TDH STAFF DEVELOPMENT

AUDIOVISUALS

May, 2001

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STAFF DEVELOPMENT LISTING *

COMPUTER TRAINING

ACCESS 7.0
- Part 1. BEGINNING [94 min.] (½" VHS-6305)
- Part 2. INTERMEDIATE [90 min.] (½" VHS-6306)
- Part 3. ADVANCED [103 min.] (½" VHS-6307)

ACCESS 2000
- Volume 1. BEGINNING [124 min.] (½"-7030)
- Volume 2. INTERMEDIATE [123 min.] (½"-7031)
- Volume 3. ADVANCED [121 min.] (½"-7032)
- Volume 4. WEB SECURITY [121 min.] (½"-7033)
- Volume 5. EXPERT TOPICS [114 min.] (½"-7034)

BASIC COURSE ON HOW TO CREATE WEB PAGES ON THE WWW [127 min.] (½" VHS-7152)

DBASE III PLUS [219 min.] (½" VHS-4674)

DBASE III PLUS, LEVEL III [52 min.] (½" VHS- 6347)

DIR INTERNET REQUIREMENTS [96 min.] (½" VHS- 7151)

DOS TRAINING PROGRAM [297 min.] (½" VHS-4675)

EXPLORING THE INTERNET 5--HEALTH & MEDICAL RESOURCES [120 min.] (½" VHS-5971)

FIREWORKS 3 [80 min] (½" VHS-7147)

HARVARD GRAPHICS 3.0
- Part 1. BEGINNING [120 min.] (½" VHS-6108)
- Part 2. INTERMEDIATE [120 min.] (½" VHS-6109)
- Part 3. ADVANCED [100 min.] (½" VHS-6110)

INTERNET!, THE (13 Parts) [60 min. each] (½" VHS-5975-5981)

INTERNET SHOW, THE [66 min.] (½" VHS-5984)

LEARN HOW TO BUILD A WEB PAGE
- Volume 1 [50 min.] (½" VHS-6341)
- Volume 2 [50 min.] (½" VHS-6342)

LEARNING ACCESS 2000, INTRODUCTION [90 min.] (½" VHS-6922)

LEARNING ACCESS 2000, VISUAL BASIC
- Volume 1 [85 min.] (½" VHS-7036)
- Volume 2 [90 min.] (½" VHS-7037)

LEARNING ACTIVE SERVER PAGES [321 min.] (½" VHS-7154)

LEARNING COREL ENVOY FOR WINDOWS 95 [60 min.] (½" VHS-6375)

LEARNING COREL PRESENTATIONS 7.0 FOR WINDOWS 95
- Part 1. INTRODUCTION [60 min.] (½" VHS-6373)
- Part 2. ADVANCED [60 min.] (½" VHS-6374)

LEARNING COREL WORDPERFECT 7.0 FOR WINDOWS 95
- Part 1. INTRODUCTION [60 min.] (½" VHS-6367)
- Part 2. SECRETS/TIMESAVERS [60 min.] (½" VHS-6368)
- Part 3. ADVANCED [60 min] (½" VHS-6369)
- Part 4. DESKTOP PUBLISHING [60 min.] (½" VHS-6370)

LEARNING EXCEL 2000, INTRODUCTION [105 min.] (½" VHS-6923)

LEARNING FRONTPAGE 98
- Part 1. INTRODUCTION [80 min.] (½" VHS-6844)
- Part 2. ADVANCED [62 min] (½" VHS-6845)

LEARNING FRONTPAGE 2000
- Part 1. INTRODUCTION [99 min.] (½" VHS-6944)
- Part 2. INTERMEDIATE [93min.] (½" VHS-6945)
- Part 3. ADVANCED [110 min] (½" VHS-6946)

LEARNING OUTLOOK 2000
- ADVANCED [90 min.] (½" VHS-7271)
- E-MAILING [90 min.] (½" VHS-6924)
- SCHEDULING [90 min.] (½" VHS-7270)

LEARNING PAGEMAKER 6.5
- Part 1. INTRODUCTION [69 min.] (½" VHS-7282+)
- Part 2. ADVANCED [69 min.] (½" VHS-7283)
- Part 3. SECRETS AND TIMESAVERS [62 min.] (½" VHS-7284)

LEARNING POWERPOINT 2000, INTRODUCTION [90 min.] (½" VHS-6925)

LEARNING QUATTRO PRO 7.0 FOR WINDOWS 95
- Part 1. INTRODUCTION [60 min.] (½" VHS-6371)
- Part 2. ADVANCED [60 min.] (½" VHS-6372)

LEARNING WINDOWS 98, INTRODUCTION [75 min.] (½" VHS-6926)

LEARNING WORD 2000
- Part 1. INTRODUCTION [90 min.] (½" VHS-6927)
- Part 2. INTERMEDIATE [90 min.] (½" VHS-7099)
- Part 3. ADVANCED [90 min.] (½" VHS-7100)

LIFE ON THE INTERNET (13 Parts) [60 min. each] (½"VHS-5990-5996)

LOTUS 1-2-3 COMPREHENSIVE TRAINING PROGRAM [120 min.] (½" VHS-4673)

MANAGING A NOVELL NETWORK [300 min.] (½" VHS-5441)

1996 EMERGING TECHNOLOGIES TELECONFERENCE, THE: HOME PAGES AND THE WORLD WIDE WEB [120 min.] (½" VHS-6044)

1997 EMERGING TECHNOLOGIES TELECONFERENCE, THE: CREATING HOME PAGES FOR LIBRARIES [116 min.] (½" VHS-6275)

PROGRAMMING HTML 4
- Volume 3 [55 min.] (½" VHS-6851)
- Volume 4 [55 min.] (½" VHS-6852)

PROGRAMMING IN C++ [46 min.] (½" VHS-5442)

PROGRAMMING IN JAVA-INTERMEDIATE [60 min.] (½" VHS-6819)

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UNDERSTANDING PC NETWORKS [60 min.] (½" VHS-4990)
USING CORELDRAW, ADVANCED [72 min.] (½" VHS-5443)
USING QUATTRO PRO, ADVANCED [66 min.] (½" VHS-5444)
WINDOWS 3.1
Volume 1 [66 min.] (½" VHS - 5884)
Volume 2 [66 min.] (½" VHS - 5885)
Volume 3 [60 min.] (½" VHS - 5886)
WINDOWS NT 3.5
Volume 1. ARCHITECTURE & INSTALLATION [63 min.] (½" VHS - 6792)
Volume 2. BOOTING & CONFIGURATION [95 min.] (½" VHS - 6793)
Volume 3. REGISTRY, SECURITY, AND USERS [75 min.] (½" VHS - 6794)
Volume 4. NETWORKING CONCEPTS [71 min.] (½" VHS - 6795)
Volume 5. NT PERFORMANCE & TROUBLESHOOTING [60 min.] (½" VHS - 6796)
Volume 6. MANAGING YOUR FILES, PRINTERS, & APPLICATIONS [104 min.] (½" VHS - 6797)
WORDPERFECT 6.1 FOR WINDOWS
Volume 1 [60 min.] (½" VHS - 5883)
Volume 2 [60 min.] (½" VHS - 5882)
Volume 3 [60 min.] (½" VHS - 5881)
WORKING WITH WINDOWS 95
Volume 1 [39 min.] (½" VHS-6337)
Volume 2 [32 min.] (½" VHS-6338)
Volume 3 [29 min.] (½" VHS-6339)
Volume 4 [39 min.] (½" VHS-6340)

TDH PROGRAMS

DAY IN THE HEALTH OF TEXAS, A (1995) [30 min.] (½" VHS Spanish-5922)
DAY IN THE HEALTH OF TEXAS, A (1998) [30 min.] (½" VHS-6620)
EMPLOYEE MEETING ON REORGANIZATION [93 min., A, Prof] (½" VHS-6843)
I WANT TO BE GOOD SO BAD [37 min.] (½" VHS-6099)
PACKAGING OF LIVE SPECIMENS FOR MAILING [14 min.] (½" VHS-5923)
TEXAS DEPARTMENT OF HEALTH CHRISTMAS PROGRAM, 1999 [81 min.] (½"-7083)
TEXAS DEPARTMENT OF HEALTH EMPLOYEE LEGISLATIVE BRIEFING [106 min.] (½" VHS-5782)
TEXAS DEPARTMENT OF HEALTH LEGAL AND FISCAL RESPONSIBILITIES FOR NONPROFIT BOARD OF DIRECTORS [13 min.] (½" VHS-6798)

PROFESSIONAL DEVELOPMENT

ABRAHAM LINCOLN ON COMMUNICATION [68 min.] (½" VHS-6366)
ASSERTIVENESS TRAINING FOR PROFESSIONALS [253 min.] (audiocassettes-T0032)
ATTITUDE VIRUS, THE: CURING NEGATIVITY IN THE WORKPLACE [21 min.] (½" VHS closed captioned-6568)
BASIC BASIC TELEPHONE SKILLS [17 min.] (½" VHS-6251)
BASIC SPANISH [240 min.] (audiocassettes-T0177)
BUILDING BLOCKS FOR SUCCESS [240 min.] (audiocassettes-T0041)
BUSINESS OF PARADIGMS, THE [38 min.] (½" VHS-5116)
BUSINESS WRITING SKILLS, Volumes 1 & 2 [165 min.] (½" VHS-4826)
CELEBRATE LIVING [4 min.] (½" VHS-6200)
COMMUNICATING WITH THE HEARING-IMPAIRED PATIENT: SIGNING FOR HEALTH CARE PROFESSIONALS [77 min.] (½" VHS-6572)
CONFIDENT PUBLIC SPEAKING, Volumes 1 & 2 [180 min.] (½" VHS-4827)
COST OF INTOLERANCE, THE [17 min.] (½" VHS-6043)
CREATING TEAMWORK [253 min.] (audiocassettes-T0033)
DANCING WITH CHANGE: A REALITY CHECK [87 min.] (½" VHS-6287)
DANCING WITH CHANGE: A SURVIVOR'S GUIDE [90 min.] (½" VHS-6289)
DEALING WITH PEOPLE: A GUIDE TO EFFECTIVE CUSTOMER SERVICE [13 min.] (½" VHS-6628)
DEFUSING HOSTILITY [48 min.] (½" VHS-6007)
DON'T SHOOT THE MESSENGER: COMMON WORKPLACE COURTESIES THAT REDUCE TENSION AND LOWER STRESS [22 min.] (½" VHS-7300)
DOUBLE WIN, THE: SUCCESS IS A TWO-WAY STREET [360 min.] (audiocassettes-T0044)
FINDING QUALITY WITHIN YOURSELF [51 min.] (½" VHS-7020)
FIVE FORBIDDEN PHRASES [18 min.] (½" VHS- 6249)
FOCUSED SELF-DETERMINATION [49 min.] (½" VHS- 6335)
FRONT OF THE CLASS, THE [22 min.] (½" VHS closed captioned - 6629)
GIFT OF HONOR, THE [91 min.] (½" VHS-6631)
HONORING ATTITUDES [40 min.] (½" VHS-6850)
HOW TO DEAL WITH DIFFICULT PEOPLE, Volumes 1 & 2 [190 min.] (½" VHS- 4851)
HOW TO DEAL WITH THE FOREIGN ACCENT [10 min.] (½" VHS- 6253)
HOW TO DELEGATE WORK AND ENSURE IT'S DONE RIGHT [120 min.] (audiocassettes-T0034)
HOW TO GET THE BREAKS IN LIFE [120 min.] (audiocassettes-T0042)
HOW TO HANDLE THE IRATE CALLER [11 min.] (½" VHS- 6250)
HOW TO OVERCOME NEGATIVITY IN THE WORKPLACE [275 min.] (½" VHS-6896)
HOW TO PRESENT A PROFESSIONAL IMAGE, Volumes 1 & 2 [178 min.] (½" VHS-4824)
HOW TO SPEAK UP, SET LIMITS AND SAY NO [180 min.] (audiocassettes-T0035)
IMAGE AND SELF-PROJECTION FOR TODAY'S PROFESSIONAL WOMAN [152 min.] (½" VHS- 6033)
IN SEARCH OF EXCELLENCE [88 min.] (½" VHS-6779)
INSIGHT, Volume 174: CREATING POSITIVE ENERGY FOR ACTION [60 min.] (audiocassette-T0180)
INSTANT RAPPORT [60 min.] (audiocassette - T0175)
JUST INCREDIBLE! A CUSTOMER SERVICE STORY - [25 min.] (½" VHS- 6276)
MAKING THE DIFFERENCE [13 min.] (½" VHS- 6769)
ONE DAY MBA, THE [288 min.] (audiocassettes-T0038)
101 IDEAS TO ORGANIZE YOUR BUSINESS LIFE [120 min.] (audiocassettes-T0026)
OUR ROLES IN THE FUTURE OF PUBLIC HEALTH [70 min.] (½" VHS- 6288)

