastic cover. If the book does not have a dust jacket you may use 'Vistaf Oil' which are adhesive plastic and can stick to the cover of the book. You may also use bright paper to construct your own library made dust jacket and cover it with any locally available material. They are usually worth the expense as they make the books last longer and maintain their appearance even with much use.

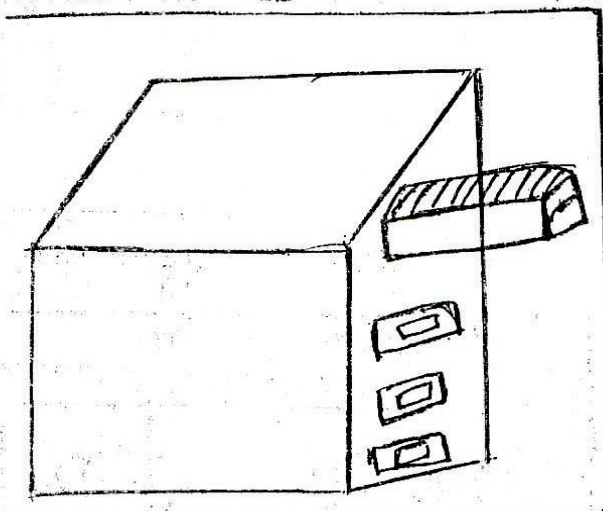
STEP 8: FILING CATALOGUE CARDS



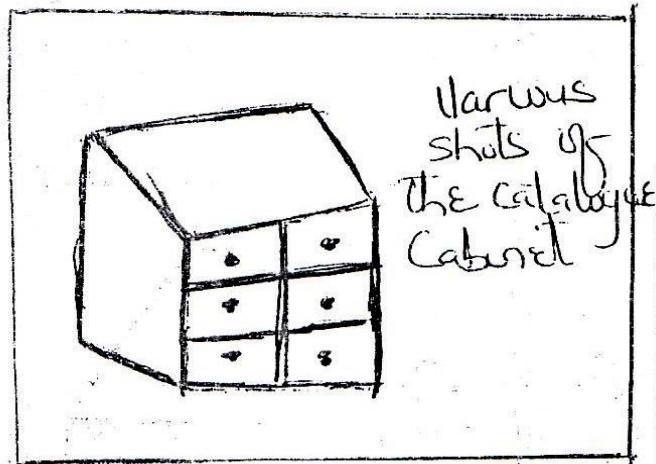
SOME COMMON RULES

When catalogue cards have been made they must be filed alphabetically in a catalogue card drawer. A dictionary catalogue in which cards are interfiled alphabetically is recommended. To avoid inconsistency in filing, a code of rules must be followed. The most commonly used is the ALA Rules for filing catalogue cards published by the American Library Association. Here are a few of the rules.

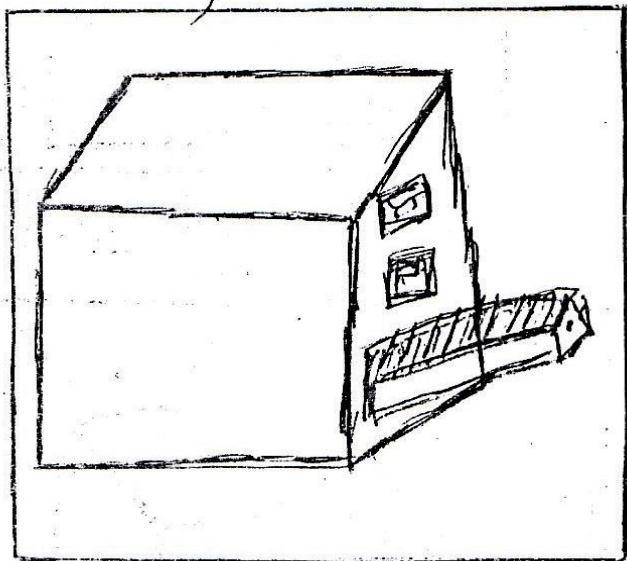
CS



CATALOGUE CABINET WITH CARDS

Various
shots of
the Catalogue
Cabinet

Dolly in



(1) Arrange the cards alphabetically by the first card i.e. the entry disregarding the initial title.

(2) File word by word e.g

New Alter

New ball for old

New England

New Wark

(3) File all entries alphabetically, regardless of form or heading authors, title, subjects etc.

ALGEBRA (Subject)

Algeria's Dilemma (Title)

CHEMISTRY (Subject)

Chukwu, John (Author)

(4) Disregard articles (a) and, (the) at the beginning but take them into consideration elsewhere.

(5) When the same name is used as author, title and a subject heading, the name as author is filed first followed by subject and finally as title.

(6) File abbreviations in titles as if spelled in full e.g.

