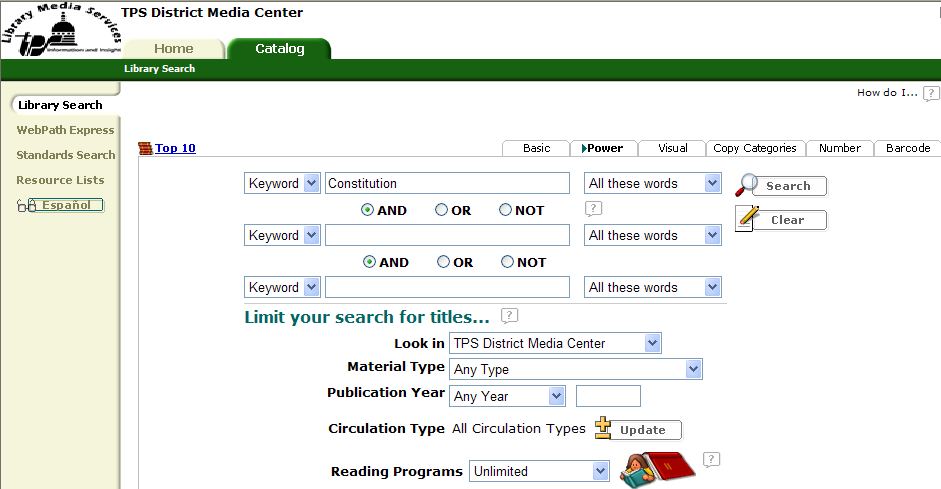
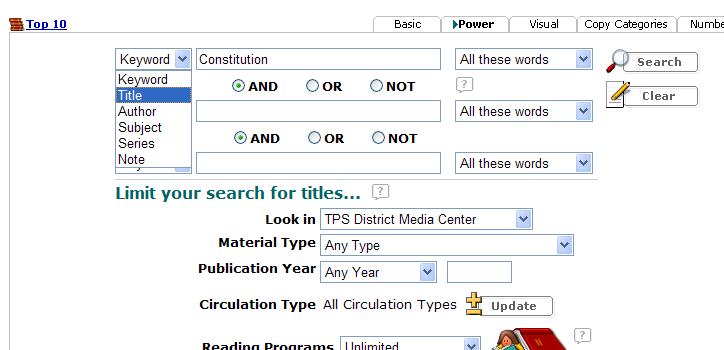
**Finding “Videos” (DVDs and VHS copies) for use in the classroom**

**Use your School Online Library Catalog.**

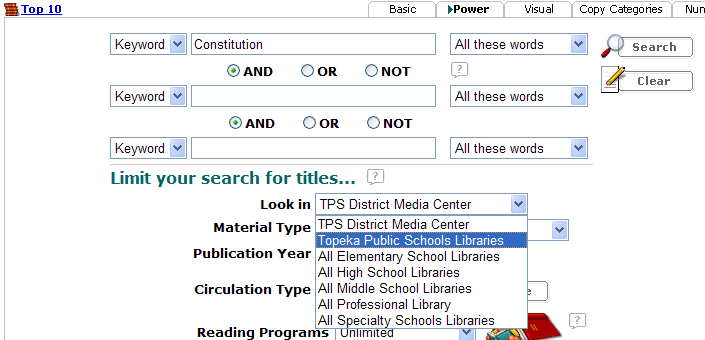
1. Open the online library catalog by clicking on the icon are in the “Reference-Library” folder in the Novell Launcher Window.
2. Click on the “Catalog” tab.
3. Then click on the “Power” tab in the search window. See below.