PATHWAY TO POWER [120 min.] (audiocassettes-T0043)
POLITICAL SAVVY [240 min.] (audiocassettes-T0036)
POWER COMMUNICATION SKILLS [240 min.] (audiocassettes-T0037)
POWER OF THE ENNEAGRAM: A NEW TECHNOLOGY OF SELF-DISCOVERY, THE [180 min.] (audiocassettes-T0222)
POWER UNDER PRESSURE: HOW TO BE AT YOUR BEST WHEN THE HEAT IS ON [240 min.] (audiocassettes-T0045)
PROACTIVE CUSTOMER SERVICE [20 min.] (½" VHS- 6254)
PROFESSIONAL TELEPHONE SKILLS [172 min.] (½" VHS- 4825)
PROSPERITY CONSCIOUSNESS: HOW TO TAP YOUR UNLIMITED WEALTH [360 min.](audiocassettes-T0178)
PSYCHOLOGY OF WINNING: TEN QUALITIES OF A TOTAL WINNER, THE [360 min.] (audiocassettes-T207)
QUALITY SERVICE IN THE PUBLIC SECTOR [24 min.] (½" VHS-6241**)**
RELATIONSHIP STRATEGIES [360 min.] (audiocassettes-T0046)
ROAD TO REIMBURSEMENT, THE [10 min.] (½" VHS- 6300)
SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE, THE (audiocassette- long version) [320 min.] (T-0048)
SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE, THE (audiocassette-short version) [127 min.] (T-0221)
SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE, THE (videocassettes)
- EFFECTIVENESS -THE GOOSE AND THE GOLDEN EGG [68 min.] (½"VHS-6689)
- HABIT 1 - BE PROACTIVE [65 min.] (½" VHS-6693)
- HABIT 2 - BEGIN WITH THE END IN MIND [53 min.] (½" VHS-6694)
- HABIT 3 - PUT FIRST THINGS FIRST [80 min.] (½" VHS-6695)
- HABIT 4 - THINK WIN-WIN [59 min.] (½" VHS-6696)
- HABIT 5 - SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD (½" VHS-6697)
- HABIT 6 - SYNERGIZE [37 min.] (½" VHS-6698)
- HABIT 7 - SHARPEN THE SAW [34 min.] (½" VHS-6699)
- PARADIGM SHIFTING [29 min.] (½" VHS-6691)
- THE MATURITY CONTINUUM [13 min.] (½" VHS-6692)
- THREE-PERSON TEACHING [13 min.] (½" VHS-6690)

SOLVING CONFLICT [26 min.] (½" VHS-6658)
SPEED READING, Volume 1 & 2 [video: 176 min.; audiocassette: 60 min.] (Kit-0007)
STRESS AND VIOLENCE: THE PARTNERSHIP THAT MUST BE DISSOLVED [30 min.] (½" VHS-6310)
SUCCESS: THE SEVEN STRATEGIES FOR WEALTH AND HAPPINESS [300 min.] (audiocassettes-T0049)
SUPERVISION PRESCRIPTION FOR HEALTHCARE PROFESSIONALS [30 min] ((½" VHS-6643)
TDH CONVERSATIONS [108 min.] (½" VHS-6847)
TEN SECOND EXECUTIVE HUMORIST, THE [360 min.] (audiocassettes-T0047)
TIME MANAGEMENT [48 min.] (½" VHS-6365)
TOP PERFORMANCE: HOW TO DEVELOP EXCELLENCE IN YOURSELF AND OTHERS [360 min.] (audiocassettes-T-0176)
TOUCHING THE DIVINE [260 min.] (audiocassettes-T0208)
UNIFIED TEAM, THE [26 min.] (½" VHS-6764)
WE ARE CUSTOMERS TO EACH OTHER [9 min.] (½" VHS-6252)
WHAT'S WRONG WITH THIS PICTURE [16 min.] (½" VHS closed captioned-6286)
WINNING BALANCE, A [20 min.] (½" VHS-6042)
YOUR IMAGE AT WORK [23 min.] (½" VHS-6277)

RECORDS MANAGEMENT

BURIED ALIVE: DOCUMENT RETENTION / RECORDS MANAGEMENT [23 min.] (½" VHS-5197)
ELECTRONIC RECORDS SEMINAR (TEXAS STATE LIBRARY) [121 min.] (½"VHS-6740)
ELECTRONIC RECORDS TRAINING [105 min.] (½"VHS-5974)
FOR THE RECORD [22 min.] (½" VHS - 5826)
HHS RECORDS MANAGEMENT WORKGROUP REPORT (Electronic Document Imaging) [book] (B-0069)
LEGAL REQUIREMENTS FOR ELECTRONIC IMAGING SYSTEMS [140 min.] (½"-6464)
NO PRIVACY: LEGAL ISSUES IN E-MAIL [23 min.] (½" VHS-6703)
OPEN RECORDS SEMINAR [329 min.] (½"-6891)
OPEN RECORDS TRAINING [166 min.] (½"-6915)
PROCEDURES FOR STORING INACTIVE RECORDS [123 min.] (½" VHS-7130)
PUBLICATION MANAGEMENT OVERVIEW [241 min.] (½" VHS - 7219)
PUBLIC INFORMATION ACT TRAINING [210 min.] (½" VHS - 5887)
PUBLIC INFORMATION (OPEN RECORDS) TRAINING (OGC) [120 min., A, Prof] (audiocassettes-T0394)
RECORDS MANAGEMENT OVERVIEW [74 min] (½" VHS-6848)
RETENTION SCHEDULE BASICS [141 min.] (½" VHS-6867)
SHORTCUTS TO CREATING AND MAINTAINING ORGANIZED FILES AND RECORDS [67 min.] (½" VHS-6790)
UNDERSTANDING DOCUMENT IMAGING [165 min.] (½" VHS-6023)
USING APPROVED RETENTION SCHEDULE TO MANAGE FILES [90 min.] (½" VHS-6868)

STATE EMPLOYEE INCENTIVE PROGRAM

TEXAS INCENTIVE AND PRODUCTIVITY COMMISSION [10 min.] (½" VHS-6630)

ABRAHAM LINCOLN ON COMMUNICATION-6366
½" VHS color 68 min. 1995 A, Professional
Abraham Lincoln, as dramatized by B. Eugene Griessman, uses humor and quotes from his speeches to present principles on good communication. Principles include: (1) if you want to communicate effectively, you must have something to say; (2) learn to speak and write clearly; (3) be credible; (4) use stories, analogies, and imagery; (5) use humor; (6) ask questions; (7) know your audience; (8) convince the audience that you're a friend who has their best interest at heart; (9) consider the consequences of your message; and (10) improve your ability a little bit each day. (CAREER) (PROFESSIONAL DEVELOPMENT)

ACCESS 7.0
½" VHS color 1995 A
(User must supply own program disk for MicroSoft Access 7.0 for Windows 95). (NSG) (COMPUTER TRAINING)

Part 1 - BEGINNING - 6305 (94 min.) - Topics include: (1) viewing information in a database; (2) entering data; and (3) creating tables, forms, queries and reports.

Part 2 - INTERMEDIATE - 6306 (90 min.) - Topics include: (1) modifying tables; (2) adding tables; (3) searching and filters; (4) complex queries; (5) reports without queries; and (6) mail merge for form letters and mailing labels.

Part 3 - ADVANCED - 6307 (103 min.) - Topics include: (1) relating tables; (2) programming; (3) advanced queries; (4) using macros; and (5) security and backup.

ACCESS 2000
½" VHS color 1999 A, Professional
(KEY) (COMPUTER TRAINING)

Volume 1. BEGINNING-7030 (124 min.) Topics include: working with an existing database; form basics; report basics using report wizard; printing queries, forms, and reports; backing up and restoring a database; converting a database to a previous version.

Volume 2. INTERMEDIATE-7031 (123 min.) Topics include: planning and designing a database; building and modifying tables; working with relationships; and designing simple queries.

Volume 3. ADVANCED-7032 (121 min.) Topics include: building and modifying forms and reports; database startup options; and importing, exporting and linking.

Volume 4. WEB SECURITY-7033 (121 min.) Topics include: creating data access pages; using the chart wizard; security basics; replication basics; using macros; using add-ins; and report and form section properties.

Volume 5. EXPERT TOPICS-7034 (114 min.) Topics include: advanced query, form and report design techniques; using the find duplicates wizard; the find unmatched wizard; headers, footers and combo boxes; saving a form as HTML; building reports with sub-reports; and adding/modifying calculations.

ASSERTIVENESS TRAINING FOR PROFESSIONALS - T0032
4 audiocassettes 253 min. 1987 A, Professional
A live audio recording of a seminar by Dr. Helga Rhode during which the following topics are discussed: handling conflict; dealing with difficult people (aggressiveness vs. assertiveness); communicating more clearly, directly and defensively; and building a stronger reputation. (CAREER) (PROFESSIONAL DEVELOPMENT)

THE ATTITUDE VIRUS: CURING NEGATIVITY IN THE WORKPLACE (closed captioned) -6568
½" VHS color 21 min. 1997 A, Professional
Limited to use by TDH and WIC programs. Closed captioned for the hearing impaired. Productivity suffers when an attitude problem exists. Warning signs could be: resisting change; lack of commitment; spreading gossip; misdirected anger; and condescending perfectionism. Shows how to get to the cause, administer the cure, and create a healthier workplace. (CRMMGH) (PROFESSIONAL DEVELOPMENT)

BASIC BASIC TELEPHONE SKILLS-6251
½" VHS color 17 in. 1989 A, Professional
Limited to use by TDH and WIC programs. Addresses the fundamentals of answering the telephone in a professional environment. Identifies ten telephone "musts" with which everyone answering a phone needs to be familiar. Geared toward four specific population groups: 1) people new to the work force; 2) people with previous experience requiring very little customer service; 3) people with disabilities who are working for the first time; 4) people reentering the work force after being absent for several years. (TDI) (PROFESSIONAL DEVELOPMENT)

BASIC COURSE ON HOW TO CREATE WEB PAGES ON THE WWW-7152
4 - ½" VHS color 127 min. 1997 A, Professional
Includes 4 videos, workbook, and CD-ROM with practice files from the workbook. Tape 1 (30 min) - Introduction; an overview of the world wide web and the internet; web page creation software and HTML language. Tape 2 (38 min.) - Making web pages: web page structure, text and hyperlinks, and static graphic images. Tape 3 (22 min.) - Making web pages: navigational graphics and introduction to creating forms. Tape 4 (36 min.) - Polishing your web pages to load faster; posting your web pages on the internet; and making web pages: a taste of more advanced features. **This series does not address accessability issues required of state agency web sites.** (MONTAG) (COMPUTER TRAINING)

BASIC SPANISH - T0177
4 audiocassettes color 240 min 1985 A, Professional
Contains Fundamental Spanish reference book and 90-minute audiocassette, Basic Spanish Study Guide and three 60-minute audiocassettes, Spanish/English Dictionary, Spanish phrase book, and workbook. Beginning Spanish language course in ten lessons. (BERLIT) (PROFESSIONAL DEVELOPMENT)

BUILDING BLOCKS FOR SUCCESS - T0041
4 audiocassettes 240 min. 1990 A, Professional
A presentation by Lewis Timberlake on self-image and goal setting. Each audiocassette discusses one of four topics: (1) becoming the person you really want to be; (2) the advantages of adversity; (3) the anatomy of a winner; (4) developing a successful plan for your life. (TIMBER) (PROFESSIONAL DEVELOPMENT)

BURIED ALIVE: DOCUMENT RETENTION/RECORDS MANAGEMENT - 5197
½" VHS color 23 min. 1990 A, Professional
Makes all employees more aware of the need for correct document retention and records management procedures, as well as the legal, financial, and operational consequences of non-compliance. Practical do's and don'ts show how and why documents should be systematically retained or destroyed without risking destruction of evidence or otherwise jeopardizing vital information. (COMMON) (RECORDS MANAGEMENT)

THE BUSINESS OF PARADIGMS - 5116
½" VHS color 38 min. 1990 A, Professional
Makes viewers aware that each person views and understands the world through their paradigms. Understanding the power of paradigms can be a crucial step towards breaking through barriers to innovation and unlocking resistance to change. Explains why change is resisted and how hidden barriers to new ideas limit one's ability to successfully anticipate and plan for the future. (CHART) (PROFESSIONAL DEVELOPMENT)

BUSINESS WRITING SKILLS, Volumes 1 & 2 - 4826
½" VHS color 165 min. 1989 A, Professional
Volume 1: (89 min.) Shows business writers how to get started, how to write concisely, how to overcome writer's block. Explains how to hold the reader's attention, when to use cliches. Volume 2: (76 min.) Discusses when to use formal and informal writing. Covers salutations, structuring the opening and closing, word selection, eliminating redundancies. (CAREER) (PROFESSIONAL DEVELOPMENT)