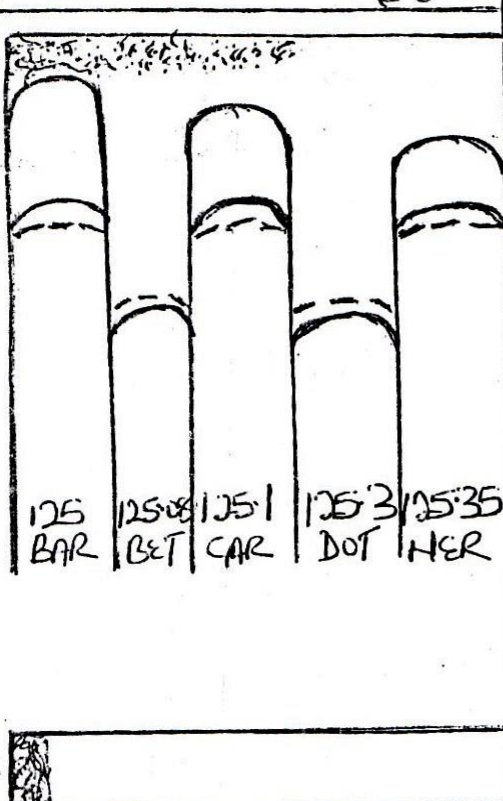
Mr as Mister

Dr as Doctor

(7) File a "See also" reference after all the entries for the same term have been filed.

STEP 9: SHELVING

CU



BOOKS ON THE SHELVES WITH
DEWEY CLASSMARK

	CU
120	255.8
125.08	255.93
125.1	300
125.3	300.01
125.35	300.05
200	
201	
255.01	

AN EXAMPLE OF THE FILING ORDER
OF IDC.

Systematic and accurate shelving of the books is essential. Only if the books are properly shelved by their call numbers can they be removed with ease when needed. A call number has the class notation derived from the classification Scheme and the author notation. Accurate shelving of books by class number is essential to grouping books on like subjects together on the shelves in a logical sequence. It is also essential if the time and effort spent in building up the card catalogue are not to be wasted.

The accurate shelving of books classified by the Dewey Decimal classification requires a knowledge of the principles and use of decimals. As the classification number is a pure notation, the basic arrangement is numerical with the addition of the decimal arrangement following the decimal point.

MUSIC (FADE UNDER)

CU

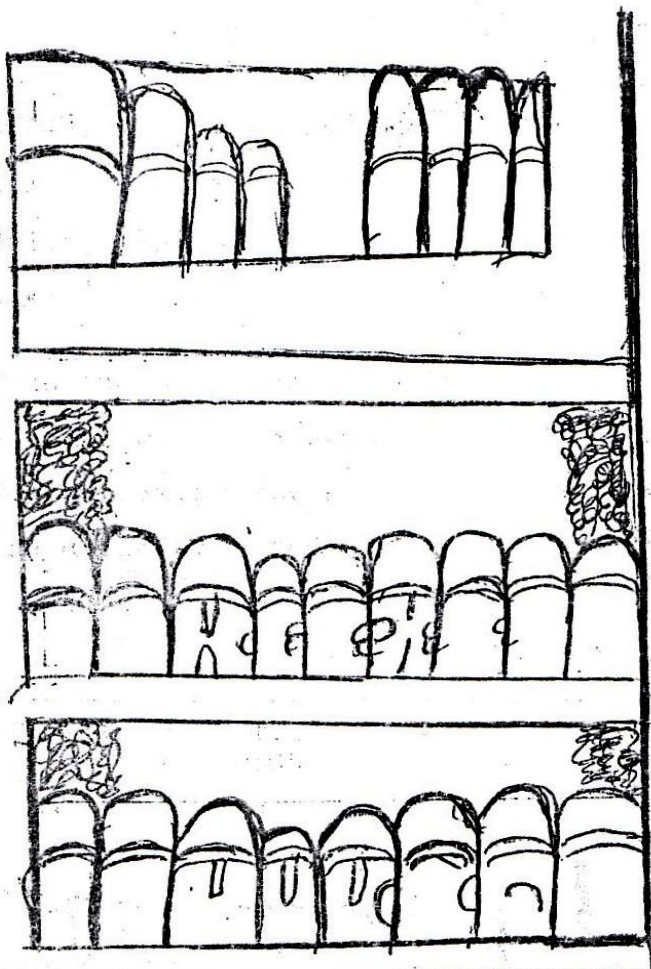
234.5	234.5	234.5
ACH	BAK	CLA
234.5	234.5	
DEW	WIL	

Thus the shelving order of 5 books with the same call No. but different authors are differentiated

What happens in a situation where there are 5 books with the same class number but written by different authors? The call number is normally derived by adding the author notation to the class number. Use of an author notation ensures that within a group of books bearing the same class mark, there is a sub-arrangement which is alphabetical by author.

STEP 10: ADVERTISING NEW ADDITIONS

CS



New additions to the library can be publicised by:-

- (a) Displaying the new books in a prominent place.
- (b) Advertising them by poster, notices and displays.
- (c) Circulating a list of new books to principal and teachers at regular intervals
- (d) Telling the students about them.

Jackets of books are often useful for making effective displays but they should be put back on the books afterwards. Some schools display the jackets while the books are being processed, this is equally acceptable.

BOOKS ON DISPLAY - NEW ARRIVALS

Music (Fade in)

Now, how do you deal with the problem of being presented with a mass of books and other information materials jumbled together? I hope the various processes are clear enough to help you out.

Music (Fade Under)

CREDIT:

COMFORT EKPO

CHRISTINA UDOUMOH

Commercials

FADE INTO BLACK

Music Fades Out.