DOCUMENT RESUME

ED 292 463 IR 013 216

AUTHOR Frost, William J.; And Others
TITLE Interactive Video Disc Orientation Documentation.
INSTITUTION Bloomsburg Univ., PA. Harvey A. Andruss Library.
PUB DATE [87]
NOTE 58p.
PUB TYPE Viewpoints (120) -- Reports - Descriptive (141)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *College Libraries; Computer Software; Flow Charts; Higher Education; *Interactive Video; *Library Instruction; Library Services; *Material Development; *Orientation Materials; Scripts; *Videodisks

ABSTRACT

This report provides the documentation for a proposed interactive videodisk to be produced for use in orienting freshman students to the Harvey A. Andruss Library of Bloomsburg University (Pennsylvania). A rationale for the project and a plan of action are followed by a production time line and tentative program outline. An outline of the library orientation program indicates the topics to be covered, including building facilities, the various types of resources in the library collections, library services, and policies. A set of flowcharts for the project is also provided, and a video-computer-audio script for the videodisk recording concludes this report. (EW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U S DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

ED292463

Bloomsburg University
Bloomsburg, Pennsylvania

Harvey A. Andruss Library

Interactive Video Disc Orientation

Documentation

IR013216

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

William J. Frost

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)"

BEST COPY AVAILABLE

Interactive Video Library Orientation
to the Harvey A. Andruss Library
Bloomsburg Uni ersity
Bloomsburg, PA

Needs Assessment

Without an orientation to an academic library, a new user will be at a disadvantage. This is especially so for a first-time academic library user, but even users experienced at other libraries may be disoriented since there are many dissimilarities in library practice. Before users can successfully retrieve library materials, they need to know how library materials are indexed, cataloged, classified, and arranged, and the location of collections and services within the library.

Libraries have tried many methods to orient new users: guided tours, audio cassette tours, self-guided tour sheets, signage, film and filmstrips (occasionally) and (recently) microcomputer programs. None of these have proved entirely satisfactory because they have not met the following orientation criteria:

Comprehensive
Need oriented - Any service or collection can be described when needed without the entire orientation being presented.

Visual presentation of materials and service points with building locations

Feedback to user on knowledge on library gained

No annoyance to other library users

Plan of Action:

This proposal requests funds to purchase a video disk player for an interactive video disk orientation to the Harvey A. Andruss Library. Interactive video, the marriage of video formats to computer access, meets the criteria for the ideal library orientation described above. Video can simulate movement as well as provide stills of actual library materials and locations. Computer programming can provide branching to only those areas of interest selected by the user and instant feedback to answers given to questions teaching user knowledge. Although more expensive to produce than video-tape, video disk sequences faster - a distinct advantage for users anxious to retrieve information without delay. It can accommodate both

the user who wants information on one library resource and the user who is willing to sit through the entire library orientation.

The production of the orientation will be done locally under the direction of the applicant, who has been granted 1/4 released time during the summer of 1986 and $700 faculty development monies in support of the project. The applicant has fourteen years experience as the coordinator of the Andruss Library's orientation and library instruction program, served five years as chairman of the Pennsylvania Library Associations Library Instruction Committee. He will be assisted in most phases of the production by the Center for Instructional Systems Development, which specializes in interactive video production.

University students, under careful supervision, will do the videotaping and computer programming. Narration will be done by professional actors, members of the Bloomsburg Theater Ensemble. A production time line and tentative program outline follow:

Objective and Evaluation:

Library users will be expected to correctly define and identify the arrangement and location of key library resources and services after completing the appropriate section of the I/V orientation. Formative evaluation will be done as soon as the disk is programmed and summative evaluation will follow the revised production. Subjects will be first semester University freshmen.

Budget:

$2200 of the costs for this project are being requested from the University's computer equipment budget, and $700 has been approved from the faculty development fund. $2400 is being requested from the Bloomsburg University Foundation to purchase a Panasonic 2024 video disk player. This is a discounted price from Edudisk through the Center for Instructional Systems Development.

ANDRUSS LIBRARY INTERACTIVE VIDEO ORIENTATION

TIME LINE

Expected Completion	Function	Responsible Parties
6/6/86	Design flow chart	Frost/CISD (Center for Instructional Systems Development)
8/1/86	Scripting (story boards, institutional text, test questions)	Frost/CISD
8/13/86	Videotaping	Frost/CISD/Television Services
8/15/86	Dub over narration	Frost/Television Services/BTE
9/5/86	Tape to disc	CISD
10/31/86	Computer programming	CISD
11/28/86	Pilot taping	Frost/CISD
12/12/86	Revisions	Frost/CISD
1/17/87	Final production	CISD
2/28/87	Summative evaluation	Frost/CISD

WJF/pjn
3/7/86

Proposed Comprehensive Library Orientation

Outline

I. Building Facilities

A. Rest rooms

B. Seating

C. Smoking, Food and Drink

D. Exits and entrance

II. Books

A. Access Tools

1. Card Catalog

a. author, title

b. subject (LCSH)