CELEBRATE LIVING - 6200
½" VHS color 4 min. n.d. A, Professional
Non-narrated. Various maxims meant to improve happiness are shown on the screen in text form. Adapted from "Life's Little Instruction Book." (UNITW) (PROFESSIONAL DEVELOPMENT)

COMMUNICATING WITH THE HEARING-IMPAIRED PATIENT: SIGNING FOR HEALTH CARE PROFESSIONALS-6572
½" VHS color 77 min. 1990 Professional
A four-part interactive course which provides a general introduction to the elements of American Sign Language (fingerspelling, numbers, common phrases and specialized signs). Intended to provide sufficient vocabulary to permit health care workers both to understand and to respond to hearing-impaired patients. (FFH) (PROFESSIONAL DEVELOPMENT)

CONFIDENT PUBLIC SPEAKING, Volumes 1 & 2 - 4827
½" VHS color 180 min. 1989 A, Professional
Volume 1: (87 min.) Stresses how to overcome the fear of public speaking. Gives tips on making the presentation interesting, when and how to use props, improving impromptu and extemporaneous speaking. Volume 2: (93 min.) Explains ways to exercise voice in order to project more confidence and credibility. Covers pacing the presentation, using body language, handling question and answer sessions effectively, how to deal with difficult audiences. (CAREER) (PROFESSIONAL DEVELOPMENT)

THE COST OF INTOLERANCE - 6043
½" VHS color 17 min. 1994 A
Limited to use by TDH and WIC programs. A training program directed toward employees with direct customer contact. Trainees are instructed as to how attitudes, biases, and assumptions toward customers affect quality customer service. Discusses “service energy.” The four-hour course includes a 17-minute video, a trainer’s manual and 20 participant’s manuals. (BNA) (PROFESSIONAL DEVELOPMENT)

CREATING TEAMWORK - T0033
4 audiocassettes 253 min. 1987 A, Professional
A live audio recording of a seminar by Lee Shelton during which the following topics are discussed: assessing yourself as a leader; the "c’s" of effective leaders (contagious enthusiasm, comfortable to be around, communicate well); the essence of team-building including Theory X, Theory Y and Theory Z; team goal-setting; the P.I.E. model in planning; delegation and performance appraisal; communicating leadership; and personal and team motivation. (CAREER) (PROFESSIONAL DEVELOPMENT)

DANCING WITH CHANGE: A REALITY CHECK - 6287
½" VHS color 87 min. 1997 Professional
A teleconference taped at the Texas Department of Health initiated by College of DuPage and held on February 28, 1997. Gives a glimpse into the changing nature of library services emphasizing enhanced electronic access and delivery. (DUPAGE) (PROFESSIONAL DEVELOPMENT)

DANCING WITH CHANGE: A SURVIVOR'S GUIDE - 6289
½" VHS color 90 min. 1997 Professional
A teleconference taped at the Texas Department of Health initiated by College of DuPage and held on April 4, 1997. The focus on the changing nature of the library continues with the emphasis on selecting and cataloging policies for online, multimedia, and interactive materials. (DUPAGE) (PROFESSIONAL DEVELOPMENT)

A DAY IN THE HEALTH OF TEXAS (1995) Spanish - 5922
½" VHS color 30 min. 1995 A
Provides new employees with an overview of the multiplicity of services that the Texas Department of Health provides each day to the individual citizens of Texas. To be used as part of the new employee orientation. (TDHPI) (TDH PROGRAMS)

A DAY IN THE HEALTH OF TEXAS (1998)-6620
½" VHS color 30 min. 1998 A
Provides new employees with an overview of the multiplicity of services that the Texas Department of Health provides each day to the individual citizens of Texas. To be used as part of the new employee orientation. Updated with a message by Dr. William R. Archer, Commissioner of Health. (TDH) (TDH PROGRAMS)

DBASE III PLUS - 4674
Part 1: ½" VHS video, 113 min. + guide + computer diskette
Part 2: ½" VHS video, 106 min. + guide
Produced in 1986. (LEARN) (COMPUTER TRAINING)

DBASE III PLUS, LEVEL III - 6347
½" VHS color 52 min. 1988 A, Professional
Advanced level for dBase III. Includes topics such as: start up procedures for programming dBase; accessing the text editor; starting dBase program with DO command; writing a program using the "Application Generator"; and debugging a program. (DATA) (COMPUTER TRAINING)

DEALING WITH PEOPLE: A GUIDE TO EFFECTIVE CUSTOMER SERVICE-6628
½" VHS color 13 min. 1995 Professional
Limited to use by TDH and WIC programs. Shows some of the basic skills involved in effective customer service. Illustrates that we are all customers by showing the customer in one vignette as the service representative in the next vignette. (SALENG) (PROFESSIONAL DEVELOPMENT)

DEFUSING HOSTILITY - 6007
½" VHS color 48 min. 1988 A, Professional
Limited to use by TDH and WIC programs. Shows examples of angry people in a variety of situations and levels of intensity. These vignettes are discussed with experts in this field, Dale Trimble and Dr. Fred Van Fleet. Video comes with a workbook and discussion guide. (COAST) (PROFESSIONAL DEVELOPMENT)

DIR INTERNET REQUIREMENTS-7151
½" VHS color 96 min. 2000 Professional
Staff from the Department of Information Resources (DIR) explain the new accessibility requirements for web sites of state agencies found in 1 TAC §201.12 State Web Sites revised April 3, 2000. (TDH) (COMPUTER TRAINING)

DON'T SHOOT THE MESSENGER: COMMON WORKPLACE COURTESIES THAT REDUCE TENSION AND LOWER STRESS-7300
1/2" VHS color 22 min. 2001 A
Emphasizes that in all cases it is important to treat co-workers with consideration. Shows a number of vignettes and how co-workers could have handled the situation better. Includes communication tips between workers, efficient planning of meetings, respect for co-workers' supplies, and courtesy in using office equipment (BPG) (PROFESSIONAL DEVELOPMENT)

DOS TRAINING PROGRAM - 4675
Part 1: ½" VHS video, 117 min. + guide + computer diskette
Part 2: ½" VHS video, 98 min. + guide + computer diskette
Part 3: ½" VHS video, 82 min. + guide + computer diskette
Produced in 1987. (LEARN) (COMPUTER TRAINING)

THE DOUBLE WIN: SUCCESS IS A TWO-WAY STREET - T0044
6 audiocassettes 360 min. 1985 A, Professional
A series by Denis Waitley developing the concept of interdependency, double winners and synergism. Step-by-step process of changing the win-lose attitudes to skills which can produce win-win situations in interpersonal relationships, the workplace, and the home. Gives examples of double winners in management, business, and parenting. (NIGHT) (PROFESSIONAL DEVELOPMENT)

ELECTRONIC RECORDS SEMINAR (TEXAS STATE LIBRARY) - 6740
½" VHS color 121 min. 1998 A, Professional
Available for loan outside of Texas Department of Health. A seminar conducted by the Texas State Library, State and Local Records Division, on July, 1, 1998, at the Texas Department of Health for state agency records management officers. The speakers included Paul Gulick, Technology Assistant, Office of the Lieutenant Governor; and Sherry Peel, Lead Trial Attorney, Office of the Attorney General. Mr. Gulick spoke about his experience with setting up an imaging system for the Lieutenant Governor's correspondence. Ms. Peel spoke about electronic records, including E-mail, as evidence and how today's litigation climate makes maintenance of electronic data a challenging proposition for data managers. (TDH) (RECORDS MANAGEMENT)

ELECTRONIC RECORDS TRAINING - 5974
½" VHS color 105 min. 1996 A, Professional
Documents the training session offered by TDH and the Texas State Library (April 10, 1996) on the Texas State Library rules for maintaining long-term electronic records; and a demonstration on how to organize e-mail messages, transfer them offline, and retrieve them from the offline medium. The instructors are Sara Mitchell, Texas State Library, and Pat Scott, Automated Data Services. The training handouts accompany the video and may be retained by viewer for future reference. (TDH) (RECORDS MANAGEMENT)

EMPLOYEE MEETING ON REORGANIZATION-6843
½" VHS color 93 min. 1998 A, Professional
Initial announcement of the reorganization of TDH featuring Texas Department of Health Commissioner, William R. Archer, and Executive Deputy Commissioner, Patti Patterson. Features the two new deputy commissioners: Deputy Commissioner for Public Health Sciences and Quality, Debra Stabeno, and Deputy Commissioner for Community Health and Prevention, John Evans. (TDH) (TDH PROGRAMS)

EXPLORING THE INTERNET 5--HEALTH AND MEDICAL RESOURCES - 5971
½" VHS color 120 min. 1996 A, Professional
An interactive teleconference down-link covering six topics regarding health and medical resources available on the Internet. Topics covered are (1) an overview and demonstration of major health and medical resources available on the Internet; (2) how to evaluate these Internet resources utilizing a checklist method; (3) guidelines for locating resources; (4) how to index, organize, and maintain Internet resources/information; (5) how to keep up with the proliferation of information, and; (6) identifying future Internet projects and trends. (NIUL) (COMPUTER TRAINING)

FINDING QUALITY WITHIN YOURSELF-7020
½" VHS color 51 min. 1999 A, Professional
A motivational presentation by Lewis Timberlake featured at the TDH's Sixth Annual Statewide Quality Expo on October 13, 1999. (TDH) (PROFESSIONAL DEVELOPMENT)

FIREWORKS 3 - 7147
1/2" VHS color 80 min. 1999 A
Shows the essential features of Fireworks 3, including multiple rollovers, GIF animations, and optimization. Demonstrates how to seamlessly integrate Fireworks graphics into Dreamweaver to complete an attractive Web site. (MACRO) (COMPUTER TRAINING)

FIVE FORBIDDEN PHRASES - 6249
½" VHS color 18 min. 1989 A, Professional
Limited to use by TDH and WIC programs. Offers "cures" to help eliminate five of the most objectionable phrases to the public. Will help improve customer service, in both face-to-face and telephone conversations. (TDI) (PROFESSIONAL DEVELOPMENT)

FOCUSED SELF-DETERMINATION - 6335
½" VHS color 49 min. 1994 A, Professional
Denis Waitley, motivational speaker, encourages the listener to take responsibility for choosing his own luck in life. A successful person perseveres to meet personal goals. Explains delayed gratification, and internal vs. external locus of control. (NIGHT) (PROFESSIONAL DEVELOPMENT)

FOR THE RECORD - 5826
½" VHS color 22 min. 1995 A, Professional
A dramatized training video designed for employees at all levels who handle information--paper as well as electronic media--that stresses the importance of employee compliance with established records/information management policies. Highlights key principles of records management. (COMMON) (RECORDS MANAGEMENT)

THE FRONT OF THE CLASS (closed captioned)-6629
½" VHS color 22 min. 1995 Professional
Limited to use by TDH and WIC programs. Closed captioned for the hearing impaired. Designed for training supervisors in an office setting. Uses examples of the best and worst classroom teachers to illustrate leadership. Explains how to implement a principle of leadership: "I only succeed when the students do. What do they need from me to succeed?" (MPC) (PROFESSIONAL DEVELOPMENT)

THE GIFT OF HONOR-6631
½" VHS color 91 min. 1998 A, Professional
Presentation sponsored by the TDH Learning Council in honor of the 1997 H.E.A.L.T.H. award winners. Dr. Beverly Chiodo speaks about the importance of meaningful praise, especially of one's character vs. achievement. Recognition of character traits which lead to success is seen as essential in order to encourage loyalty and to motivate toward excellence. (TDH) (PROFESSIONAL DEVELOPMENT)

HARVARD GRAPHICS 3.0
½" VHS color 1994 A
(User must supply own program disk for Harvard Graphics 3.0) For Windows, IBM compatible. (KEY) (COMPUTER TRAINING)

Part 1. BEGINNING - 6108 (120 min.) Topics included: (1) introduction and quick presentations; (2) basics such as moving between slides and displaying a presentation; (3) managing a presentation which includes creating, saving, closing, and opening a presentation; (4) coach tutorial, help cursor and using the advisor; (5) title charts which includes selecting, editing and adding text; (6) bullet charts; (7) changing the presentation style; (8) printing a presentation.

Part 2. INTERMEDIATE - 6109 (120 min.) Topics included: (1) organizational charts; (2) table charts including use of eyedropper tool; (3) pie charts; (4) bar charts; (5) drawing; (6) working with symbols.

Part 3. ADVANCED - 6110 (100 min.) Topics included: (1) working with multiple presentations; (2) customizing Harvard Graphics; (3) designing the look of a presentation; (4) importing and exporting; (5) enhancing screen show with options such as sound and animation.