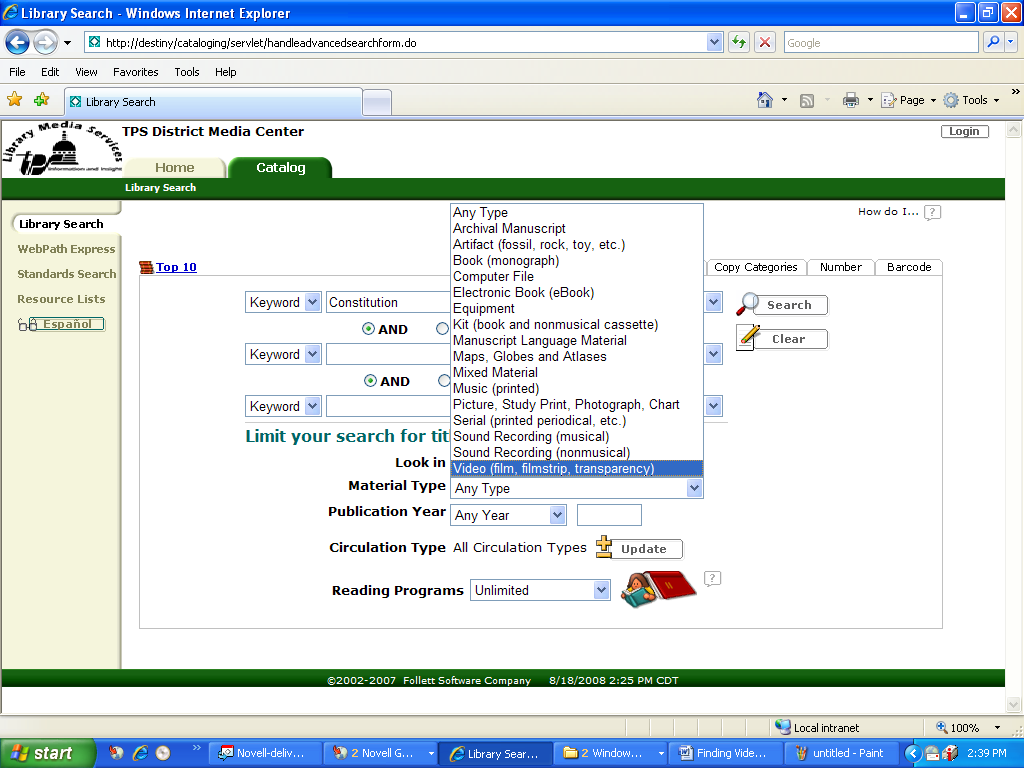
1. Decide if you want to do a “title search”, a “subject search” or a “keyword search” and use the .”Keyword” pull down to select the kind of search you want to do. Then type in the word/s you want to search for.



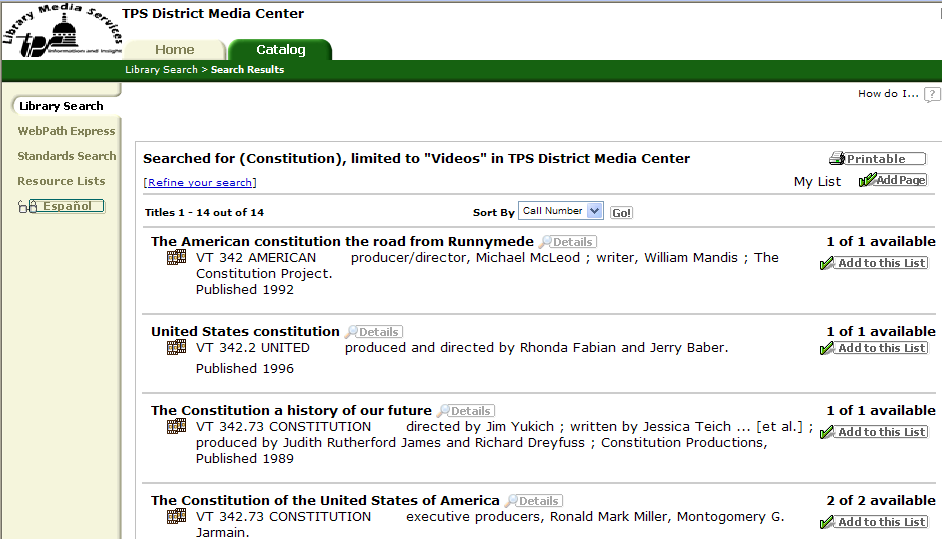
1. Decide whether you need a resource *at your school* or a resource that could be borrowed from the TPS Video Library or another school. Use the “Look in” pull down menu to select your choice.



1. Finally select “Video (film, filmstrip, transparency)” from the “Material type” pull down menu and click on the “Search” icon



1. A list of videos that meet your search parameters will appear. (The search here was for the keyword *Constitution*, limited to “Videos” in TPS District Media Center.)



1. From this list you can click on the title or “Details” and find additional information about the videos and where the copies can be borrowed. If they are not in your school, contact your library media specialist about borrowing them for you.