2. Indexes

3. Bibliography

B. Location

1. Circulating

2. Reference

3. Reserve

4. Juvenile and Young Adult

5. Oversize

6. Documents

7. Special Collections

C. Need for Interlibrary Loans ?

III. Periodicals

A. Indexes

1. General

2. Business and Economics

3. Social Sciences

4. Humanities

5. Physical Sciences and Mathematics

6. Education

7. Need for Online Search Services ?

B. Holdings lists

1. Title

2. Subject

C. Storage

1. Hardcopy

2. Microtext

D. Need for Interlibrary Loans ?

IV. Newspapers

A. Current

B. Back issues

C. Indexes

D. Interlibrary Loans

V. Microforms

A. Types

1. Microfilm

2. Microfiche

3. Ultrafiche

B. Readers and Printers

1. Microfilm

2. Microfiche

C. Access Tools

VI. Popular Subjects

A. Fiction

B. Genealogy

C. Book Reviews

D. Current Events

E. Resumes

F. Term paper guides

G. Directories for job applications

H. Financial Investments

I. Law

VII. Services

A. Reader's Services

B. Reserve

1. Check out/in

2. Renewal

3. Fines

C. Circulation

1. Check out/in

2. Renewal

3. Hold requests

4. Fines

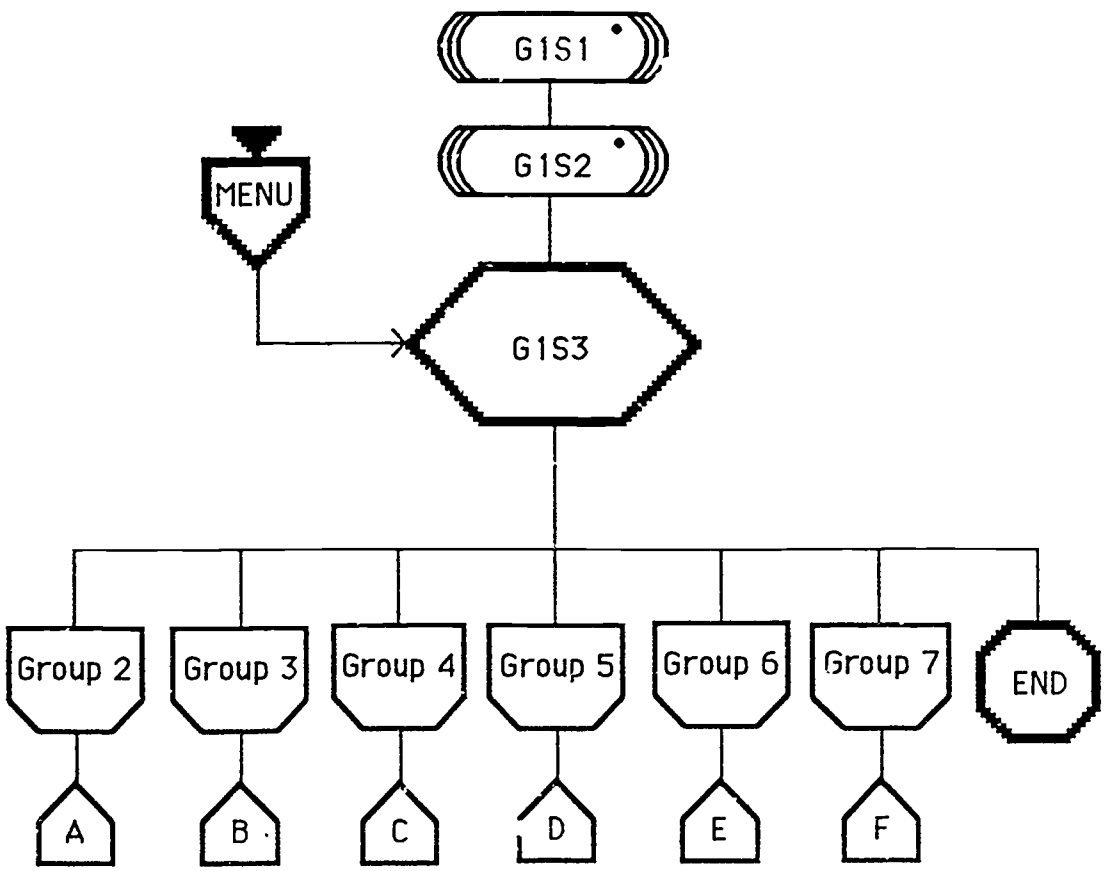
D. Interlibrary Loans

E. Online Search Services

ERIC

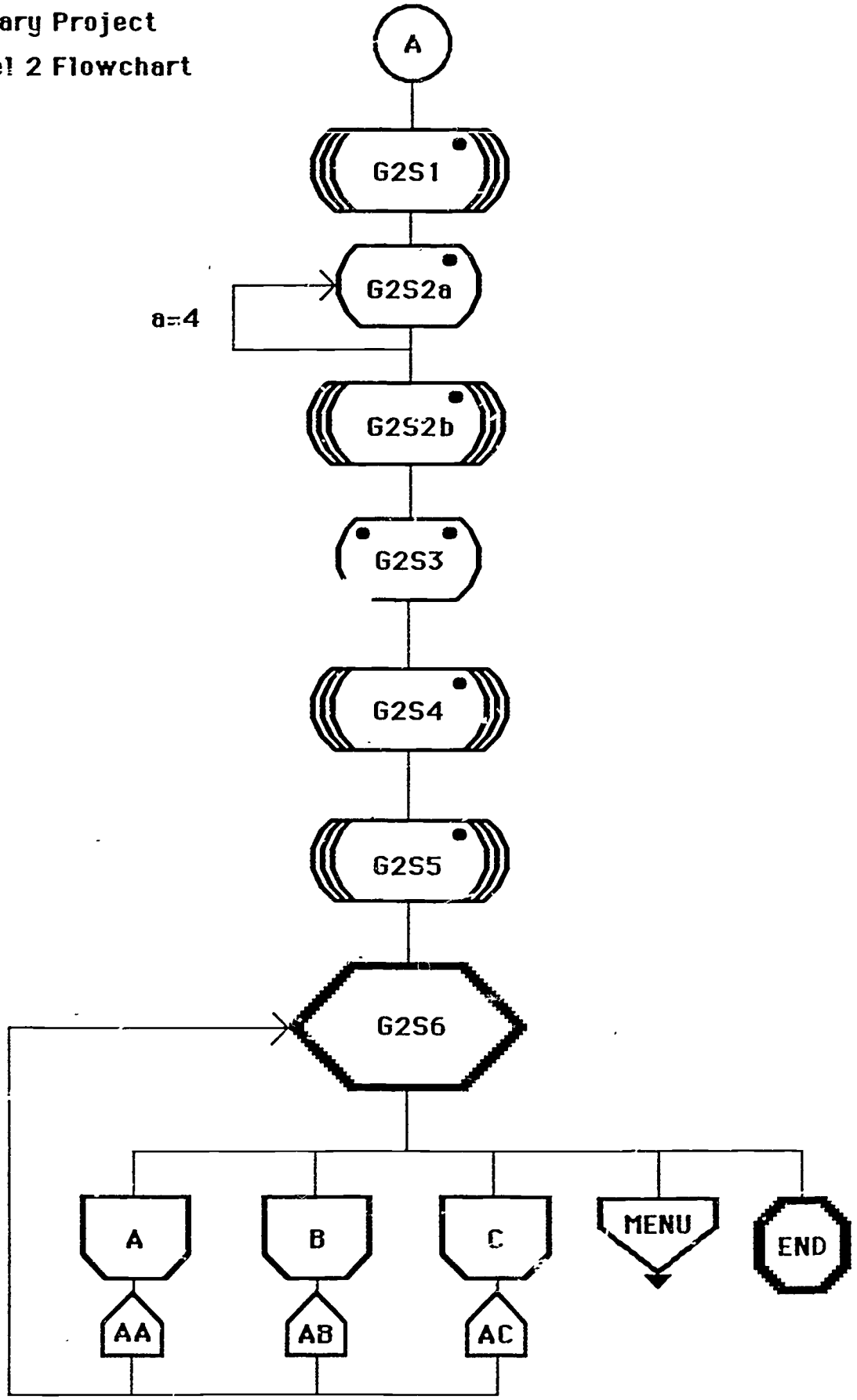
Library Project

Level 1 Flowchart

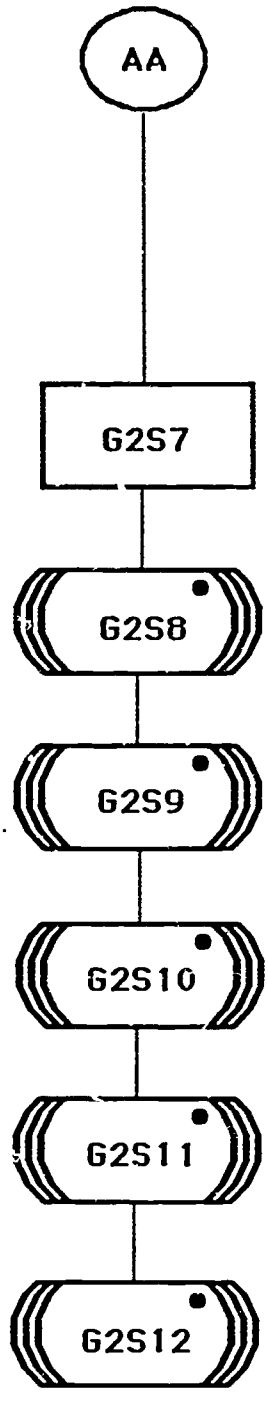


Library Project

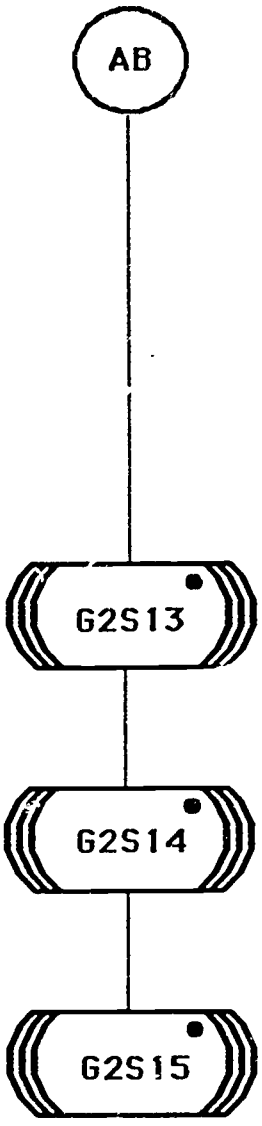
Level 2 Flowchart



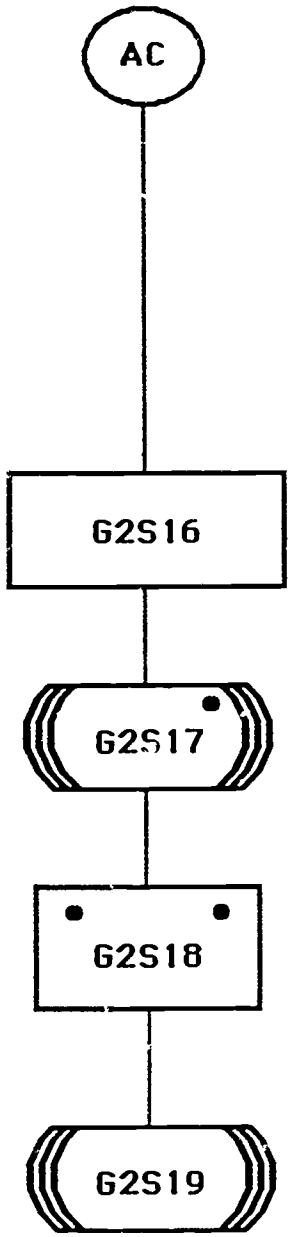
Library Project
Level 2 Flowchart



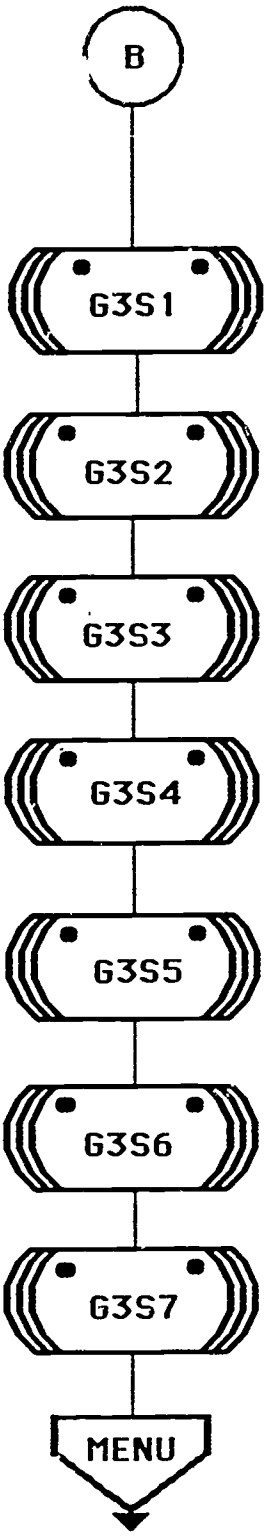
Library Project
Level 2 Flowchart



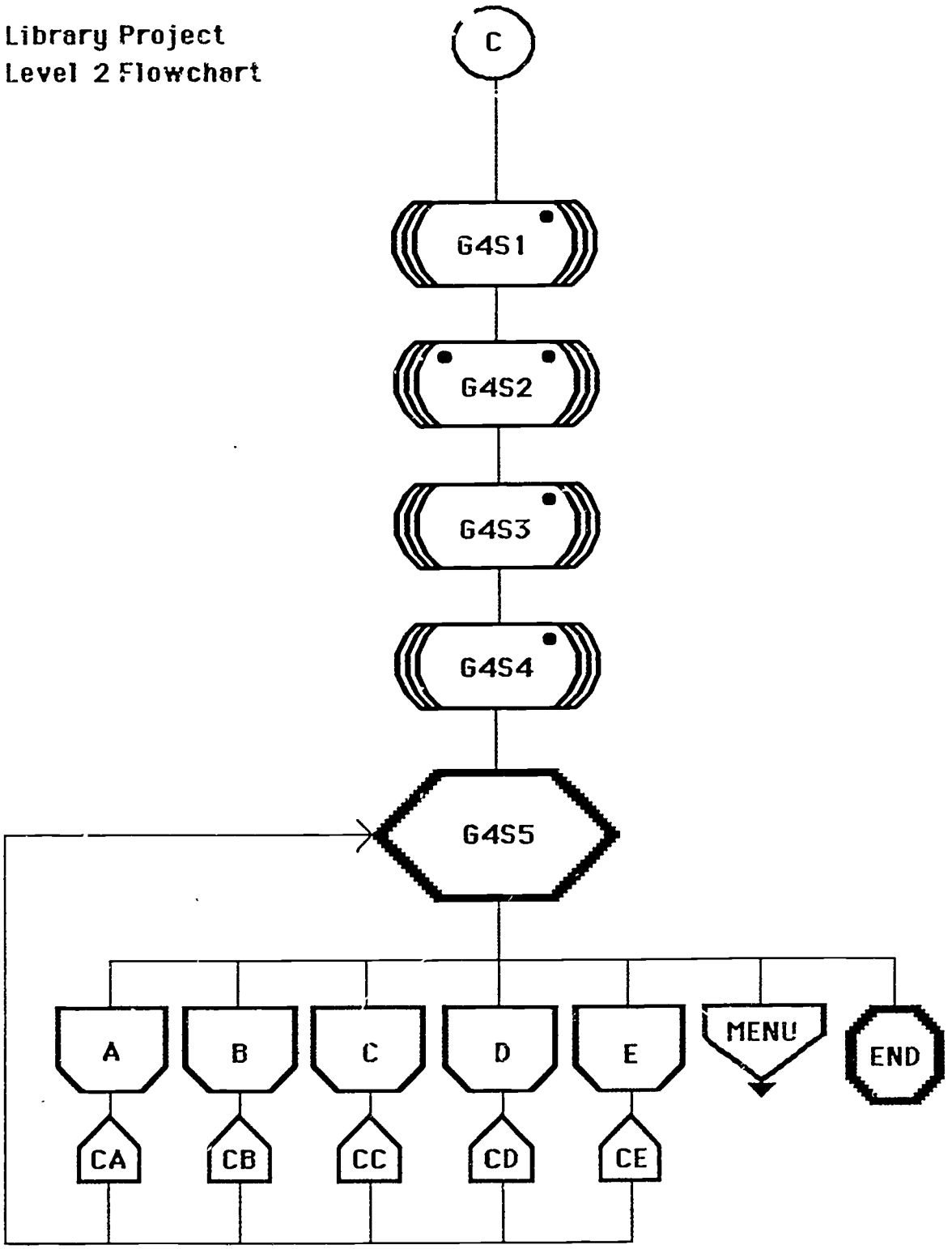
Library Project
Level 2 Flowchart



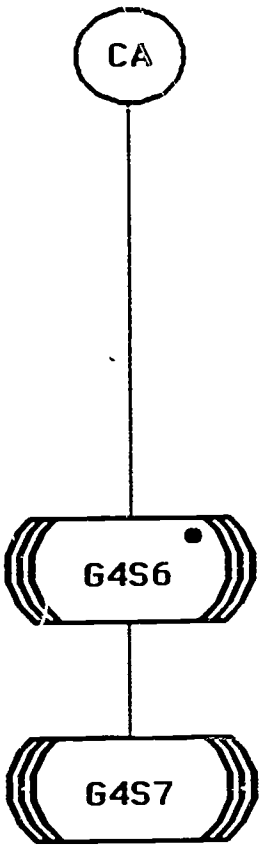
Library Project
Level 2 Flowchart



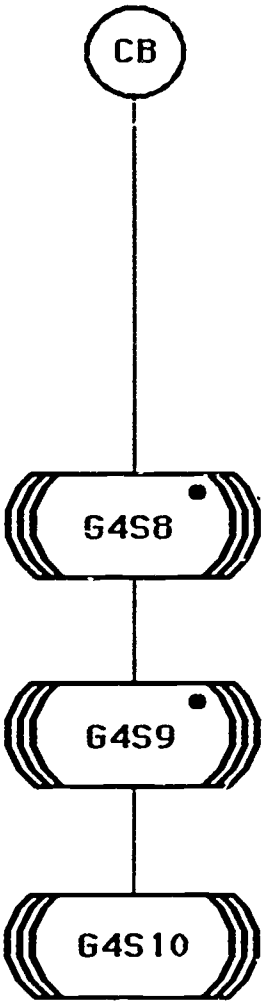
Library Project
Level 2 Flowchart



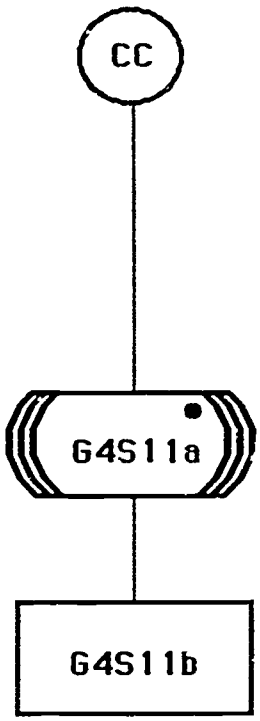