HHS RECORDS MANAGEMENT WORKGROUP REPORT (Electronic Document Imaging)-B-0069
book 110 pages. 1999 A, Professional
Provides managers with an explanation of the various factors involved in deciding whether to pursue development of an electronic document imaging system. (HHS) (RECORDS MANAGEMENT)

HONORING ATTITUDES-6850
½" VHS color 40 min. 1999 A, Professional
Presentation sponsored by the TDH Learning Council in honor of the 1998 H.E.A.L.T.H. award winners. Dr. Paul Faulkner, a motivational speaker, expresses how good attitudes can foster a good life. (TDH) (PROFESSIONAL DEVELOPMENT)

HOW TO DEAL WITH DIFFICULT PEOPLE - 4851
½" VHS color 190 min. 1991 A, Professional
Volume 1: (74 min.) Provides insight into why difficult people behave the way they do, and provides communication tips for dealing with them. Includes role playing exercises. Discusses the analyzer, relater, ruler, and entertainer. Volume 2: (116 min.) Shows how to effectively handle eleven types of chronically difficult people: yes people, no people, know-it-alls, chronic complainers, passives, snipers, tanks, grenades, maybe people, think-they-know-it-alls and nothing people. (CAREER) (PROFESSIONAL DEVELOPMENT)

HOW TO DEAL WITH THE FOREIGN ACCENT - 6253
½" VHS color 10 min. 1989 A, Professional
Limited to use by TDH and WIC programs. Increases awareness of cultural and ethnic diversity. Emphasizes the point that citizens of all ethnic groups deserve the same high level of customer service as other customers. (TDI) (PROFESSIONAL DEVELOPMENT)

HOW TO DELEGATE WORK AND ENSURE IT'S DONE RIGHT - T0034
2 audiocassettes 120 min. 1987 A, Professional
A seminar by Dick Lohr which teaches the skill of delegation to challenge and train others and provide more time for other projects. Topics include: deciding which projects to delegate and to whom; keeping control without "pulling the strings;" heading off upward delegation; overcoming people's resistance to being delegated to; and turning a tiresome task into an exciting challenge for someone else. (CAREER) (PROFESSIONAL DEVELOPMENT)

HOW TO GET THE BREAKS IN LIFE - T0042
2 audiocassettes 120 min. 1989 A, Professional
A presentation by Lewis Timberlake offering five specific steps to get the "breaks." Some ideas proposed are: three ways to be an effective listener; explanation of body language; and four ways to develop and improve verbal skills. (TIMBER) (PROFESSIONAL DEVELOPMENT)

HOW TO HANDLE THE IRATE CALLER-6250
½" VHS color 11 min. 1989 A, Professional
Limited to use by TDH and WIC programs. Reveals tips on how to handle the irate, angry, rude and sometimes abusive caller. Intended as a training tool for those who handle complaint calls. Contains practical and common sense methods to show the caller that you are empathetic and there to help. (TDI) (PROFESSIONAL DEVELOPMENT)

HOW TO OVERCOME NEGATIVITY IN THE WORKPLACE-6896
½" VHS color 275 min 1996 A, Professional
Volume 1. (1 hr. 17 min.) Topics include: the common sources of workplace negativity and how to steer clear of them yourself; simple effective ways to build up your immunity to negative thinking; understanding the language of negativity; the I.C.A.N. system to develop an optimistic approach. **Volume 2.** (1 hr. 4 min.) Topics include: how to keep a co-worker's negative mood from affecting your own outlook and performance; methods to help you hold people accountable for their negative behaviors (so they're less likely to repeat them); power of "flip side" thinking; the essentials for dealing with defensiveness, hostility, and chronic complaining. **Volume 3.** (1 hr. 2 min.) Topics include: ways to turn a would-be argument into a productive problem-solving session; how to recognize and avoid "stalemates" before they shut down communication; 3-2-1: the countdown method for countering "It won't work" attitudes; what you can do to sway a negative thinker toward a more positive outlook. **Volume 4.** (1 hr. 12 min.) Topics include: quick and easy assessment for gauging negativity in the workplace; what people's routines reveal about the "norms" that have formed where you work; how to develop a Normative Profile to identify "hot spots" of negativity; steps you can take to transform a negative environment into an upbeat, productive workplace. (CAREER) (PROFESSIONAL DEVELOPMENT)

HOW TO PRESENT A PROFESSIONAL IMAGE
Volumes 1 & 2 - 4824
½" VHS color 178 min. 1990 A, Professional
Volume 1: (92 min.) Provides tips for women on projecting a professional image including: improving self-image; visualizing professionalism; professional dress and hairstyles. Volume 2: (86 min.) Helps women learn to improve their professional image by: tactfully and skillfully explaining point of view; dealing with stressful situations; projecting authority; overcoming intimidation; increasing visibility; responding to criticism. (CAREER) (PROFESSIONAL DEVELOPMENT)

HOW TO SPEAK UP, SET LIMITS AND SAY NO - T-0035
4 audiocassettes 180 min. 1987 A, Professional
A live audio recording of a seminar by Maria Arapakis discussing how to cope with tough situations by using assertive words and phrases, yet keeping relationships with friends and co-workers intact. Some topics addressed are: identifying and changing areas in a person's life where people take advantage; reacting when someone else takes credit for work not done by them; setting limits in love relationships; dealing with interruptions in a polite, yet no-nonsense way; and dealing with biting sarcasm. (CAREER) (PROFESSIONAL DEVELOPMENT)

IMAGE AND SELF-PROJECTION FOR TODAY'S PROFESSIONAL WOMAN - 6033
2 - ½" VHS color 152 min. 1989 A, Professional
A workshop by motivational speaker Dr. Julie White providing specific tools to enhance the professional woman's confidence and career advancement. Volume 1. Examines two personality types: achiever and sustainer. Outlines the essential ingredients for success. Volume 2. Describes power-robbing mannerisms and how to increase credibility in the workplace through appearance and body language. (CAREER) (PROFESSIONAL DEVELOPMENT)

IN SEARCH OF EXCELLENCE -6779
½" VHS color 88 min. 1985 A, Professional
Sketches several successful companies and their relationship to customer service, innovation, productivity through people and corporate values. (VIDEOA) (PROFESSIONAL DEVELOPMENT)

INSIGHT, VOLUME 174: CREATING POSITIVE ENERGY FOR ACTION-T0180
audiocassette 60 min. 1997 A
An audiocassette "magazine" consisting of four speakers: Stephen Sideroff, "Unchained Reactions;" Dru Scott, "Converting Stress into Success;" Brian Tracy, "Stress That Motivates;" and Earl Nightingale, "Energetic Living." Also includes a special report, "Business Renegades: Rebels with a Cause." (NIGHT) (PROFESSIONAL DEVELOPMENT)

INSTANT RAPPORT - T0175
½" VHS color 60 min. 1991 A, Professional
A presentation by Michael Brooks discussing how to develop rapport with another person whether a co-worker, family member, or client. Organizes people into three groups based on the dominate sense in which a person learns. These representational processing groups are visuals (sight), auditories (hearing), and kinesthetics (feelings). Gives characteristics of these groups and how people can identify an individual in one of the groups and create rapport. Explains how to create an instant rapport by matching representatory language cues of another person. (NIGHT) (PROFESSIONAL DEVELOPMENT)

THE INTERNET! (13 Parts)
½" VHS color 60 min. per tape 1996 A, Professional
Takes viewers on a "hands-on, how-to" tour of the Internet, combining fun and information. (KSPS) (COMPUTER TRAINING)

Parts 1 & 2 - 5975 - Beginnings: Explains how the Internet got started.// Business on the Internet: Explores the potential the Internet presents to businesses.

Parts 3 & 4 - 5976 - Discusses governments of the world on the Net.// Depicts educational institutions' plans for integrating the Internet into their curricula.

Parts 5 & 6 - 5977 - Shows the environmental side of the Internet, including Yahoo Environment and Nature, Biosphere 2, and the Environmental Protection Agency's web page. // Covers various sites dealing with animals, particularly dogs and cats. Shows how to put your own pet on the web. Includes a page with links to animal health and veterinary resource sites all over the world.

Parts 7 & 8 - 5978 - Visits the University of Phoenix, which offers graduate and undergraduate degree programs to working professionals around the world; Global Network Academy, which offers distance education courses; and Alta Vista, //Yahoo, and other places to get graphics for your web page.

Parts 9 & 10 - 5979 - Visits various musical web sites including those of the Rolling Stones, country artists, classical, popular; provides musical resources and Ticketmaster on-line. Also features Jim Marshall photography collection and the guests who appear on the Late Show with David Letterman. // Features travel and hotel sites; a complete guide to vitamins; MCI Marketplace; Home Energy Magazine, and more.

Parts 11 & 12 - 5980 - Features the Wall Street Journal Interactive Edition; The Chicago Tribune; New York Times;

AlterNet and other on-line newspapers. // Features Rodney Dangerfield, Harry Shearer, Yoko Ono, Jeff Spicoli. Also a segment about Bill Gates and Microsoft.

Part 13 - 5981 - Visits the Millennium Whole Earth Catalog and lets the viewer browse other catalogs.

THE INTERNET SHOW - 5984
½" VHS color 66 min. 1994 A, Professional
Introduces the Internet and shows viewers how to use it at work and at home. (PBS) (COMPUTER TRAINING)

I WANT TO BE GOOD SO BAD - 6099
½" VHS color 37 min. 1992 A
Ethics training course for public employees. Includes a message from Dr. David Smith, former Commissioner of Health. Uses vignettes and specific examples to raise awareness of areas in which ethical behavior may be compromised. Consequences of unethical behavior can include loss of employment and legal prosecution. (CORPORATE CONCERNS) (TDH PROGRAMS)

JUST INCREDIBLE! A CUSTOMER SERVICE STORY - 6276
½" VHS color 25 min. 1997 A
Limited to use by TDH and WIC programs. Follows two neighbors as they each do their Saturday errands. One neighbor is met with helpful and courteous service personnel while the other neighbor is met with indifference and poorly trained service personnel. (AMI) (PROFESSIONAL DEVELOPMENT)

LEARN HOW TO BUILD A WEB PAGE
½" VHS color 1996 A, Professional
(CAREER) (COMPUTER TRAINING)

Volume 1 - 6341 (50 min.) Shows how to design, build, and update a World Wide Web site. Topics include: creating that first web page with HTML; enhancing the page with graphics; publishing a multiple page web site and placing your site on a server; and publicizing your site.

Volume 2 - 6342 (50 min.) Teaches more advanced techniques to enhancing a World Wide Web site. Topics include: use of color and graphics while improving downloading speed; adding audio, video and animation; creating simple or complex tables; and hints on the creation of forms on the Web.

LEARNING ACCESS 2000, INTRODUCTION - 6922
½" VHS color 90 min. 1999 A, Professional
Consists of one video + 3.5" computer diskette (must have MicroSoft Office 2000 or Access 2000 already installed on the computer for the learning diskette to work.) Topics include: introducing databases; exploring different views in Access; creating a database; customizing a template; entering records; using forms; creating a new table; adding a field; accessing the Lockup Wizard; setting/removing primary keys; and creating new forms. (VIAG) (COMPUTER TRAINING)

LEARNING ACCESS 2000, VISUAL BASIC
½" VHS color 85 min. 1999 A, Professional
Consists of one video + 3.5" computer diskette (must have MicroSoft Office 2000 or Access 2000 already installed on the computer for the learning diskette to work.)(VIAG) (COMPUTER TRAINING)

Volume 1-7036 (85 min.) Topics include: creating and accessing simple functions; using the message box function; accessing functions with macros; creating event handlers; examining form properties/events; applying enter/exit events; triggering GotFocus/LostFocus events; using the CommandBars object; and adding menu captions.

Volume 2-7037 (90 min.) Topics include: working with the application object; creating a database; using word balloons; using Follow Hyperlink; using the GetOption; applying the SetOption; utilizing the RunCommand; working with RecordSets; retrieving values; and creating an error handler.

LEARNING ACTIVE SERVER PAGES-7154
3-½" VHS color 321 min. 1998 A, Professional
Consists of three videos + one 3.5" computer diskette (must have MicroSoft Internet Information Server software already installed on the computer for the learning diskette to work.) Level 1 (125 min.) Topics include: building your first active server page; forms; query strings and writing and reading cookies. Level 2 (100 min.) Topics include: ActiveX, ActiveX data objects; adding, updating and deleting a record. Level 3 (96 min.) Topics include: database authentication; stored procedures; session and application objects; Global.asa; and MTS transactions. (KEY) (COMPUTER TRAINING)

LEARNING COREL ENVOY FOR WINDOWS 95 - 6375
½" VHS color 60 min. 1996 A, Professional
Consists of one hour long video + 3.5" computer diskette (must have Corel Envoy already installed on the computer for the learning diskette to work.) Topics include: using menu items and icons; creating newsletter; discussing font styles; reducing file size; custom settings tips; embedding fonts; printing a file to Envoy; using Hypertext tool; and linking to World Wide Web. (VIAG) (COMPUTER TRAINING)

LEARNING COREL PRESENTATIONS 7.0 FOR WINDOWS 95
½" VHS color each 1996 A, Professional
Each part consists of one hour long video + 3.5" computer diskette (must have Corel Presentations 7.0 already installed on the computer for the learning diskette to work.) (VIAG) (COMPUTER TRAINING)

Part 1. INTRODUCTION- 6373 (60 min.) Topics include: the Presentations window; creating and editing slides; using PerfectExpert; using Zoom; working with bullets; using slides from other files; adding and changing text; creating a master slide; creating and printing speaker notes; and explaining print options.

