TPS VIDEO LIBRARY

I. CIRCULATING COLLECTION

Video library holdings are listed in the TPS District Media Center online catalog. Approximately 2500 video programs on 1/2” videocassettes or DVDs for use by teachers and other staff are available from the TPS Video Library, 295-3946, [kostran@topeka.k12.ks.us](mailto:kostran@topeka.k12.ks.us) . These video programs are licensed for showing in the classroom. It is illegal to make copies. School library media specialist supply information about booking videos as they are handled as interlibrary loans.

At the secondary level and in schools with “distributed video” systems, all videos are booked through the school Library Media Center. At the elementary level the booking procedure varies from building to building, but the library media specialist is informed of transactions. Videos are shipped to the schools through the inter-school delivery and arrive at the schools Monday, Tuesday, Wednesday & Friday. Videos are picked up at the same time and same place as deliveries are made.

II. USAGE GUIDELINES

Please use the following guidelines when booking and using videos from the TPS Video Library:

A. Look up video programs using the online TPS Library Catalog, accessible from your computer desktop.

Brief instructions (11/08):

* Log in to the network and click on the “Reference-Library” folder in your Novell-delivered Application Window.
* Click on the “TPS Library Catalog” icon in the “Reference-Library” folder.
* Select the “TPS District Media Center”
* Click on the “Catalog” tab.
* Click on the “Power” tab in the next window.
* Select “Keyword” or “subject” in the first pull-down window.
* Type the “subject” you are searching in field to the right.
* select “Video (film, filmstrip, transparency)” from the “Material type” pull down menu.
* Click on the “Search” button.
* Click on titles of interest for additional information.

B. Videos are booked through the Media Specialist or Technology Facilitatorif your school has a “media retrieval” system (Meadows, Scott, and Williams). This is done by:

* Mailing requests to Media Services, Service Center (see appended form),
* Phoning in orders (295-3946) between **7:30 and 8:30 each morning**,
* Emailing the request to Karen Ostrander [kostran@topeka.k12.ks.us](mailto:kostran@topeka.k12.ks.us) , or
* Using the ILL request system within the online TPS Library Catalog to request videos.

If possible, request should be one full week in advance. Keep a copy of the teacher’s request for your records. A confirmation will be returned to you via email or inter-school mail.

C. Videos requested will be DELIVERED Monday,Tuesday, Thursday, and Friday night, for use the next school day/s. Each shipping case will have a school label on the front of it and will be delivered to the designated video drop for the school.

D. Videos need to be boxed and returned on the date noted on the Check Out Notice that accompanies the videos. Videos should be repacked and cases re-strapped and placed in the pickup area by the end of the day that the video/s is due.