Library Project
Level 2 Flowchart



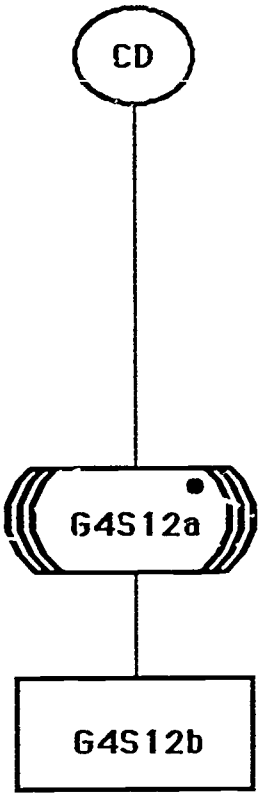
Library Project
Level 2 Flowchart



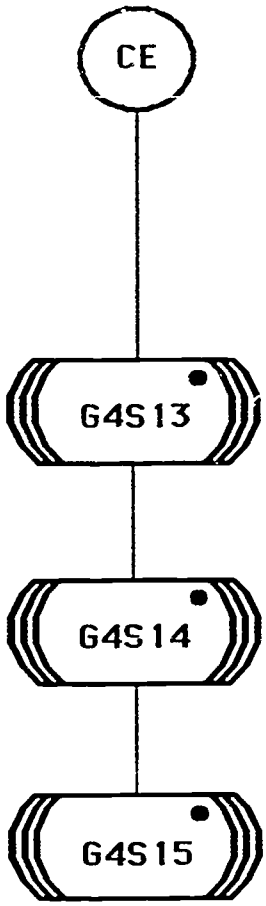
Library Project
Level 2 Flowchart



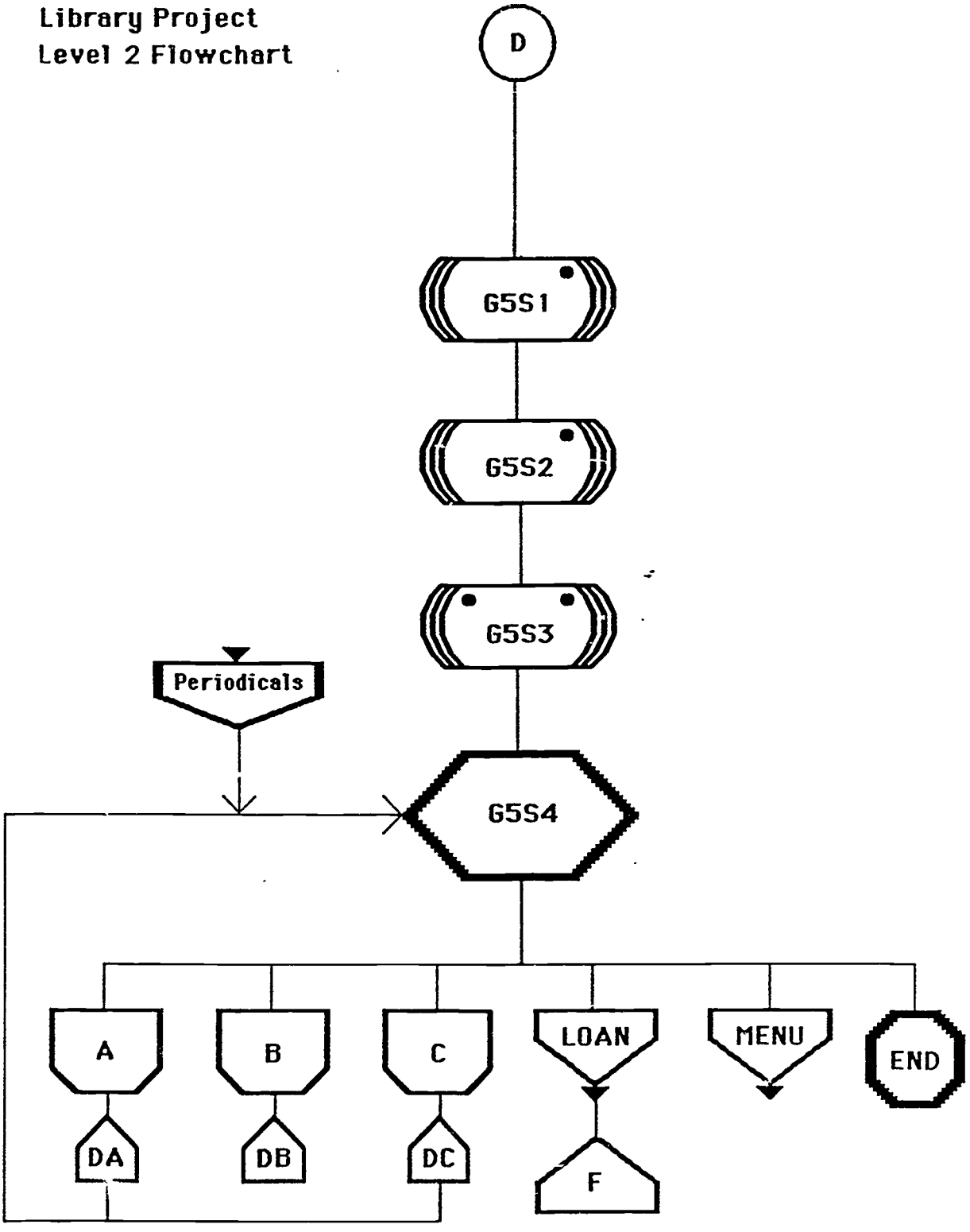
Library Project
Level 2 Flowchart



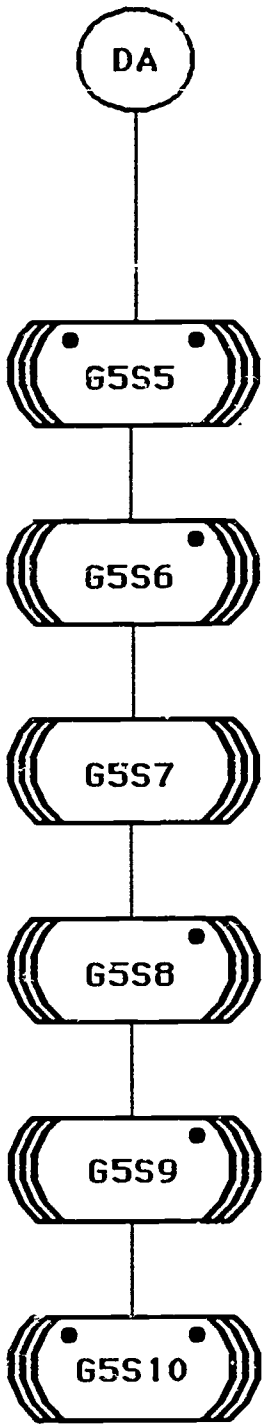
Library Project
Level 2 Flowchart



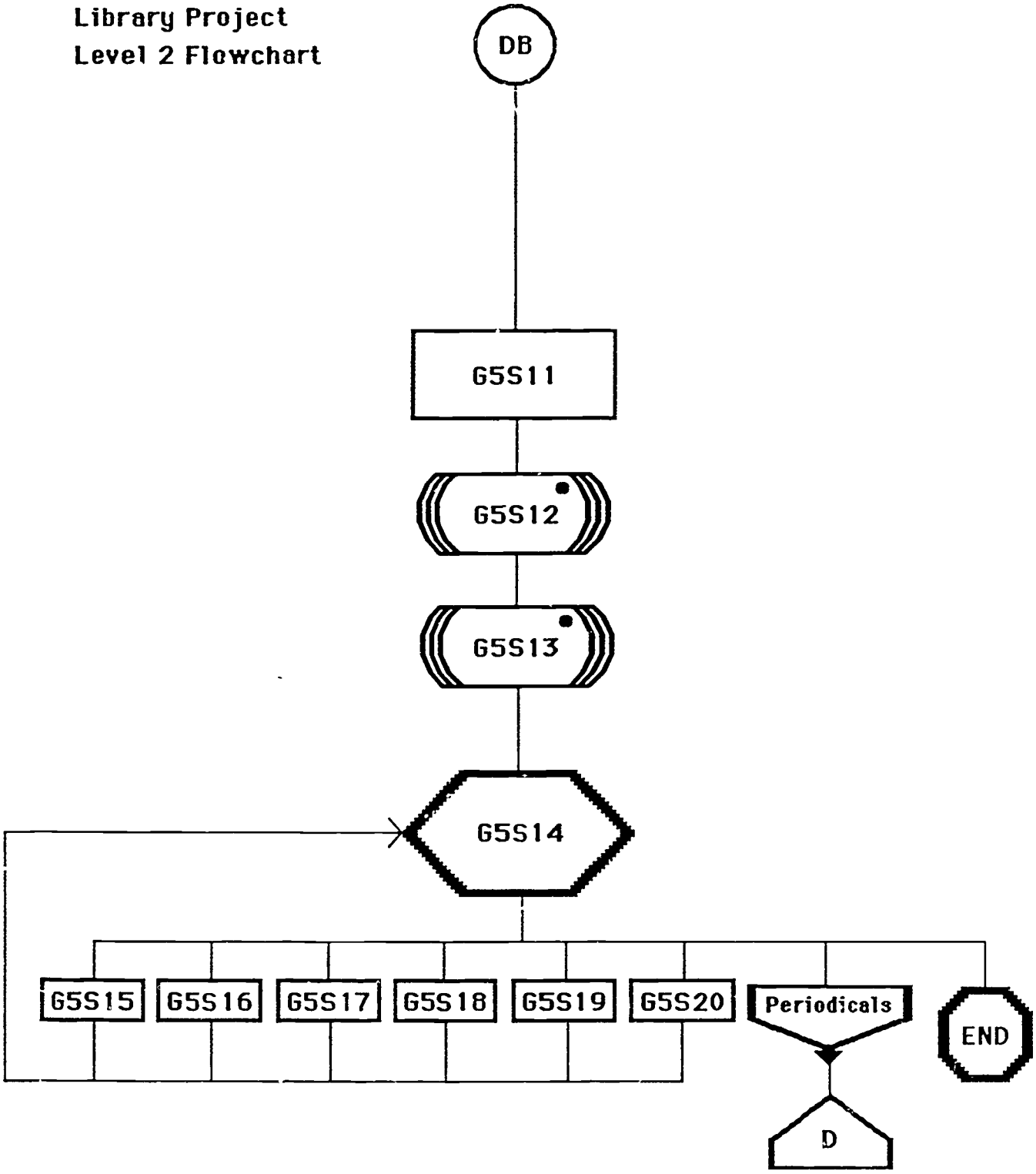
Library Project
Level 2 Flowchart



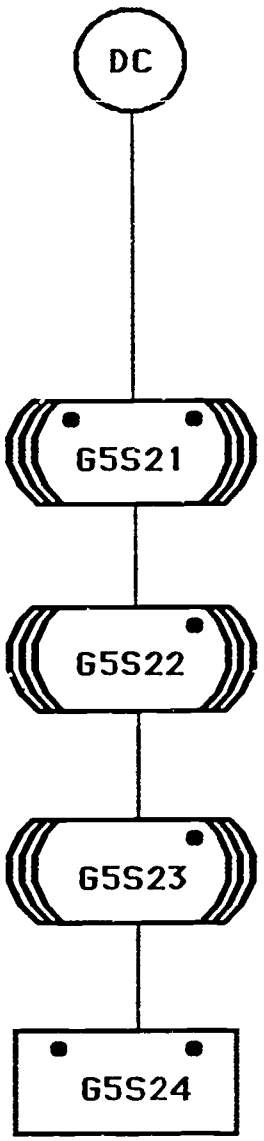
Library Project
Level 2 Flowchart



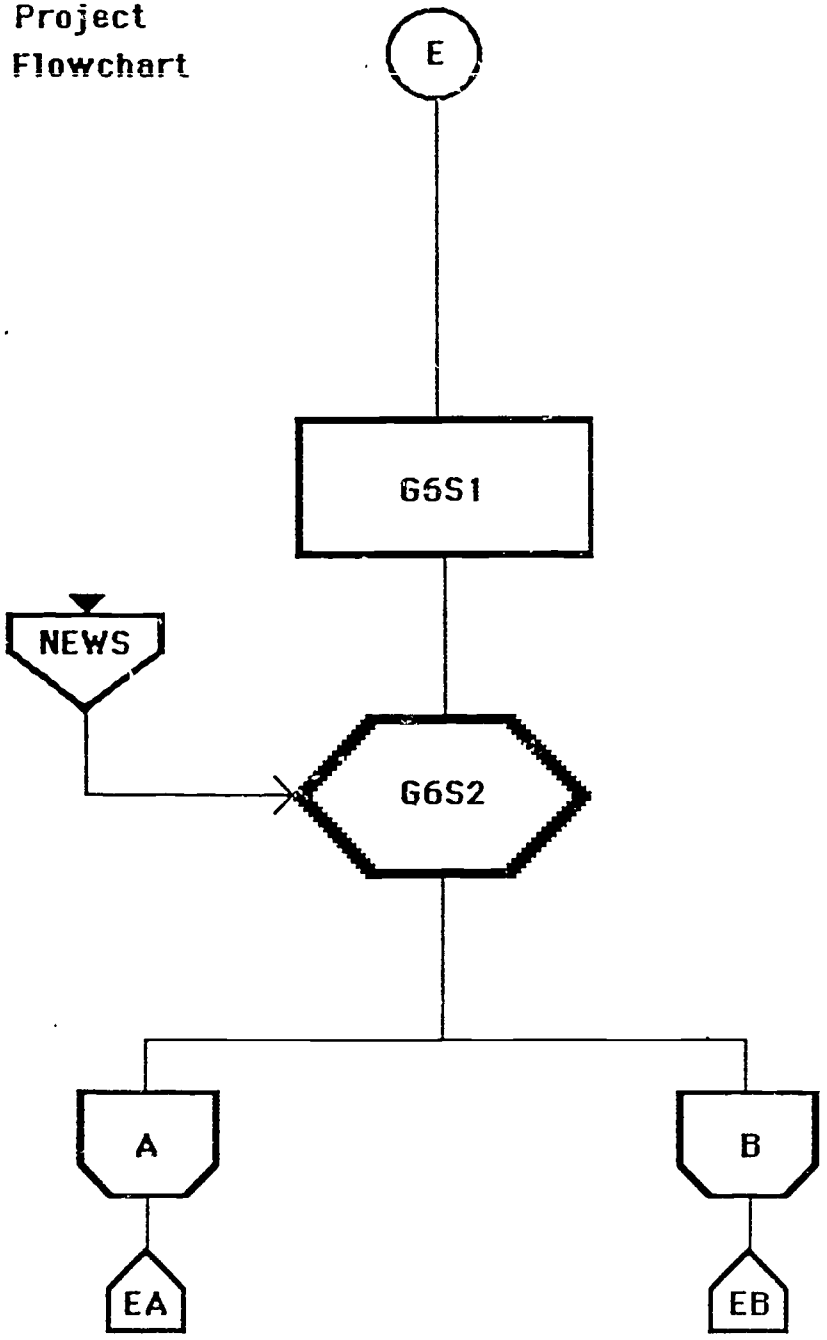
Library Project
Level 2 Flowchart



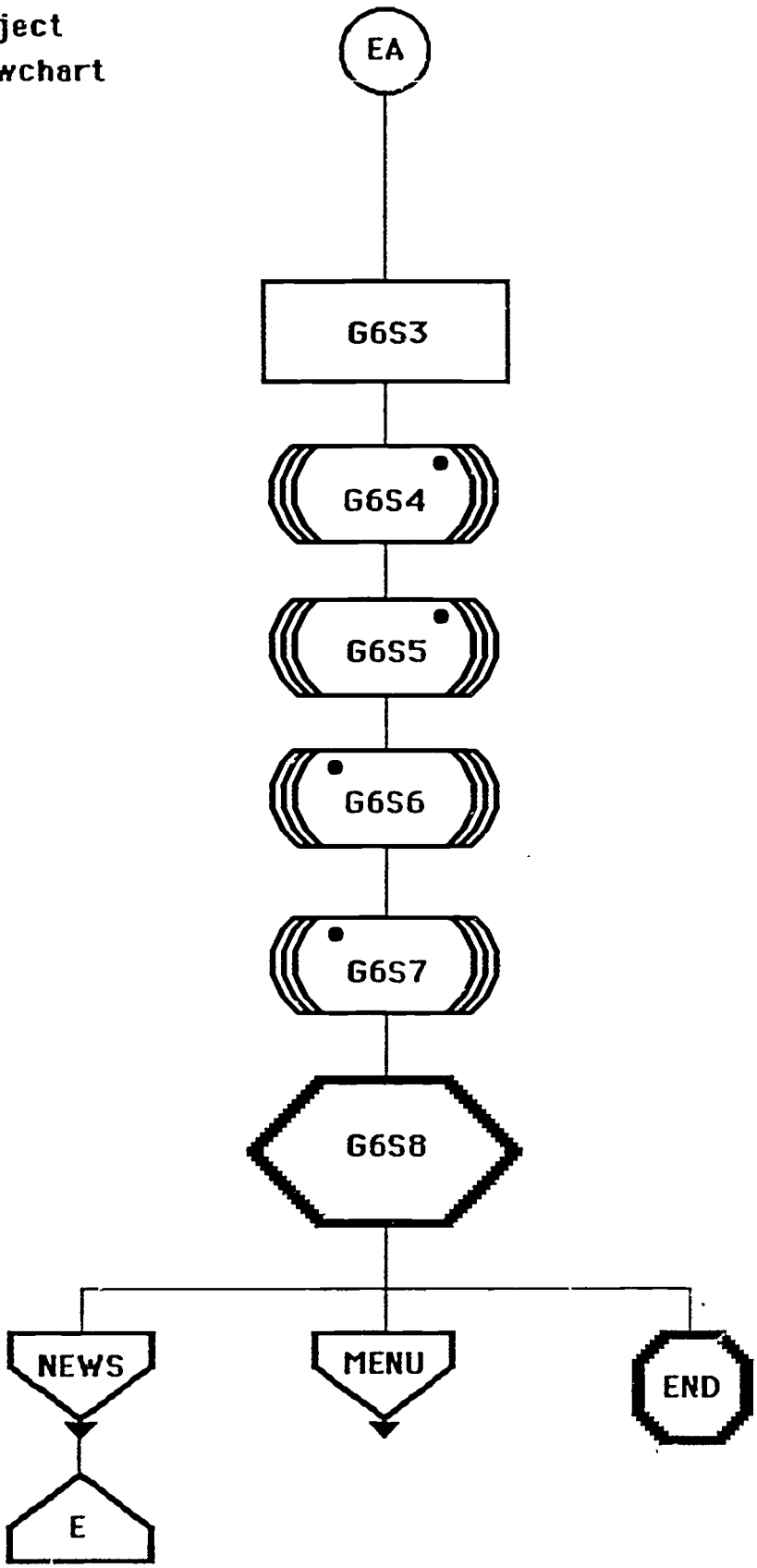
Library Project
Level 2 Flowchart



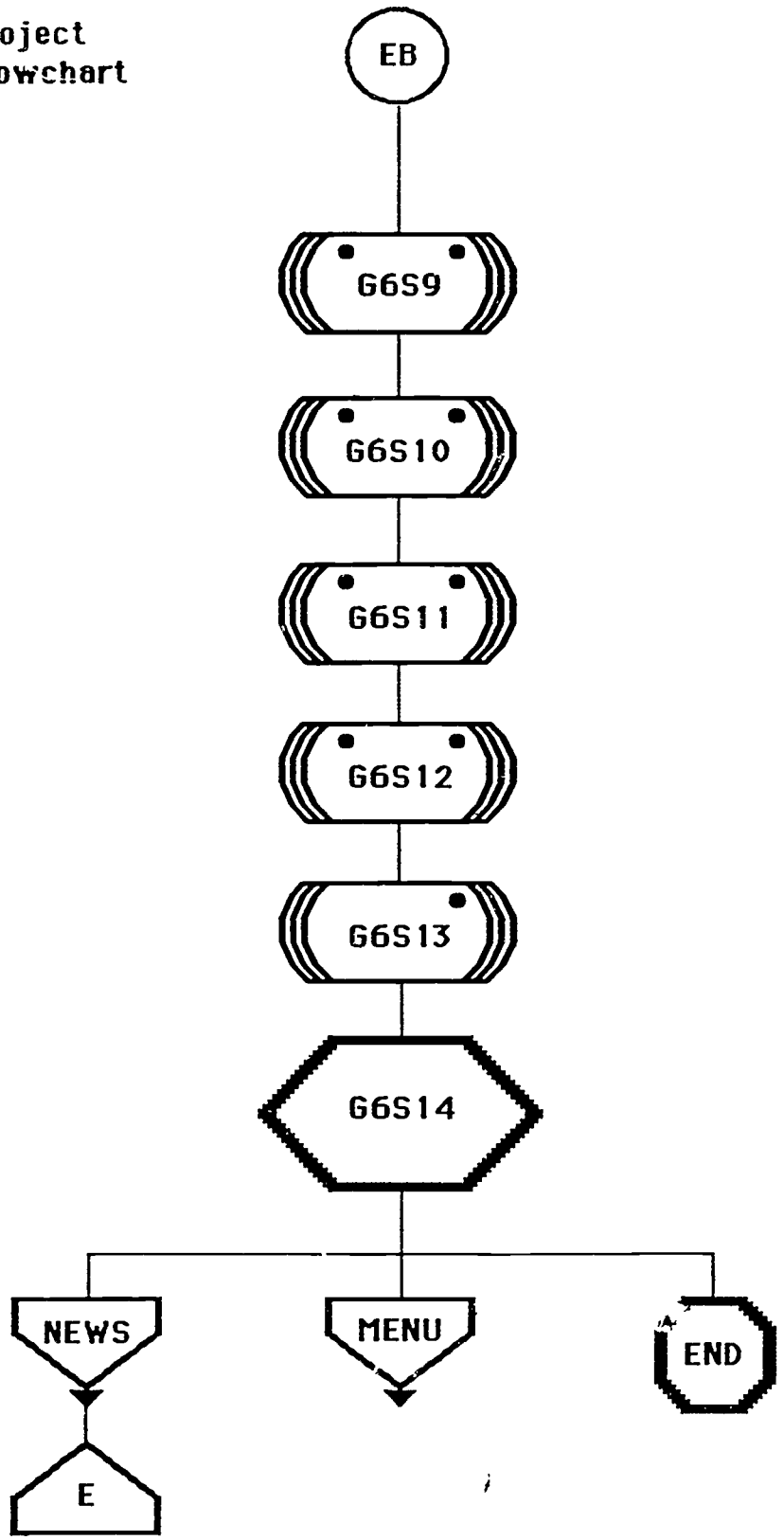
Library Project
Level 2 Flowchart



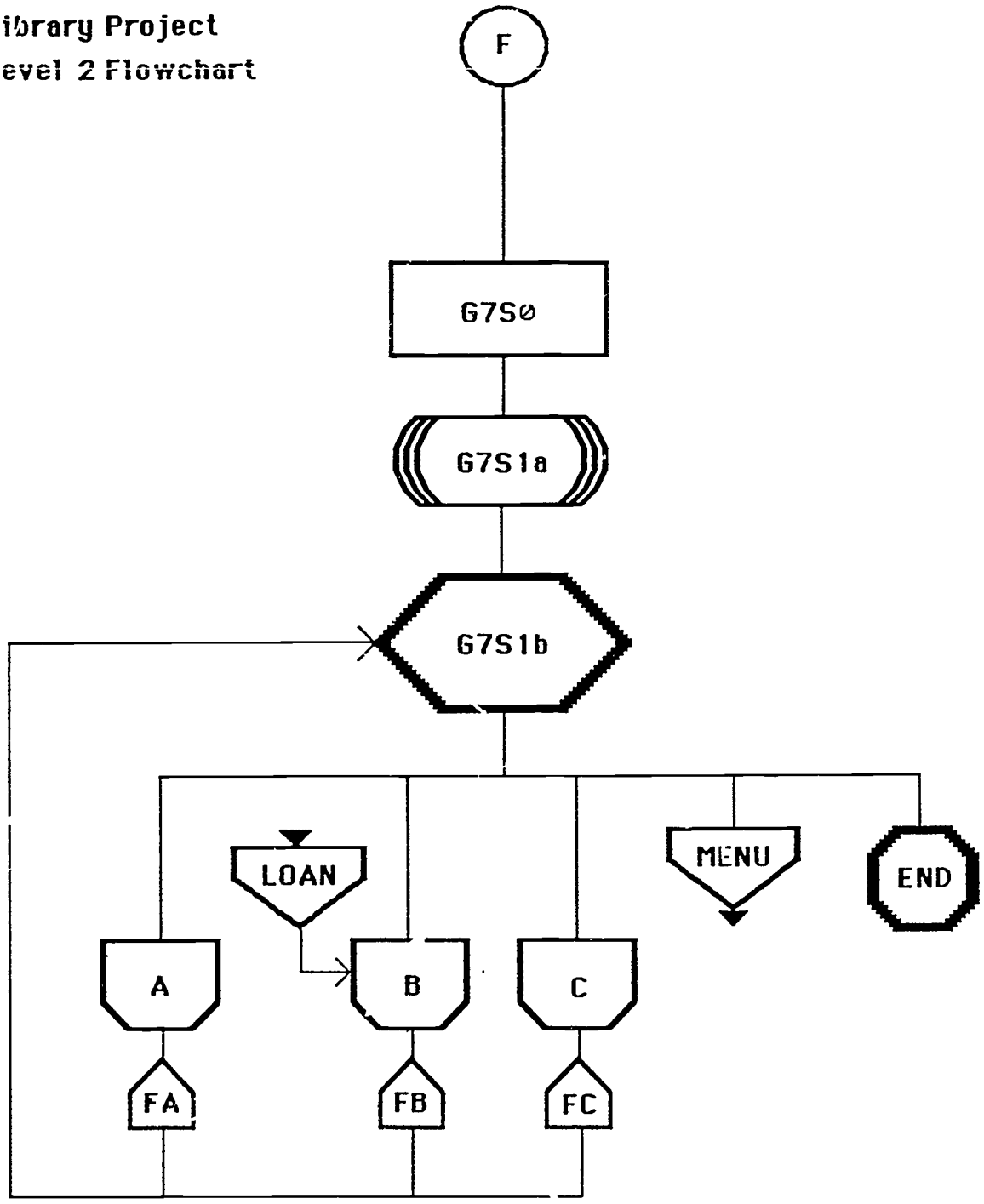
Library Project
Level 2 Flowchart



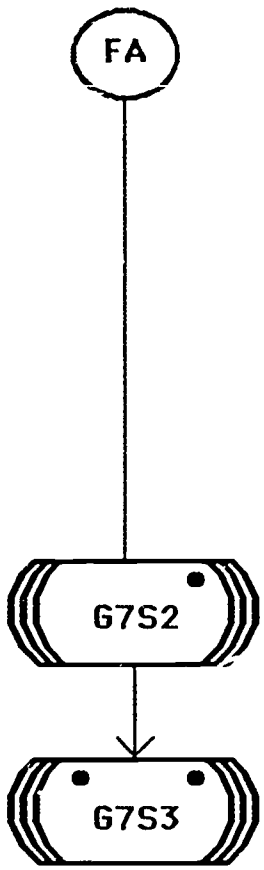
Library Project
Level 2 Flowchart