Part 2. ADVANCED - 6374 (60 min.) Topics include: adding bitmap and vector images; inserting a QuickArt picture; inserting a data chart and organizational chart; linking objects and embedding objects in a presentation; adding transitions to slides; adding sound; printing a presentation as 35mm slides; and publishing a slide show to the Internet.

LEARNING COREL WORDPERFECT 7.0 FOR WINDOWS 95
½" VHS color 1996 A, Professional
Each part consists of one hour long video + 3.5" computer diskette (must have Corel WordPerfect 7.0 already installed on the computer for the learning diskette to work.) (VIAG) (COMPUTER TRAINING)

Part 1. INTRODUCTION - 6367 (60 min.) Topics include: description of WordPerfect screen; entering text; defining insert/typeover modes; moving insertion point;

saving a document; selecting text; deleting, cutting, copying, and pasting text; setting or changing tabs and indents; using tools; and printing a document.

Part 2. SECRETS/TIMESAVERS - 6368 (60 min.) Topics include: using key strokes to move cursor; Go To command; change text styles; recording and playing a macro; creating and applying a style; using graphics; creating a table; copying a formula; and displaying and creating a template.

Part 3. ADVANCED - 6369 (60 min.) Topics include: opening, editing, and using a pre-recorded template; using macros; printing envelopes; creating and formatting columns, creating and working with a table and chart; creating and editing a header; creating an outline; creating a hypertext document; and merging a file using data file and form file.

Part 4. DESKTOP PUBLISHING - 6370 (60 min.) Topics include: creating a handbill, brochure, and newsletter; working with subheads; using Drop Cap command; creating a party invitation; editing a bar chart; using drawing commands; watermarks; and using TextArt.

LEARNING EXCEL 2000, INTRODUCTION - 6923

½" VHS color 105 min. 1999 A, Professional

Consists of one video + 3.5" computer diskette (must have MicroSoft Office 2000 or Excel 2000 already installed on the computer for the learning diskette to work.) Topics include: examining a worksheet; entering text and numbers; modifying the size of columns and rows; crating a new workbook; editing cell content; merging cells; applying font styles; entering formulas in a cell; entering a function; clearing cell content/formatting; printing an entire workbook; setting page margins/centering; and setting up headers/footers. (GYDIG) (COMPUTER TRAINING)

LEARNING FRONTPAGE 98

½" VHS color 1998 A, Professional

Includes 3.5" computer diskette. Explains how to plan and create a web site. (VIAG) (COMPUTER TRAINING)

Part 1. INTRODUCTION-6844 [80 min.] Topics include: using the wizard, tasks priority, inserting an image/clipart, changing fonts and text size; converting text to tables; and viewing HTML code.

Part 2. ADVANCED-6845 [62 min.] Topics include: adding a hyperlink to an image; background music; inserting data and images into a table; creating an interactive form; discussion of CGI scripting; tips for maintaining a web site; how to update content.

LEARNING FRONTPAGE 2000

1/2" VHS color 1999 A, Professional

Includes one video + 3.5" computer diskette (must have FrontPage 2000 already installed on the computer for the learning diskette to work.) (GYDIG) (COMPUTER TRAINING)

Part 1. INTRODUCTION-6944 [99 min.] Topics include: applying themes; using a web wizard; viewing and sorting tasks; assigning and reassigning tasks; adding and importing images; adding clip art; searching for clips; adding and formatting text; using alignment tools; adding new pages; adding a bulleted list; using the Navigation view; printing and previewing.

Part 2. INTERMEDIATE-6945 [93 min.] Topics include: using page properties; editing the background; selecting margins/tabs; adding text; inserting/adjusting images; adding hyperlink; adding/previewing a sound file; creating/editing tables; importing text; creating text animations; adding a hit counter.

Part 3. ADVANCED-6946 [110 min.] Topics include: creating custom forms; adding and editing the scrolling text box; adding boxes, lists and buttons; creating drop-down menus; adding and editing a Hover button; assigning confirmation page; adding search forms; selecting and editing frames; adding scrolling marquees; creating and modifying banner ads.

LEARNING OUTLOOK 2000

½" VHS color 1999 A, Professional

Each title consists of one video + 3.5" computer diskette (must have MicroSoft Office 2000 or Outlook 2000 already installed on the computer for the learning diskette to work.) (GYDIG) (COMPUTER TRAINING)

ADVANCED - 7271 [90 min.]Topics include: using import/export wizard; assigning category items; organizing tasks; creating mail templates; importing personal file folders; creating distribution lists; granting access permission; sharing tasks; and using mail merge.

E-MAILING - 6924 [90 min.]Topics include: selecting a profile; identifying window components; composing e-mail; examining the Address Book; formatting carbon/blind carbon copies; sending e-mail; attaching files; checking new mail; opening mail and attachments; storing and organizing messages; grouping items on a timeline; discussing e-mail editors, creating an autosignature; and flagging messages.

SCHEDULING - 7270 [90 min.] Topics include: adding and importing contacts; creating appointments and setting reminders; scheduling events; creating, copying, sorting, and grouping tasks; and planning a meeting and sending meeting requests.

LEARNING PAGEMAKER 6.5

½" VHS color 1998 A, Professional

Includes 3.5" computer diskette. Explains how to publish electronically. (GYDIG) (COMPUTER TRAINING)

Part 1. INTRODUCTION-7282 [69 min.] Topics include: using templates; inserting and removing pages; adding page numbers and adjusting margins; using master pages; importing graphics and formatting paragraphs; editing with the window shade; using constrained and unconstrained modes; discussing the color pallette; printing a proof; and publishing electronically.

Part 2. ADVANCED - 7283 [69 min.] Topics include: master page palette; creating grids; threading text frames; adding jump lines; using the story editor; setting tabs and indents; adding bullets and numbers; creating a table of contents, index and cross-reference; creating an Adobe table; and applying border color and fills.

Part 3. SECRETS AND TIMESAVERS - 7284 [62 min.] Topics include: moving pages around; changing the layout and adding pages; changing the page orientation; adding non-breaking spaces and styles; hiding palettes; locking/hiding/creating new layers; skewing an object; the scripts palette; restoring and moving scripts; the library palette; cataloging library items and creating a library; and using the search command.

LEARNING POWERPOINT 2000, INTRODUCTION - 6925

½" VHS color 90 min. 1999 A, Professional

Consists of one video + 3.5" computer diskette (must have MicroSoft Office 2000 or PowerPoint 2000 already installed on the computer for the learning diskette to work.) Topics include:

using a template; discussing toolbars; editing slides; inserting headers/footers; using the AutoContent wizard; expanding and collapsing slides; working with text; inserting clip art; inserting charts/editing datasheets; applying sound/ animating text; setting up a slide show; adding speaker notes and customizing handouts. (GYDIG) (COMPUTER TRAINING)

LEARNING QUATTRO PRO 7.0 FOR WINDOWS 95
½" VHS color 1996 A, Professional
Each part consists of one hour long video + 3.5" computer diskette (must have Quattro Pro 7.0 already installed on the computer for the learning diskette to work.) (VIAG) (COMPUTER TRAINING)

Part 1. INTRODUCTION- 6371 (60 min.) Topics include: description of Quattro Pro screen; opening and creating a notebook; viewing and editing a slide show; creating, naming, and using a group; using SpeedSum and SpeedFormat; creating, resizing and moving a chart; placing text in a chart and creating a formula.

Part 2. ADVANCED - 6372 (60 min.) Topics include: using scenarios; using Consolidator; using Analysis command; saving information to a notebook page; querying the database; creating custom toolbar; recording and running a macro; creating a notebook template; linking a button to the internet; and creating and editing a map.

LEARNING WINDOWS 98, INTRODUCTION - 6926
½" VHS color 75 min. 1999 A, Professional
Consists of one video + 3.5" computer diskette (must have Windows 98 already installed on the computer for the learning diskette to work.) Topics include: Windows 98 desktop; using the mouse; using the menus; viewing folders and files; multi-tasking; creating, saving, and naming files; using Window's Explorer; using Find feature; placing a program in StartUp menu; installing a printer; installing and removing programs; and using the Recycle Bin. (GYDIG) (COMPUTER TRAINING)

LEARNING WORD 2000
½" VHS color 1999 A, Professional
Consists of one video + 3.5" computer diskette (must have MicroSoft Office 2000 or Word 2000 already installed on the computer for the learning diskette to work.) (GYDIG) (COMPUTER TRAINING)

Part 1. INTRODUCTION - 6927 [90 min.] Topics include: using keyboard shortcuts; selecting/deselecting text; formatting and saving a document; creating a new document; using templates; setting margins and page orientation; setting indentation/line spacing options; adjusting tabs; using spelling and grammar features; printing; adding bullets and numbering; inserting a chart; using Format Painter.

Part 2. INTERMEDIATE - 7099 [90 min.]Topics include: inserting page breaks; symbols and tab stops; adjusting margins; adding or modifying page numbers; creating and formatting headers and footers; saving HTML files; creating and formatting tables; adding graphics; preparing charts; importing data; using Mail Merge; and sorting and merging records.

Part 3. ADVANCED - 7100 [90 min.]Topics include: applying paragraph and section shading; using text flow options; adding and modifying page borders; applying and editing styles; creating and using bookmarks; inserting and revising endnotes and footnotes; creating watermarks; inserting and modifying a Table of Contents and an Index; embedding tables; performing calculations; linking data; creating, applying, running and editing macros; and inserting form controls.

LEGAL REQUIREMENTS FOR ELECTRONIC IMAGING SYSTEMS-6464
2- ½" VHS color 140 min. 1993 Professional
A teleconference which originated from Washington, D.C. Discusses how to establish an imaging information system for records that should meet the legal requirements to stand up in court. Topics include: admissibility of records into evidence; regulatory issues; and implementation. (There are tracking problems with the video portion of this teleconference, that is, the image gets darker and lighter. The audio portion is fine.) (AIIM) (RECORDS MANAGEMENT)

LIFE ON THE INTERNET (13 Parts)
½" VHS color 60 min. each 1996 A, Professional
Parts 1 & 2 - 5990 - Digital Doctors: The medical profession has discovered that the Internet can be a powerful tool to speed diagnoses and exchange treatment plans. One doctor has even discovered a whole new condition, Internet Addictive Disorder--what can happen if you spend too much of your life on the Internet.//Hollynet: Examines the marketing potential of cyberspace as it applies to bringing the movies to the computer screen.
Parts 3 & 4 - 5991 - Next Stop - The Future: The future of the Internet points to its continued growth in practical usefulness--it will eventually become a ubiquitous fixture in our normal lives, quite possibly as common a household utility as the telephone.// Cyber Students: The education establishment is discovering that individual schools, educators and parents are demanding that the Internet be placed in schools.
Parts 5 & 6 - 5992 - Sounds from Cyberspace: New audio Internet technologies promise to bring sound to our computers and allow broadcasting from our computers.//Internauts: The Internet receives new entries daily, how is this changing the face of the Net?
Parts 7 & 8 - 5993 - Net Profits - Commerce on the web is booming. Out of thousands of hopeful "cyberpreneurs" who will make it and how will they do it?// InterNetworking: News groups are a place where literally millions of people gather to debate, preach, get information or just leave a message for anyone who cares about the same subject.
Parts 9 & 10 - 5994 - Electric Ink: How successful will the magazine publishing business be on the Net?//Cyber Secrets: Debates the issue of encryption. Does it threaten the public good or insure the right to personal privacy?
Parts 11 & 12 - 5995 - Electronic Mail: E-mail has changed the way people live and work. Shows how a particular software author helped make it easy for millions of people to communicate with each other.// Spiritual Surfers: The Internet offers a spiritual smorgasbord for every hungry, curious or questioning cybersoul.
Part 13 - 5996 - Electronic Cash: Electronic cash has already entered the flow of money that makes the world go 'round. But are we ready to take the final step and open our wallets to cyberspace?(GAPUBTV) (COMPUTER TRAINING)

LOTUS 1-2-3 COMPREHENSIVE TRAINING PROGRAM - 4673
2 - ½" VHS videos, 120 min., + guide (user must supply own program disk for Lotus) 1990 A, Professional
(COMSEL) (COMPUTER TRAINING)