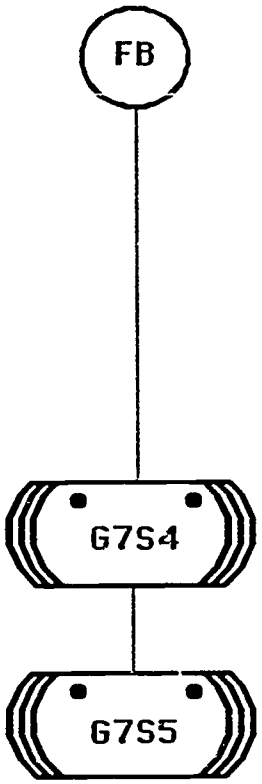
Library Project
Level 2 Flowchart



Library Project
Level 2 Flowchart



Library Project
Level 2 Flowchart



Video	Computer	Audio
G1S1		
V-8.23 ZOOM TO EAST ENTRANCE TO INCLUDE LIBRARY SIGN	[MP-G1S1-"Library Orientation"] "THE HARVEY A. ANDRUSS LIBRARY INTERACTIVE VIDEO ORIENTATION" PAUSE FOR CLIP (10 SEC)	A-6.68 AUD. CHAN. = 2 "Welcome to the Harvey A. Andruss Library and thank you for taking the time to view this orientation. We think it will be time well spent"
G1S2		
V-4.27 ZOOM TO WEST ENTRANCE TO INCLUDE LIBRARY SIGN FREEZE LAST FRAME (FF)		A-2.68 "Select the unit you wish to see within this orientation program."
G1S3		
	[EXCURSION] "MAIN MENU -"Click" on the small box beside the selection you prefer. Building Facilities .Books: Using the Catalog Locating Books Periodicals Newspapers Library Services Index of Subjects Stop the Course"	