MAKING THE DIFFERENCE: A PROBLEM OWNED IS A PROBLEM SOLVED-6769
½" VHS color 13 min. 1998 A, Professional
Limited to use by TDH and WIC programs. Vignette set at the front desk of a hotel where one staff member sees a customer's needs as something she can meet while another staff member tries to find someone else to take the blame and solve the problem. (VIDEOA) (PROFESSIONAL DEVELOPMENT)

MANAGING A NOVELL NETWORK - 5441
5- ½" VHS color 300 min. 1992 A, Professional
Contains five videocassettes, a workbook and reference guide. Workbook and guide must be returned with videos.
Module 1: (60 min.) Lays the foundation for the various Novell concepts and terminologies discussed throughout this course. Module 2 & 3: (120 min.) Demonstrates how to install and configure your LAN and explains many concepts in the operation of your LAN. Module 4: (60 min.) Explores a variety of management utilities such as PCONSOLE, FCONSOLE, and the Security Command. It also examines the factors involved in adding new applications to a LAN. Module 5: (60 min.) Teaches how to troubleshoot a variety of network components including cables, network interface cards and printers. (TCT) (COMPUTER TRAINING)

THE 1996 EMERGING TECHNOLOGIES TELECONFERENCE: HOME PAGES AND THE WORLD WIDE WEB - 6044
½" VHS color 120 min. 1996 A, Professional
A teleconference taped at the Texas Department of Health initiated by the Idaho State Library and held on July 23, 1996. Gives information on locating resources on the World Wide Web, both for the beginner and intermediate internet user. Provides ideas to libraries for the creation of a home page. (IDAHO) (COMPUTER TRAINING)

THE 1997 EMERGING TECHNOLOGIES TELECONFERENCE: CREATING HOME PAGES FOR LIBRARIES - 6275
½" VHS color 116 min. 1997 A, Professional
A teleconference taped at the Texas Department of Health initiated by the Idaho State Library and held on January 28, 1997. Gives information and ideas to many varieties of libraries who want to create a home page on the internet. (IDAHO) (COMPUTER TRAINING)

NO PRIVACY: LEGAL ISSUES IN E-MAIL-6703
½" VHS color 23 min. 1998 A, Professional
Provides guidelines to consider when communicating by electronic mail. Teaches why e-mail should always be considered public information and how deleted e-mail can be discovered and used in litigation. Offers valuable tips and tricks about e-mail etiquette. (AMI) (RECORDS MANAGEMENT)

THE ONE-DAY MBA - T0038
6 audiocassettes 288 min. 1990 A, Professional
A short course on business administration presented by Paul Lerman and John H. Turner, developers of the "MBA Fundamentals" seminar. The course consists of separate audiocassettes on the following topics: management (49 min.); marketing (50 min.); accounting (47 min.); finance (46 minutes); decision-making (46 min.); and human resources (50 min.). A loose-leaf book supporting the audiocassettes and providing tests and a final exam is included. (PRENTI) (PROFESSIONAL DEVELOPMENT)

101 IDEAS TO ORGANIZE YOUR BUSINESS LIFE -T0026
2 audiocassettes 120 min. 1993 A, Professional
Side 1: GETTING STARTED (30 min.) Explains what being organized means. Provides easy, inexpensive ways to create an effective, inviting work space. Side 2: STREAMLINING PAPERWORK (30 min.) Provides tips to ease decision-making when sorting. Provides ten ways to minimize the amount of paper generated and specific, common sense filing system. Side 3: SAVING TIME (30 min.) Shows how saving small amounts of time adds up. Shows how to find time you don't think you have and how color-coding can be a time-saver. Side 4: CLARIFYING COMMUNICATION (30 min.) Explains what communication has to do with being organized. Shows gracious ways to minimize interruptions, and painless techniques for thorough follow-up. Shows ways to stay organized when away from the office. (CAREER) (PROFESSIONAL DEVELOPMENT)

OPEN RECORDS SEMINAR-6891
4-½" VHS color 329 min. 1999 A, Professional
Parts 1-3 (239 min.) Hadassah Schloss of the General Services Commission discusses open records law and the changes made in the last legislature session which became effective September 1, 1999. Part 4 (90 min.) Linda Wiegman of the Office of General Counsel provides Texas Department of Health specific policy regarding providing open records requests. (TDH) (RECORDS MANAGEMENT)

OPEN RECORDS TRAINING-6915
½" VHS color 166 min. 1999 A, Professional
Linda Wiegman of the Office of General Counsel provides Texas Department of Health specific policy regarding providing open records requests emphasizing the changes made the last legislative session. Jane Hazelton, Records Management Officer, discusses the charge structure for open records. (TDH) (RECORDS MANAGEMENT)

OUR ROLES IN THE FUTURE OF PUBLIC HEALTH - 6288 ½" VHS color 70 min. 1997 Professional
A speech by Linda Gholston, Chair of the Mississippi State Board of Health, to the Texas Department of Health healthcare award winners at the Board of Health meeting on March 20, 1997. (TDH) (PROFESSIONAL DEVELOPMENT)

PACKAGING OF LIVE SPECIMENS FOR MAILING - 5923
½" VHS color 14 min. 1995 A, Professional
Presentation documenting the TDH Laboratory's testing of their routinely used specimen mailing containers as specified by the 12/21/90 edition of the *Federal Register*. Demonstrates correct packaging of live specimens for shipping/mailing. (TDH LAB) (TDH PROGRAMS)

PATHWAY TO POWER - T0043
2 audiocassettes 120 min. 1989 A, Professional
A presentation by Lewis Timberlake suggesting that although "no one can motivate anybody else" a person can "create a climate of motivation for people to be 'internally motivated'." In discussing the "Pathway to Power" he describes six reasons why people do not have this power; six things this power will do for a person; and eight steps to developing and using this power. (TIMBER) (PROFESSIONAL DEVELOPMENT)

POLITICAL SAVVY - T0036
4 audiocassettes 240 min. 1987 A, Professional
A live audio recording of a seminar by Dr. Susan Dellinger describing the unwritten power skills for professional women in a humorous, informative manner. Some topics examined are: avoiding the ten most common blunders of professional women aiming for the top; being a team player; dressing for authority; including "die before cry" escape hatches; and what a professional woman must do to be promoted. (CAREER) (PROFESSIONAL DEVELOPMENT)

POWER COMMUNICATION SKILLS -T0037
4 audiocassettes 240 min. 1987 A, Professional
A live audio recording of a seminar by Dr. Susan Baile directed to professional women. Included are topics such as: handling intimidating people; dealing with unreasonable people while gaining their respect; approaching conflicts with confidence. Additional topics discussed are: the value of first impressions; productive meetings; and how promotion decisions are made. (CAREER) (PROFESSIONAL DEVELOPMENT)

THE POWER OF THE ENNEAGRAM: A NEW TECHNOLOGY OF SELF-DISCOVERY-T0222
6-audiocassettes 180 min. 1995 A-Professional
Personality profile system explains nine fundamental personality types of human nature. Aids in self-understanding and human relationships. (NIGHT) (PROFESSIONAL DEVELOPMENT)

POWER UNDER PRESSURE: HOW TO BE AT YOUR BEST WHEN THE HEAT IS ON - T0045
4 audiocassettes 240 min. 1986 A, Professional
A series by Robert Kriegel which trains people to function with excellence in pressure situations. Topics include: balancing challenge and mastery for peak performance; preparing for pressure situations with winning strategies; increasing self-confidence; developing can-do attitude; and mental and physical conditioning. (NIGHT) (PROFESSIONAL DEVELOPMENT)

PROACTIVE CUSTOMER SERVICE-6254
½" VHS color 20 min. 1989 A, Professional
Limited to use by TDH and WIC programs. Illustrates the contrast between the average level of treatment most customers are accustomed to experiencing and the extraordinary and rare proactive way. Points covered include the value of building rapport in a business relationship; offering the customer additional choices; and turning the buyer-seller relationship into a friendship. (TDI) (PROFESSIONAL DEVELOPMENT)

PROCEDURES FOR STORING INACTIVE RECORDS-7130
½" VHS color 123 min. 2000 A, Professional
Class presented April 10, 2000. Elizabeth Love, Texas State Library Records Center, explains the steps in sending the e-mail version of the RMD 101 "Transmittal of State Records." Neal Chapman, Circulation Services, Texas State Library Records Center, demonstrates how to prepare and pack boxes of state records for storage. Jane Hazelton, Texas Department of Health Records Management Officer, offers tips on avoiding common mistakes in completing the RMD 106 "Records Center Storage Approval Form" and other TDH specific information. (TDH) (RECORDS MANAGEMENT)

PROFESSIONAL TELEPHONE SKILLS, Volumes 1 & 2-4825
2-½" VHS color 172 min. 1989 A, Professional
Volume 1. (81 min.) Provides a variety of tips on proper telephone usage including: identifying caller's objections and objectives; building rapport; winning and keeping new customers; words and phrases to be avoided; avoiding telephone tag; handling calls when the caller is difficult to understand; how to handle a call when the person being called does not want to be disturbed. Volume 2. (91 min.) Covers procedures in telephone usage to improve efficiency and effectiveness including: how to screen calls; transfer, put calls on hold without offending customers; making the caller feel important; how to remember names; handling complaints; using call waiting, expediting calls from indecisive callers. (CAREER) (PROFESSIONAL DEVELOPMENT)

PROGRAMMING IN HTML 4
½" VHS color 1998 A, Professional
Each part consists of a video + 3.5" computer diskette (must have HTML 4.0 already installed on the computer for the learning diskette to work). (VIAG) (COMPUTER TRAINING)

Volume 3- 6851 (55 min.) Teaches formatting and using tables. Topics include: table tags; exploring HTML tables with a browser; alignment of the table and the cell; using tables to create columns; adding an image to a table; and creating the table for a page layout.

Volume 4-6852 (55 min.) Teaches formatting and using frames. Topics include: the potential of using frames; frameset documents/body documents; using different attributes and tags; explaining and demonstrating targeting; creating a targeted document; design techniques; and using nested frames.

PROGRAMMING IN C++ - 5442
½" VHS color 46 min. 1992 A, Professional
A tutorial designed to teach the user the fundamentals of the C++ programming language. Teaches function declarations, overload functions, classes, references, and more. Contains a video and two diskettes. (VIAG) (COMPUTER TRAINING)

PROGRAMMING IN JAVA-INTERMEDIATE-6819
½" VHS color 60 min. 1998 A, Professional
Includes 3-1/4" diskette. Topics include: where to find Java resources on the Web; four methods of an applet's life cycle; learning and using several methods: paint(), drawString(), getURL(), start(), stop(), and actionPerformed(); compiling and viewing an applet; using the *implements* statement; adding color backgrounds with RGB; and using variable values within methods. (VIAG) (COMPUTER TRAINING)

PROSPERITY CONSCIOUSNESS: HOW TO TAP YOUR UNLIMITED WEALTH - T0178
6 audiocassettes 360 min. 1994 A
A seminar by Fredric Lehrman on personal financial growth. (NIGHT) (PROFESSIONAL DEVELOPMENT)

THE PSYCHOLOGY OF WINNING: TEN QUALITIES OF A TOTAL WINNER-T0207
6 audiocassettes 360 min. 1988 A, Professional
Introductory audiocassette with five additional audiocassettes, each with an attitude quality and the corresponding action quality which Denis Waitley describes in a total winner. Qualities 1 and 2: Positive Self-Expectancy and Positive Self-Motivation.