Video	Computer	Audio
G2S0		
BLACK SCREEN	[MP-G2S2 -"Main Menu Selection - Building Facilities"] HOLD 3 SEC	
G2S2		
V-12.97 STILLS IN MOTION OF GROUND FLOOR STAIR DOORWAYS: NE, SE, SW, NW. DOORS SHOULD BE SHOWN OPEN TO STAIRS. FF	[MD-G2S2 -"Building Facilities"] "Ground Floor Exit" USER CONTROL	A-7.0 "The library has three floors: ground, first, and second. These floors are connected by stairs at each corner of the building."
G2S3		
V-4.73 VIDEO OF HANDICAPPED PERSON EXITING ELEVATOR FF	[MD-G2S3 -"Building Facilities"] "Elevator" USER CONTROL	A-3.0 " An elevator near the northwest stairs is meant for library staff and the handicapped "
G2S4		
V-15.4 PAN INTERIOR OF FOYER FROM LOBBY NEAR L-35. (LIBRARY AUDITORIUM) FF	[MD-G2S4 -"Building Facilities"] "Because the ground floor lobby is not well heated, you are asked to keep the foyer door closed during cold weather." USER CONTROL	A-12.5 "The library has two entrances and exits. The ground floor entrance and exit opens out onto Laubach Drive."
G2S5		
V-8.23 (REPEAT OF G1S1) ZOOM TO EAST ENTRANCE TO INCLUDE LIBRARY SIGN FF	[MD-G2S5 -"Building Facilities"] "Main Entrance on First Floor" USER CONTROL	A-6.94 AUD. CHAN. = 1 "The main entrance and exit is on the first floor and opens out onto the quadrangle bordered by Sutliff Hall and the McCormick Center."

Video	Computer	Audio
G2S6		
V-8.8 INTERIOR STILL IN MOTION OF S.E. EMERGENCY EXIT, DISSOLVE TO STILL IN MOTION OF SIGN ON DOOR FF	[MD-G2S6 -"Building Facilities"] "Emergency Exits" USER CONTROL	A-6.06 "Emergency exits are in the stairwells on both East corners of the first floor, and both West corners of the ground floor."
G2S7		
BLACK SCREEN	[EXCURSION] "BUILDING FACILITIES MENU Rest Rooms Seating Smoking, Food, and Drink Return to the Main Menu Stop the Course"	

Video	Computer	Audio
G2S8	[MP-G2S8 -"Building Facilities - Rest Rooms"]	
BLACK SCREEN	HOLD 3 SEC	
G2S9		
V-6.5	[MD-G2S9 -"Building Facilities - Rest Rooms"]	A-6.27
ZOOM TO 1st FLOOR WOMEN'S ROOM	"Women's Room"	"There are restrooms on each floor of the library. On the first floor, the women's room is on the corner of the
FF	USER CONTROL	south wall near the reserve desk."
G2S10		
V-6.0	[MD-G2S10 -"Building Facilities - Rest Rooms"]	A-2.88
ZOOM TO 1st FLOOR MEN'S ROOM	"Men's Room"	"The men's room is on the opposite corner of the south wall"
FF	USER CONTROL	
G2S11		
	[MD-G2S11 -"Building Facilities - Rest Rooms"]	
(FF)	"Women's Room/Men's Room" "This arrangement holds true for the second floor....."	
	USER CONTROL	
G2S12		
	[MD-G2S12 -"Building Facilities - Rest Rooms"]	
(FF)	"Women's Room/Men's Room" "....and for the ground floor"	
	USER CONTROL	
G2S13		
V-12.77	[MD-G2S13 -"Building Facilities - Rest Rooms"]	A-4.56
PAN FROM WOMEN'S TO MEN'S ROOM (GROUND FLOOR LOBBY)	"Women's Room/Men's Room"	"The ground floor also has restrooms in the lobby on either side of the Library Auditorium room L-35."
FF	USER CONTROL	

Video	Computer	Audio
G2S14		
BLACK SCREEN	[MP-G2S14 -"Building Facilities - Seating"] HOLD 2 SEC	
G2S15		
V-7.3 STILL IN MOTION OF READING ROOM FROM 2nd FLOOR WINDOW ON WEST SIDE FF	[MD-G2S15 -"Building Facilities - Seating"] "First Floor Reading Room" USER CONTROL	A-5.70 "Seating in the first floor reading is meant for persons using reference books, reserve books, or periodicals.
G2S16		
V-9.47 STILL IN MOTION OF READING ROOM AND CARRELS FROM S.E CORNER FF	[MD-G2S16 -"Building Facilities - Seating"] "Second Floor Reading Room" USER CONTROL	A-7.47 "Courteous library users will not speak loudly anywhere in the building. This is especially true of the second floor which is intended to be a quiet study area."
G2S17		
V-8.03 STILL IN MOTION OF GROUP STUDY ROOM FROM HALL NEAR ACQSTNS. DISSOLVE TO STILL IN MOTION OF ROOM FROM DOORWAY FF	[MD-G2S17 -"Building Facilities - Seating"] "Group Study Room" USER CONTROL	A-6.45 "If you are working with others on a group project that involves discussion, we suggest you use the group study room on the ground floor."

Video	Computer	Audio
G2S18		
BLACK SCREEN	[MP-G2S18 -"Building Facilities - Tobacco, Food, & Drink"] HOLD 5 SEC	
G2S19		
V-7.77 PAN OF LOBBY AREA FF	[MD-G2S19 -"Building Facilities - Tobacco, Food, & Drink"] "Since food, drink, and tobacco (especially smokeless tobacco) can harm library materials and annoy other library users, we ask that if you consume these items in the library, that you do so in the Ground Floor Lobby." USER CONTROL	A-4.44 "Tobacco, food, and non-alcoholic beverages may be taken to the ground floor lobby."
G2S20		
V-7.33 PAN FROM WEST ENTRANCE TO HARTLINE FROM LAUBACH DRIVE FF	[MD-G2S20 -"Building Facilities - Tobacco, Food, & Drink"] "Vending Machines" USER CONTROL	A-3.19 "Vending machines are located nearby in Hartline Science Center."

Video	Computer	Audio
G3S0		
BLACK SCREEN	[MP-G3S0 -"Main Menu Selection - Books & The Library Catalog"] HOLD 6 SEC	
G3S1		
V-15.97 PAN OF CATALOG FROM READER'S SERVICES DESK FF	[MD-G3S1 -"Books & The Library Catalog"] "Card Catalog" USER CONTROL	A-10.53 "The Andruss Library holds over 300,000 books and can support research on almost any topic related to the university curriculum Normally, your first step in choosing books is to use our card catalog"
G3S2		
V-19.53 ZOOM TO DRAWER 564 FF	[MD-G3S2 -"Books & The Library Catalog"] "SAMPLE CATALOG SEQUENCE George, Robert George, William C. George and Martha The George B. Pegram lectures George Washington George's Store" USER CONTROL	A-15.63 "Authors, subject, and titles are in a single alphabetical sequence by word, except for the articles 'a', 'an', 'the', and their foreign language equivalents at the beginning of a title When a word is the last name of an author, it precedes the same word when used as a subject or title."
G3S3		
V-13.73 STILL IN MOTION OF CIVIL WAR BOOKS FF	[MD-G3S3 -"Books & The Library Catalog"] "Subject search for 'Civil War' War ->U.S. - History - Civil War<- Gettysburg, Battle of" USER CONTROL	A-12.02 "Begin a subject search of the catalog by using terms specific to your topic. If you wanted a book about the American Civil War, the heading 'War' would be too broad, and 'Gettysburg' too narrow."

Video	Computer	Audio
G3S4		
V-18.43 ZOOM TO LCLSH FROM END OF STACK 25/26 -- SHOW BOTH VOLUMES. ZOOM TO C.U. OF PAGE. FF	[MD-G3S4 -"Books & The Library Catalog"] "Library of Congress List of Subject Headings Use these two volumes to assist you in accessing the card catalog by subject." USER CONTROL	A-11.0 AUD. CHAN. = 2 "Is there a guide to selecting proper subject headings? YES. It's called the Library of Congress List of Subject Headings This list indicates the proper terms for each topic and related terms as well."
G3S5		
V-8.63 (REPEAT OF G3S4) ZOOM TO LCLSH VOL. 2, P. 2301. C.U. OF BOTTOM OF PAGE (VIDEO IN-POINT SHOULD BEGIN WITH THE ZOOM IN, AND SHOULD CORRESPOND WITH AUDIO) FF	[MD-G3S5 -"Books & The Library Catalog"] "Organization Development See Organizational change Organizational behavior [BF] sa Corporate culture x Behavior in organizations xx Management Organizational change [BF] USER CONTROL	A-6.37 AUD CHAN = 1 "You may use any term listed in these books unless it is preceded by a single 'x' or followed by the word 'See'."
G3S6		
V-10.2 ZOOM TO CARD CATALOG -- DRAWER 1061 FF	[MD-G3S6 -"Books & The Library Catalog"] [SAME SCREEN AS ABOVE, WITH "Organizational Change" CIRCLED] USER CONTROL	A-10.05 "Once you have determined the proper subject heading, you may go to the catalog where that heading will be found. Subjects are in the same alphabetical sequence as authors and titles."
G3S7		
V-8.83 C.U. OF SUBJECT CARD FOR BOOK ON ORGANIZATIONAL CHANGE BY ARGYRIS (DRAWER 106!) FF	[MD-G3S7 -"Books & The Library Catalog"] MOCK-UP OF ARGYRIS CARD USER CONTROL	A-12.57? AUD. CHAN. = 2 "There is information on each catalog card about a book's size, its publication date, its references, and a location code."