Qualities 3 and 4: Positive Self-Image and Positive Self-Direction. Qualities 5 and 6: Positive Self-Control and Positive Self-Discipline. Qualities 7 and 8: Positive Self-Esteem and Positive Self-Dimension. Qualities 9 and 10: Positive Self-Awareness and Positive Self-Projection. (NIGHT) (PROFESSIONAL DEVELOPMENT)

PUBLICATION MANAGEMENT OVERVIEW-7219
1/2" VHS color 241 min. 2000 A, Professional
Presents the training session held on November 13, 2000, for publication coordinators and developers. Explains TDH publication policies and procedures, including forms and work orders. Demonstrates the publication on-line catalog for locating TDH publications. Demonstrates the Texas Records and Information Locator (TRAIL) database. Describes the services of HHS Printing, Art, Office of Language Services, Mail Facility and Automated Mailroom, Volunteer Mailroom and Web Publishing. (TDH) (RECORDS MANAGEMENT)

PUBLIC INFORMATION ACT TRAINING - 5887
½" VHS color 210 min. 1995 A, Professional
Provides a general overview of Government Code--Chapter 552, more commonly known as the Public Information Act. Covers the recent legislative changes to this act that were implemented September 1, 1995, and emphasizes the purpose of this act: to provide public access to information/records held by any state agency/entity. Assists Texas Department of Health employees in being able to distinguish between "open" and "confidential" information/records and provides the Texas Department of Health's Office of General Counsel as a resource to aid any employee in making the proper distinction. (TDH OGC) (RECORDS MANAGEMENT)

PUBLIC INFORMATION (OPEN RECORDS) TRAINING (OGC) - T0394
2 audiocassettes 120 min. 2000 A, Professional
Training offered on December 15, 2000. Covers the recent legislative changes to Government Code--Chapter 552, more commonly known as the Public Information Act that were implemented September 1, 1999. Assists Texas Department of Health employees in the use of various forms and redacting for release of information. Explains proposed changes to OP-1355. Discusses XO-0115 whereby TDH programs must report the number and type of public information or open records requests received each month. Provides the Texas Department of Health's Office of General Counsel and Public Information Coordinator as resources to aid employees in filling open records requests. (TDHOGC) (RECORDS MANAGEMENT)

QUALITY SERVICE IN THE PUBLIC SECTOR-6241
½" VHS color 24 min. 1993 A
Limited to use by TDH and WIC programs. Identifies effective methods for providing the public with excellent service, both on the telephone and in person. It stresses the importance of dealing with a difficult customer's feelings before attempting to solve the problem. Recommends using open-ended and closed-ended questions to discover wants and needs, and allow customers to vent their feelings. Also emphasizes the importance of personal appearance and looking organized. (AMI) (PROFESSIONAL DEVELOPMENT)

RECORDS MANAGEMENT OVERVIEW-6848
½" VHS color 74 min. 1999 A, Professional
Jane Hazelton, Records Management Officer for TDH, provides basic information on a variety of records management issues including definitions, TDH policies and procedures, and Texas State Library forms and procedures. Includes a segment on the management of e-mail. (TDH) (RECORDS MANAGEMENT)

RETENTION SCHEDULE BASICS -6867
2-½" VHS color 141 min. 1999 A, Professional
Outlines the three-part process that forms the foundation of the records management program--records inventory, analysis and appraisal, and the retention schedule. Provides forms to use and procedures for initial submission, recertification, and update. Includes tips in the implementation of the records retention schedule. (TSL) (RECORDS MANAGEMENT)

RELATIONSHIP STRATEGIES - T0046
6 audiocassettes 360 min. 1985 A, Professional
Describes 4 behavioral styles and methods of relating effectively to each. These styles are: the relater, the socializer, the thinker, and the director. Each style varies with whether a person is task- or people-oriented, and the pace at which the individual feels comfortable. Includes self-evaluation to determine personal behavioral style. (NIGHT) (PROFESSIONAL DEVELOPMENT)

THE ROAD TO REIMBURSEMENT - 6300
½" VHS color 10 min. 1997 Professional
Instructs Texas Department of Health employees regarding completing forms and paperwork for travel reimbursement. Features the publication, *Travel Allowance Guide*. Highlights the travel advance, use of the corporate American Express card, use of the *Texas State Travel Directory* for selection of lodging, use of taxi and rental car, and per diem allowances for meals. (TDH) (PROFESSIONAL DEVELOPMENT)

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE (audiocassette - long version)- T0048
8 audiocassettes 320 min. 1995 A- Professional
Based on the popular book by the same name. Describes each of the seven habits in detail. Productive and successful people share similarities in self-discipline and in the ways they relate to others. (KAROL) (PROFESSIONAL DEVELOPMENT)

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE (audiocassette - short version) -T0221
4 audiocassettes 127 min. 1992 A-Professional
Based on the popular book by the same name. Describes each of the seven habits. Explains how productive and successful people share similarities in self-discipline and in the ways they relate to others. (COVEY) (PROFESSIONAL DEVELOPMENT)

THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE
½" VHS color 1986 A, Professional
Steven R. Covey talks about the main points from his best selling book. These tapes are meant to be a companion to The Seven Habits of Highly Effective People course and serve as video illustration to the key points of the course. These tapes can be used as a refresher for someone who has already taken the course or has read Dr. Covey's book, *The Seven Habits of Highly Effective People*. Printed materials/handouts are not provided with the tapes. (CRM) (PROFESSIONAL DEVELOPMENT)

EFFECTIVENESS -THE GOOSE AND THE GOLDEN EGG-6689 (68 min.) Stephen R. Covey gives his definition of effectiveness. Explains the Emotional Bank Account. Includes the P/PC balance (Production and Production Capacity).

HABIT 1 - BE PROACTIVE-6693 (65 min.) Proactivity is the foundation of all the habits. Discusses stimulus-response, proactive vs. reactive, reactive language and the circles of influence and concern.

HABIT 2 - BEGIN WITH THE END IN MIND - 6694 (53 min.) Discusses personal vision and encourages the writing of a personal mission statement.

HABIT 3 - PUT FIRST THINGS FIRST - 6695 (80 min.) Discusses the time management model which puts the emphasis on relationships over scheduling. Includes the four quadrants of the time management matrix and the "Green and Clean" story.

HABIT 4 - THINK WIN-WIN - 6696 (59 min.) Discusses the philosophy and practicality of Win-Win in human interactions.

HABIT 5 - SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD - 6697 (67 min.) Focuses on communication, particularly active listening. Includes the role play with Dr. Covey and his son about leaving school.

HABIT 6 - SYNERGIZE - 6698 (37 min.) Investigates how to create an atmosphere which allows synergy to happen. Shows the old woman/young woman pictures.

HABIT 7 - SHARPEN THE SAW - 6699 (34 min.) Looks at the four dimensions to human personality: physical, mental, spiritual and emotional and how to maintain a healthy balance by continual renewal in each area.

PARADIGM SHIFTING-6691 (29 min.) Stephen R. Covey discusses the idea that the biggest change in a person's attitude comes from a shift in viewpoint or perspective.

THE MATURITY CONTINUUM-6692 (13 min.) Stephen R. Covey discusses how the first three habits build character and the next three build personality to foster effective working relationships. He defines dependency, independency, and interdependency and explains that synergy is derived from the interdependency of team members.

THREE-PERSON TEACHING-6690 (13 min.) Stephen R. Covey discusses the idea that a person learns better when that person teaches something to someone else.

SHORTCUTS TO CREATING AND MAINTAINING ORGANIZED FILES AND RECORDS-6790

½" VHS color 67 min. 1998 Professional

Provides basic information in setting up a file system. Explains many time-saving hints which can be incorporated into the maintenance of office files and records. **This program does not emphasize the use of a records retention schedule, which is required at TDH. For more information on retention requirements contact the TDH Records Management Officer at (512) 458-7111 x6483.** (NSG) (RECORDS MANAGEMENT)

SOLVING CONFLICT - 6658

½" VHS color 26 min. 1993 Professional

Limited to use by TDH and WIC programs. Provides a procedure that gives leaders the tools to deal with and solve conflicts successfully. Shows specific steps they can use to turn conflict into challenge to grow and an opportunity to learn a better way to improve relationships. (AMI) (PROFESSIONAL DEVELOPMENT)

SPEED READING, Volume 1 & 2 - K0007

2-½" VHS + audiocassette color VHS: 176 min.; audiocassette: 60 min. 1990 A, Professional

Contains two 88-minute videocassettes, 60-minute audiocassette, and printed material. Volume 1 (88 min.) explains what fast readers do and don't do. Describes six common reading problems and how to overcome them. Teaches the "mechanics" of speed reading, including drills. Volume 2 (88 min.) teaches advanced methods and provides additional drills to increase reading skills. Shows how to read with "purpose" for top comprehension. Includes advanced systems for note taking to enhance memory. Audiocassette (60 min.) provides advanced drills including the "U" hand motion; the "Question Mark" hand motion; the advantages of the 5-3-2 "Tracer" drill; and the one minute "Push-up Readings" to increase speed and comprehension. (CAREER) (PROFESSIONAL DEVELOPMENT)

STRESS AND VIOLENCE: THE PARTNERSHIP THAT MUST BE DISSOLVED - 6310

½" VHS color 30 min. 1997 A

Pathways to Success Lecture Series, presented May 20, 1997. Panel discussion involving Frank Ringer, former Associate Commissioner for Human Resources and Support with TDH; Jo Bergeron with Child and Family Service; and Suzy McCoy with Workers' Assistance. (TDH) (PROFESSIONAL DEVELOPMENT)

SUCCESS: THE SEVEN STRATEGIES FOR WEALTH AND HAPPINESS - T0049

12 audiocassettes 300 min. 1984 A

A twelve-part audiocassette series. Explains how to choose the lifestyle of achievers, how to carefully choose and refine goals. Explains how to set priorities, how to learn from others. Explains how to multiply earnings without working more hours and how to leave self-limitations behind. Emphasizes the importance of building strengths. Discusses how to put even modest funds to work to create wealth. Provides tips to improve concentration, delegation, use of telephone, time management. Explains how to find and associate with people who will give you positive influence, inspiration and strength. Discusses how to put style and special enjoyment into every day with love, self-esteem, happiness, friendship, and imagination. Explains how to change for success. (NIGHT) (PROFESSIONAL DEVELOPMENT)

SUPERVISION PRESCRIPTION FOR HEALTHCARE PROFESSIONALS-6643

½" VHS color 30 min. 1993 Professional

Limited to use by TDH and WIC programs. A new head nurse learns how to be a good supervisor. Topics include: organizing and planning; delegating responsibility; discipline for positive results; staff motivation; and communicating effectively. Helping other people do their very best is an important part of a supervisor's job. When supervisors motivate staff a hospital can operate at maximum efficiency and productivity. (AMI) (PROFESSIONAL DEVELOPMENT)

TDH CONVERSATIONS-6847

½" VHS color 108 min. 1998 A, Professional

Roy Hogan, former Deputy Commissioner for Administration, and Jimmy Helm, former Associate Commissioner for Operations, join Anita Martinez, Deputy Regional Director for Public Health Region 8 in a roundtable where TDH staff ask questions. Topics include: mentors who have impacted their careers, lessons learned, enduring values, highlights in each career and winning attitudes. (TDH) (PROFESSIONAL DEVELOPMENT)

THE TEN SECOND EXECUTIVE HUMORIST - T0047
6 audiocassettes 360 min. 1989 A, Professional
A series by Doc Blakely which teaches a person in management or sales to think like a professional humorist to create a positive impression. Topics include: analysis and basic forms of humor; factors affecting humor; gathering material and preparation; audience personalities; and deliberate mistakes. Also includes a survey of prominent professional speakers on failures and triumphs. (BLAKELY) (PROFESSIONAL DEVELOPMENT)

TEXAS DEPARTMENT OF HEALTH CHRISTMAS PROGRAM, 1999-7083
½" VHS color 81 min. 1999 A
Music and singing presented by TDH employees and their family members at the 1999 Christmas program. (TDH) (TDH PROGRAMS)

TEXAS DEPARTMENT OF HEALTH EMPLOYEE LEGISLATIVE BRIEFING - 5782
½" VHS color 106 min. 1995 A
Various Texas Department of Health presenters explain the 74th legislative session's (1995) impact on the programs of the Texas Department of Health. (TDH)(TDH PROGRAMS)

TEXAS DEPARTMENT OF HEALTH LEGAL AND FISCAL RESPONSIBILITIES FOR NONPROFIT BOARD OF DIRECTORS-6798
½" VHS color 13 min. 1998 A, Professional
Identifies and explains the responsibilities of the members of a nonprofit board of directors when they receive funding from the Texas Department of Health. Topics addressed include: financial responsibilities; routine contract reporting requirements; financial compliance reviews; compliance standards (financial, quality, and programmatic); sanctions; independent audits; and resources. (TDH) (TDH PROGRAMS)

TEXAS INCENTIVE AND PRODUCTIVITY COMMISSION-6630
½" VHS color 10 min. 1998 A
A humorous musical presentation explaining the State Employee Incentive Program and the Productivity Bonus Program of the Texas Incentive and Productivity Commission. State employees and former Governor George Bush are featured as they encourage state employees to participate in these programs. (TIPC) (STATE EMPLOYEE AND INCENTIVE PROGRAM)

TIME MANAGEMENT-6365
½" VHS color 48 min. 1997 A, Professional
Pathways to Success Lecture Series, presented August 5, 1997 featuring Martha Carey Sadler of MCS Marketing. She shares a part of a 4-hour seminar on time management techniques. (TDH) (PROFESSIONAL DEVELOPMENT)

TOP PERFORMANCE: HOW TO DEVELOP EXCELLENCE IN YOURSELF AND OTHERS - T0176
6 audiocassettes 360 min. 1989 A, Professional
A series by Zig Ziglar with Jim Savage which explains good management and delegation skills so as to maximize effectiveness. Topics include: (1) choosing to be a top performer; (2) causing others to want your leadership; (3) teamwork; (4) expect to win; (5) self-esteem; (6) applying theory to the real world; (7) improving morale for improved performance; (8) recognition, rewarding, and role modeling; (9) a formula for management motivation; (10) efficiency vs. effectiveness; (11) top performance and the team concept; and (12) developing excellence in yourself and others. (NIGHT) (PROFESSIONAL DEVELOPMENT)