Video	Computer	Audio
G4S0		
BLACK SCREEN	[MP-G4S0 -"Main Menu Selection - Locating Books"] HOLD 3 SEC	
G4S1		
V-8.83 (REPEAT OF G3S7) C.U. OF SUBJECT CARD FOR BOOK ON ORG. CHANGE BY ARGYRIS FF	[MD-G4S1 -"Locating Books"] MOCK-UP OF ARGYRIS CARD USER CONTROL	A-4.10 AUD. CHAN. = 1 "In the upper left hand corner of each card, you will find an alphanumeric code."
G4S2		
V-13.93 ZOOM TO BOOK LOCATION CHART FF	BLANK COMPUTER SCREEN PAUSE FOR CLIP (8 SEC)	A-7.05 "This code allows us to place a book on a shelf with books of similar subjects because the code is part of a classification system"
G4S3		
(FF)	[MD-G4S3 -"Locating Books"] "This is one of many academic libraries that uses the Library of Congress classification in which the call number begins with one or more letters, as in this example HD 58.8 .A755 1985" USER CONTROL	
G4S4		
V-5.57 STILL IN MOTION OF A's, DISSOLVE AS AUDIO ENDS TO STILL IN MOTION OF P's FF	[MD-G4S4 -"Locating Books"] "Books in Circulating Collection A through PZ" USER CONTROL	A-4.16 "Circulating books from 'A' through 'P' are on the 2nd floor."

Video	Computer	Audio
G4S5		
V-7.27	[MD-G4S5 -"Locating Books"]	A-6.07
STILL IN MOTION OF DOOR		"To get from the 'PZ's' to the
TO L-19 FROM STAIRS, DISSOLVE	"Books in Circulating Collection	'Q's', you must cross to the
TO STILL IN MOTION OF STACK	Q through Z"	opposite corner and walk
FF	USER CONTROL	down two flights of stairs
G4S6		
	[EXCURSION]	
BLACK SCREEN		
	"LOCATING BOOKS MENU	
	Reserve Books	
	Oversize Books	
	Reference Books	
	Career Guidance Books	
	Juvenile/Young Adult Books	
	Government Documents	
	Return to the Main Menu	
	Stop the Course	

Video	Computer	Audio
G4S7		
BLACK SCREEN	[MP-G4S7 -"Locating Books - Reserve Books"] HOLD 3 SEC	
G4S8		
V-20.5 (CHYRON TITLE: "Reserve Desk") MOVE FROM RESERVE DESK TO CARD CATALOG. DISSOLVE & ZOOM TO RESERVE JACKET ON CARD. FF	[MD-G4S8 -"Locating Books - Reserve Books"] "Reserve Desk" PAUSE FOR CLIP (21 SEC)	A-7.20 "Books reserved for class use on a limited basis are indicated in the catalog with a red cellophane jacket on the card"
G4S9		
V-11.57 ZOOM TO RESERVE DESK CARD FILES. FF	HOLD GRAPHIC G4S8 USER CONTROL	A-9.45 "The Reserve Desk also has card files, one arranged by the name of the professor who placed the book on reserve, and the other by the author of the book or by title if no author is given."

Video	Computer	Audio
G4S10		
BLACK SCREEN	[MP-G4S10 -"Locating Books - Oversize Books"] HOLD 4 SEC	
G4S11		
V-8.07 PAN OVERSIZE BOOKSHELVES FF	[MD-G4S11 -"Locating Books - Oversize Books"] "Oversize Book Shelves" USER CONTROL	A-7.0 "Oversize books are shelved separately. These books are indicated in the card catalog by the word 'Oversize' above the call number."

Video	Computer	Audio
G4S12		
BLACK SCREEN	[MP-G4S12 -"Locating Books - Reference Books"] HOLD 3 SEC	
G4S13		
V-5.43 ZOOM TO BRITANNICA VOL.23 AND INDEX FF	[MD-G4S13 -"Locating Books - Reference Books"] MOCK-UP OF BRITANNICA CARD USER CONTROL	A-5.27 "Reference books are listed in the card catalog and have call numbers beginning with 'R...E...F'."
G4S14		
V-8.63 PAN ACROSS STACKS FROM MAIN ENTRANCE FF	[MD-G4S14 -"Locating Books - Reference Books"] "Reference Stacks" USER CONTROL	A-3.93 "Most reference books are found on the first floor in the large wooden stacks."
G4S15		
V-8.1 ZOOM TO DUMMY BLOCK FF	HOLD GRAPHIC G4S14 USER CONTROL	A-3.75 "A dummy block on these shelves indicates books located out of sequence"

Video	Computer	Audio
G4S16		
BLACK SCREEN	[MP-G4S16 -"Locating Books - Career Guidance Center Books"] HOLD 4 SEC	
G4S17		
V-7.5 STILL IN MOTION OF CARD CATALOG TRAY FOR CGC CARD DISSOLVE TO STILL IN MOTION OF CGC SHELF FF	[MD-G4S17 -"Locating Books - Career Guidance Books"] MOCK-UP OF CGC CARD USER CONTROL	A-7.8 "Books that list career qualifications, opportunities, and test guides are kept the Career Guidance Center Stack, in the first floor reading room."
G4S18		
(FF)	[MD-G4S18 -"Locating Books - Career Guidance Books"] "Career Guidance Stack" USER CONTROL	

Video	Computer	Audio
G4S19		
BLACK SCREEN	[MP-G4S19 -"Locating Books - Juvenile & Young Adult Books"] HOLD 5 SEC	
G4S20		
V-9.53 ZOOM TO J&YA BOOKS FROM END OF STACK FF	[MD-G4S20 -"Locating Books - Juvenile & Young Adult Books"] MOCK-UP OF J&YA CARD USER CONTROL	A-8.90 "Books readable by children from kindergarten through 12th grade are cataloged by Dewey Decimal Classification numbers preceded by 'JUV'."
G4S21		
(FF)	[MD-G4S21 -"Locating Books - Juvenile & Young Adult Books"] "Juvenile & Young Adult Collection" USER CONTROL	

Video	Computer	Audio
G4S22		
BLACK SCREEN	[MP-G4S22 -"Locating Books - Government Documents"] HOLD 3 SEC	
G4S23		
V-6.43 STILL IN MOTION OF DOCUMENTS ROOM FF	[MD-G4S23 -"Locating Books - Government Documents"] MOCK-UP OF GOVT. DOC. CARD USER CONTROL	A-4.58 "The Government Documents collection is classified using the Superintendent of Documents scheme."
G4S24		
V-6.8 STILL IN MOTION OF PA DOCS. DISSOLVE TO STILL IN MOTION OF FEDERAL DOCUMENTS. FF	[MD-G4S24 -"Locating Books - Government Documents"] "Government Documents" USER CONTROL	A-5.37 "This library is a depository for Pennsylvania documents and also collects some federal documents"
G4S25		
V-6.4 STILL IN MOTION OF ASI INDEX AND CIS INDEX. FF	[MD-G4S25 -"Locating Books - Government Documents"] USER CONTROL	A-5.62 "Ask at the Reader's Services Desk for federal statistical reports and congressional publications."

Video	Computer	Audio
G5S0 BLACK SCREEN	[MP-G5S0 -"Main Menu Selection - Periodicals"] HOLD 3 SEC	
G5S1 V-12.33 STILL IN MOTION OF PERIODICALS Chyron-"Periodicals" FF	(HOLD MAC PAINT TITLE)	10.44 "Periodicals are publications which are issued more than once a year. A periodical 'citation' or 'reference' is used both by writers and indexers to identify an article for their readers."
G5S2 V-14.93 VIDEO OF PERIODICAL COVER THEN ZOOM TO FIRST PAGE OF ARTICLE ON DRUG ABUSE FF	[MD-G5S2-Periodicals] MOCK-UP OF PERIODICAL CITATION USER CONTROL	5.90 "It includes the periodical's title and date, and the article's author, title, and page numbers."
G5S3 V-9.5 STILL IN MOTION OF MAGAZINES WITH CHYRON "MAGAZINES" PEEL OFF TO STILL IN MOTION OF JOURNALS (WITH CHYRON-"JOURNALS")	[MP-G5S3-Periodicals] "Periodicals 1. Magazines 2. Journals"	6.77 "Two types of periodicals are 'magazines', which are written for a general audience, and 'journals', written by professionals for their colleagues."
G5S4 Black screen	[Excursion] "PERIODICALS MENU Magazine Indexes Journal Indexes and Abstracts Location of Periodicals Interlibrary Loan Return to Main Menu Stop The Course"	

Video	Computer	Audio
	[RESPONSE TO UNIT 5 MENU = A :]	
G5S5 Black screen	MP-G5S5 Periodicals "MAGAZINE INDEXES" Hold 2 sec.	
G5S6 PAN ARTICLES ON CURRENT EVENTS TOPIC, DRUG ABUSE IN SPORTS.	Hold graphic G5S5 Pause for clip	10.60 "Looking for articles on a topic for a paper or speech by paging through the periodicals themselves is often like looking fora needle in a haystack. Instead we recommend using an index
G5S7 V-10.2 ZOOM TO INDEX TABLE 1 FROM MAIN ENTRANCE	[MDG5S7-Periodicals-Magazine Indexes] "Readers Guide to Periodical Literature" Pause for clip	7.32 "Reader's Guide to Periodical Literature, located on Index Table 1, indexes about 200 general interest English language magazines."
G5S8 V-6.77 ZOOM TO READER'S GUIDE AND SUPPLEMENTS. FF	Hold graphic G5S7 USER CONTROL	3.20 "Annual bound volumes are updated by paper supplements."
G5S9 V-1817 ZOOM INTO PAGE 1778 THEN TILT PAGE DOWN WITH HIGHLIGHT EFFECT OF SEE ALSO REFERENCE	MOCK OF PAGE WITH THE 'SEE ALSO' HEADING USER CONTROL	6.46 " 'See' and 'see also' references are included which refer you to other subject headings in that same index."
G5S10 V-7.53 HOLD SIDE VIEW OF MAGAZINE INDEX. FF	MP-G5S10-Periodicals-MAGAZINE INDEX	5.0 "Magazine Index is similar to Readers Guide, but indexes twice as many magazines."

Video	Computer	Audio
G5S11 V-13.03 SHOW OPERATION OF MAGAZINE INDEX & ZOOM INTOARTICLES ON DRUG ABUSE IN SPORTS FF	Hold graphic G5S10	12.13 "Unlike Reader's Guide, Magazine Inde is published in microfilm rather than book format. Its microfilm reader contains a large reel holding fouyears of indexing. The reel can be turned on electrically or manually."
	[RESPONSE TO UNIT 5 MENU = B :]	
G5S12 Black screen	[MP-G5S12 -PERIODICALS, JOURNAL INDEXES, AND ABSTRACTS"]	
G5S13 V-9.43 ZOOM INTO PSYCH ABSTRACTS, FF	[MP-G5S13-PERIODICALS, JOURNAL INDEXES, AND ABSTRACTS"] MOCK-UP OF A PERIODICAL CITATION	5.68 "Just as does a periodical index, a journal abstract service provides a citation to an article."
G5S14 V-4.57 ZOOM TO PAGE GIVING PSYCH ABSTRACT 73(3) p695 FF	[MP-G5S14-PERIODICALS, JOURNAL INDEXES, AND ABSTRACTS"]	3.03 "It also gives an abstract or summary of the article as well."
G5S15 Black screen	JOURNAL INDEX CATEGORIES "Arts & Humanities Social Sciences Natural Sciences & Math Education Business Health Care Return to Periodical Menu Return to Main Menu Stop the Course"	

Video	Computer	Audio
G5S16 Black screen	[MP-G5S16-PERIODICALS, JOURNAL INDEXES & ABSTRACTS] "ARTS AND HUMANITIES INDEXES AND ABSTRACTS"	
G5S17	[MP-G5S17-PERIODICALS, JOURNAL INDEXES & ABSTRACTS] SOCIAL SCIENCES INDEXES AND ABSTRACTS	
G5S18	[MP-G5S18-PERIODICALS, JOURNAL INDEXES & ABSTRACTS] NATURAL SCIENCES AND MATH INDEXES & ABSTRACTS	
G5S19	[MP-G5S19-PERIODICALS, JOURNAL INDEXES & ABSTRACTS] EDUCATION INDEXES AND ABSTRACTS	
G5S20	[MP-G5S20-PERIODICALS, JOURNAL INDEXES & ABSTRACTS] BUSINESS INDEXES AND ABSTRACTS	
G5S21	[MP-G5S21-PERIODICALS, JOURNAL INDEXES & ABSTRACTS] HEALTH CARE INDEXES AND ABSTRACTS	

Video	Computer	Audio
	[RESPONSE TO UNIT 5 MENU = C :]	
G5S22 Black screen	[MP-G5S22-PERIODICALS- Location of Periodicals]	
G5S23 V-12.27 ZOOM TO PERIODICAL HOLDINGS LIST, ZOOM TO P. 435	[MP-G5S22-PERIODICALS- Location of Periodicals]	7.13 "To determine if the library has an article you are seeking, look up the title of the periodical in our Periodicals Holdings List."
G5S24 V-38.33 ZOOM ACROSS PERIODICAL STACKS FROM END OF REFERENCE STACK 17. ZOOM CLOSER TO DESK. FF	[MD-G5S24-PERIODICALS- Location of Periodicals] "Hardcopy Periodicals Stacks"	10.65 "Issues held in hard copy - paper issues - are kept in the periodicals stacks at the west end of the first floor. The last three years of most titles are kept behind the Current Periodicals Desk."
G5S25 V-10.7 ZOOM TO MICROFILM CABINETS FROM END OF REFERENCE STACK 1 FF	[MD-G5S25-PERIODICALS- Location of Periodicals]	8.21 "Periodical issues in microtext format -eithermicrofilm or microfiche- - are stored in cabinets next to the Reserve Desk. For assistance, ask the Reserve Desk personnel."
G5S26 FF	[MD-G5S26-PERIODICALS- Location of Periodicals] "Business Collection/Business Index"	

Video	Computer	Audio
	[RESPONSE TO UNIT 5 MENU = D :]	
G5S27 Black screen	[MP-G5S28-Periodicals- Inter-library Loan]	
G5S28 V-6.8 STILL IN MOTION INTERLIBRARY LOAN MATERIALS REQUESTED BY B.U.P.	Hold graphic G5S27	5.42 "Books and articles not held here may be requested from other libraries through us for our students."
G7S29 ZOOM OUT FOR FIRST SIDE OF ILL REQUEST. ZOOM IN FOR SECOND SIDE. FF	[MP-G5S29-Periodicals- Inter-Library Loan] "Many requests can be transacted with no charge. Please indicate it you are willing to pay for a loan when no free sources are available."	6.53 "A request form should be filled out for each item. Ask for forms st the Reader's Services Desk."

Video	Computer	Audio
G6S0 Black screen	[MP-G6SQ-Main Menu Selection- Newspaper.]	
G6S1 Black screem	"NEWSPAPERS MENU Current Issues on Paper Microtext & Newspaper Indexes" Return to Main Menu Stop the Course	
	[RESPONSE TO UNIT 6 MENU = A:]	
G6S2	[MP-G6S2-NEWSPAPERS- Current Newspapers]	
G6S3 V-10.93 PAN NEWSPAPERS, STARTING WITH LATEST ISSUE SHELVES	[MP-G6S3-NEWSPAPERS- Current Newspapers] "Newspapers"	9.25 "Andruss Library subscribes to over 30 newspapers. Because of the difficulty in storing paper copy, newspapers are kept in this form for no longer than a few months."
G6S4 V-11.83 ZOOM OUT FROM NEWSPAPER HOLDINGS LIST COVER, ZOOM INTO P.129 FF	[MD-NEWSPAPER- Current Newspapers] MOCK-UP OF NYT ENTRY	7.70 "Check our newspaper holdings list at the Reader's Service Desk ZOINTO determine which newspapers we have and in which format they are kept."
G6S5 PAN ISSUES OF NY TIMES, LONDON TIMES, WALL ST. JRNL., U.S.A. TODAY, ADVERTISING AGE, ETC.	MAC WRITE: NEWS LIST "National and Major City Newspapers, Foreign Newspapers	5.50 "Several newspapers are read to keep abreast of the latest national, international, and business news.

Video	Computer	Audio
G6S6 PAN ISSUES OF HOME TOWN PAPERS	[MD-G6S6 Newspapers-Current Newspapers] "Pennsylvania Newspapers"	3.70 "Other newspapers keep students in touch with home town events."
G6S7 Black screen	[MP-G6S7-Newspapers-Microtext & it's Indexes]	
G6S8 V-6.33 ZOOM TO DRAWER OF LONDON TIMES ON MICROFILM FF	Hold graphic G6S7	5.20 "Our newspapers on microtext vary from a month or two from the present to the 18th Century."
G6S9 V-5.43 ZOOM OUT FROM NEWSPAPER INDEX TABLES FROM END OF STACK 17	[MD-G6S9-Microtext & It's Indexes] "Newspaperpapers on Microfilm"	5.10 Several newspapers have their own indexes, a list is on your computer screen."
G6S10 ZOOM NEWSBANK INDEXES, OPEN TO DRUGS & SPORTS	[MD-G6S10-Newspapers,Microtext & it's Indexes] "Newsbank"	6.90 "Newsbank clips articles from over 100 newspapers across the country, publishes them on microfiche, and indexes them."
G6S11 PAN NEWSBANK'S REVIEW OF THE ARTS, STOP AT INDEX OPEN TO PERFORMING ARTS	[MD-G6S11-Newspapers-Microtext & it's Indexes] "Newsbank.Review of the Arts"	5.0 "Another Newsbank service clips and indexes reviews of books, concerts, films and the like."
G6S12 ZOOM OUT FROM NEWSPAPER CARD FILE	[MD-G6S11-Newspapers-Microtext & it's Indexes] MOCK-UP OF INDEX CARD	8.80 "We have several 19th Century Pennsylvania newspapers on microfilm. Those for Columbia County are being indexed by name for notices of birth, death, and marriage."

Video	Computer	Audio
	[RESPONSE TO MAIN MENU F :]	
G7S0 Black screen	[MD-G7S1-MAIN MENU SELECTION- LIBRARY SERVICES]	
G7S1 STILL IN MOTION OF READER'S SERVICE PERSONNEL AIDING CLIENTS FF	[MD-G7S1-Library Services] "Services to Users Reader's Services Inte-Library Loan Circulation Reserve On-line Searching Library Instruction"	12.78 "This orientation is one of many service offered by the Andruss Library. Three often used services are described in this unit, others-such as online searching and library instruction-can be requested at the Readers' Services Desk."
G7S2	"Library Service Menu Readers' Services Interlibrary Loan Circulation Return to Main Menu Stop the Course	
	[RESPONSE TO UNIT 7 MENU = A :]	
G7S3 Black screen	[MP-G7S4-Library Services- Reader's Services]	
G7S4 V-20.87 MOTION OF READERS' SERVICES LIBRARIANS (informal) CUT TO CU FROM BELOW, THEN PUSH-ONS OF OTHER LIBRARIANS	[MP-G7S4-Library Services- Reader's Services] "Reader's Services"	12.0 "The Readers' Services Desk is staffed by librarians-University faculty who hold their Master's degree in library science. With their education and experience, they can usually save you a lot of time in solving library problems."

Video		Computer	Audio
G7S5	V-8.23	[MP-G7S5-Library Services-Reader's Services]	4.21
MS OF READER'S SERVICE DESK THEN FOLLOW R.S. LIBRARIAN.	FF	"The librarians at the Reader's Services Desk provide reference service - referal to library resources and assistance in their use."	"The chief job of the reader's services librarians is to help people use the library."
		[RESPONSE TO UNIT 7 MENU = B :]	
G7S6	Same as G5S28		
G7S7	Same as G5S29		
G7S8		[MP-G7S9-Library Services-Circulation]	
G7S9	V-4.87	[MP-G7S9-Library Services-Circulation]	4.74 Audio channel 2
ZOOM TO CIRCULATION DESK FROM END OF STACK 25/26		"Circulation Desk"	"Books can be taken out, renewed, or returned at the Circulation Desk on the first floor."
G7S10		[MP-G7S9-Library Services-Circulation]	4.0 Audio channel 1
Repeat of G7S9		"Fines"	Fines are paid here for circulating materials that are lost or overdue."

Video		Computer	Audio
G7S11	V-4.47	[MP-G7S9-Library Services-	3.32
STILL IN MOTION OF B.U.P. I.D. CARD		Circulation]	"Students use their university I.D. card to check out books."
		_____ "Books not on	
		HOLD the shelves can be	
		SLIP held for you when they	
		_____ are returned."	
G7S12	V-6.07	[MP-G7S9-Library Services-	5.28
STILL IN MOTION OF PA. RESIDENT CARD		Circulation]	"Pennsylvania residents 18 years of age or older are also eligible to take out books."
	FF	"Please show all books, even those already checked out, to the attendent as you leave the library"	
G7S13	V-5.53	[MP-G7S9-Library Services-	2.96
ZOOM TO LOWER LOBBY CHECK OUT		Circulation] "Checkout Desk"	"Books can also be checked out at the lobby check-out desk but must be" returned to the main circulation desk."