TOUCHING THE DIVINE-T0208
4 audiocassettes color 260 min. 1994 A
A presentation by Wayne Muller who offers teachings, meditations and contemplations to help discover "a reservoir of divine wisdom" he believes resides in each person. Topics include: suffering in life; forgiveness; lessons from the Quakers; love vs. fear; gaining discipline; and meditation. (SOUND) (PROFESSIONAL DEVELOPMENT)

UNDERSTANDING DOCUMENT IMAGING - 6023
½" VHS color 165 min. 1995 A, Professional
A video course explaining many details of document imaging including methods of indexing and retrieving document images; computer hardware and software selection and requirements; conversion of old documents; Optical Character Recognition; alternatives to document imaging, and when to use them; and the legalities of document imaging. Although particular products and brands are featured, they are not necessarily endorsed by the Texas Department of Health. (TIG) (RECORDS MANAGEMENT)

UNDERSTANDING PC NETWORKS - 4990
½" VHS color 60 min. 1990 A, Professional
(M-USA) (COMPUTER TRAINING)

THE UNIFIED TEAM-6764
½" VHS color 26 min. 1998 A, Professional
Limited to use by TDH and WIC programs. Looks at the coach's role in promoting, protecting and restoring team unity. Unity occurs when a team provides its members with three basic human needs: the need to achieve, the need to belong and need to contribute. Lays out a practical approach that any coach can take to insure that these needs are in balance for team members. (MPC) (PROFESSIONAL DEVELOPMENT)

USING APPROVED RETENTION SCHEDULE TO MANAGE FILES -6868
½" VHS color 90 min. 1999 A, Professional
Provides practical guidelines for using your schedule to maintain records series, purge files, and dispose of records. Includes an exercise in applying a schedule to a specific group of records. (TSL) (RECORDS MANAGEMENT)

USING CORELDRAW, ADVANCED - 5443
½" VHS color 72 min. 1992 A, Professional
A tutorial designed to demonstrate the advanced features of CORELDRAW, Version 3.0. Shows advanced text options, node manipulation, and more. Contains a video and two diskettes. (VIAG) (COMPUTER TRAINING)

USING QUATTRO PRO, ADVANCED - 5444
½" VHS color 66 min. 1992 A, Professional
A tutorial showing how to take advantage of many of the more advanced features of Quattro Pro, Version 4.0. Contains a video and two diskettes. (VIAG) (COMPUTER TRAINING)

WE ARE CUSTOMERS TO EACH OTHER-6252
½" VHS color 9 min. 1989 A, Professional
Limited to use by TDH and WIC programs. Eliminates the distinction between external and internal customers. Stresses the importance of internal customer service. Asks the essential question, "If good service doesn't start within the organization,

how can we expect it to get out of the organization?" (TDI) (PROFESSIONAL DEVELOPMENT)

WHAT'S WRONG WITH THIS PICTURE? (Telephone Doctor) (closed captioned) - 6286
½" VHS color 16 min. 1996 A, Professional
Limited to use by TDH and WIC programs. Closed captioned for the hearing impaired. Shows a variety of interactions between customer and employee using ten discussion catalyst vignettes. Signals a break after each vignette for discussion. Accompanying guide facilitates discussion for leader. (TDI) (PROFESSIONAL DEVELOPMENT)

WINDOWS 3.1
½" VHS color 1995 A, Professional
Each volume includes a skills test manual, a student workbook, and a 3.5" computer diskette. (AST) (COMPUTER TRAINING)

Volume 1 - 5884 (66 min.) Explains topics such as: starting Windows, Windows Desktop, communicating with Windows, working with multiple windows, using a single application and using multiple applications.

Volume 2 - 5885 (66 min.) NOTE: Before attempting Volume 2, Volume 1 should be completed. Explains features: understanding the file manager, navigating through a directory window, managing files and directories, working with disks, and changing the information in a directory.

Volume 3 - 5886 (60 min.) NOTE: Before attempting Volume 3, Volumes 1 and 2 should be completed. Explains: working with groups and program item icons, understanding and using object linking and embedding, running non-Windows applications, and understanding the print manager.

WINDOWS NT 3.5
½" VHS color 1995 Professional
(LK) (COMPUTER TRAINING)

Volume 1. ARCHITECTURE AND INSTALLATION-6792 (63 min.) Topics include: architecture, basic installation and features of Windows NT.

Volume 2. BOOTING AND CONFIGURATION-6793 (95 min.) Topics include: the NT boot process; INTEL/RISC boot process; configuring hard disks; and configuring Windows NT.

Volume 3. REGISTRY, SECURITY, AND USERS-6794 (75 min.) Topics include: the working with the registry; security and objects; and users and groups.

Volume 4. NETWORKING CONCEPTS-6795 (71 min.) Topics include: networking architecture; Microsoft networking environment; RAS (Remote Access Service); connecting to a host environment; and Novell NetWare networking.

Volume 5. NT PERFORMANCE & TROUBLE-SHOOTING-6796 (60 min.) Topics include: mail; Schedule+; NT performance tuning; NT back up; and troubleshooting.

Volume 6. MANAGING YOUR FILES, PRINTERS AND APPLICATIONS-6797 (104 min.) Topics include: selecting a file system; long names and security; file system security; printing; and architecture design.

A WINNING BALANCE - 6042
½" VHS color 20 min. 1993 A
Limited to use by TDH and WIC programs. A training program exploring the topic of diversity. Helps trainees explore personal attitudes towards people described as "different" using a "tolerance scale." Shows impact of biases and stereotypes through interviews of real people. Explains how employees can become agents of change. The three-hour course includes the 20-minute video, trainer's manual and 20 participants' manuals. (BNA) (PROFESSIONAL DEVELOPMENT)

WORDPERFECT 6.1 FOR WINDOWS
½" VHS color 60 min. 1995 A, Professional
Each volume includes a skills test manual, a student workbook, and a 3.5" computer diskette. (AST) (COMPUTER TRAINING)

Volume 1 - 5883 (60 min.) The features explained in this volume are the WordPerfect screen, creating and editing a document, tabs and margins, formatting a document, spell-check, Grammatik, and previewing and printing a document.

Volume 2 - 5882 (60 min.) NOTE: Before attempting Volume 2, Volume 1 should be completed. The features explained in this volume are advanced formatting, working with long documents, creating multiple columns, creating and modifying tables, and creating graphics.

Volume 3 - 5881 (60 min.) NOTE: Before attempting Volume 3, Volumes 1 and 2 should be completed. The features explained in this volume are utilizing styles, using templates, creating macros, merging documents, managing files, working with outlines, and creating a table of contents.

WORKING WITH WINDOWS 95
½" VHS color 39 min. 1995 A, Professional
(CAREER) (COMPUTER TRAINING)

Volume 1 - 6337 (39 min.) The New Windows Environment. Explains the function of icons, taskbar, shortcuts, "My Computer" icon, and Index feature.

Volume 2 - 6338 (32 min.) Running Multiple Programs. Explains: best way to open multiple windows at once; use taskbar to hop between two programs; how to tile various windows; how to link spreadsheet data into word-processing document & import graphics; tips on cutting and pasting data (within one document and between different files and applications); and use of paint tools.

Volume 3 - 6339 (29 min.) Managing Your Documents. Explains: the replacement for the File Manager; quick way to copy and move documents; sorting and saving files by name, size, or date; two ways to find any file on your hard drive; use of "Recycle Bin."

Volume 4 - 6340 (39 min.) Timesaving Tips, Tricks, and Techniques. Demonstrates: fast ways to get familiar with new taskbar; how to avoid time-eating commands; a 10-second setup move to help you easily open the most often used programs; new features of old File Manager; recovery move if your system freezes with several windows open.

YOUR IMAGE AT WORK - 6277
½" VHS color 23 min. 1990 A
Limited to use by TDH and WIC programs. Vignette shows how an image consultant helps two private detectives create a professional business image through appropriate clothing, communication skills, and good work attitude. (AMI) (PROFESSIONAL DEVELOPMENT)

To request media from Staff Development Collection, complete the media order form at the back of this listing and fax or mail to:

Texas Department of Health
Audiovisual Library
1100 West 49th Street
Austin, Texas 78756
Phone: 512/458-7260 FAX: 512-458-7474
internet: http://www.tdh.state.tx.us/avlib/avhomepg.htm

TEXAS DEPARTMENT OF HEALTH
AUDIOVISUAL LIBRARY
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199
PHONE: (512) 458-7260 FAX: (512) 458-7474
Web address: http://www.tdh.state.tx.us/avlib/avhomepg.htm

STATEMENT OF RESPONSIBILITY

Media in the Texas Department of Health Audiovisual Library collection are inventoried state property. The person indicated on the media order blank as the "individual responsible" assumes all responsibility for borrowed media. Borrower responsibility includes:

1. **Prompt return of media by the scheduled date**. The borrower is responsible for return shipping costs. Any borrower having three (3) late returns will have their Audiovisual Library privileges suspended. No further confirmed orders will be shipped to borrowers with materials still out that are two weeks or more late being returned. Willful failure to return borrowed media upon request will be viewed as theft of state property in violation of Section 31.03, Texas Penal Code, the conviction of which could, depending on value, result in a fine not to exceed $500.00 (Class C Misdemeanor), to confinement up to 10 years and a fine up to $10,000 (Third Degree Felony). Please return media by U.S. Mail, UPS or other insured carrier.

2. **Prompt pickup of scheduled media by borrowers.** Scheduled programs not picked up on the pickup date will be returned to the Library on that date and will be charged the same as a late return.

3. **Replacement of lost or damaged media**. Audiovisual Library personnel check all media for damage after each use. Media returned by mail should be insured. Unless otherwise specified, insure each video for $200, each 16 mm film for $400, each slide-tape program, book, audiocassette, or model for $100. Shipments valued at over $400 should be returned by UPS or similar courier service. Borrowers will be liable for returned uninsured shipment lost in transit. In the event of loss or damage beyond repair, the Audiovisual Library will invoice the borrower for the full replacement value of the media or the cost of the repair expense. All materials that come in the shipment must be returned including study guides, shipping cases, and video album covers or borrowers will be billed for their replacement. A packing slip or card is enclosed with each shipment. This should be completed with the number of showings and viewers for each item borrowed.

4. **Copyright compliance**. Borrowed media cannot be duplicated or televised without prior written permission from the copyright owner. Media cannot be shown for commercial purposes, nor can an attendance fee be charged for their showing. Violations of federal copyright law will result in the immediate suspension of Audiovisual Library borrowing privileges and prosecution by the copyright owner can result in financial penalties and/or jail.

5. **Preview prior to showing**. Borrowers are responsible for selecting media appropriate for their audiences. Media should be previewed prior to showing.

I acknowledge financial responsibility to the State of Texas should items borrowed be lost, stolen or damaged from the date I receive the items until the materials have been received in the library. I have read and agree to the terms in the Statement of Responsibility listed above.

_____ ( ) _____
Printed Name Fax No. Social Security No.

_____ ( ) _____ ( ) _____
Organization Business Phone Home Phone

_____
Address City County Zip

_____
Signature E-mail Address Date

Rev 3/2000 Stock # F32-10521

Stock number 4-21 Revised 5/01

Media Order Blank

TEXAS DEPARTMENT OF HEALTH
AUDIOVISUAL LIBRARY
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756
Phone: (512) 458-7260 Fax: (512) 458-7474
Internet: http://www.tdh.state.tx.us/avlib/avhomepg.htm

WE MUST HAVE YOUR SOCIAL SECURITY NUMBER TO PROCESS YOUR ORDER.

READ STATEMENT OF RESPONSIBILITY ON REVERSE SIDE

☐ CHECK SQUARE FOR CHANGE OF ADDRESS	**Social Security #**
Borrower's Name	
Organization	**Business Phone** ( )
Address (Mailing) City Zip	**County**
Address (Physical) City Zip	**Home Phone** ( )

If you supply us with your fax number and e-mail address we will forward information on your orders or on new acquisitions electronically.
FAX (_____)_____**EMAIL**_____

I acknowledge financial responsibility to the State of Texas should items requested below be lost, stolen or damaged from the date I receive the items until the materials have been received in the library. I understand that it is strongly recommended items be insured on their return to the library, and that if I fail to do so I will be charged the full replacement cost for all lost, stolen or damaged items. I have read and agree to the terms in the Statement of Responsibility.

Signature _____ **Date**_____

English Only? Y N **MAY WE SHIFT DATES? Y N**

WHICH MEDIA FORMATS CAN YOU USE (Circle all that apply) 16mm film 1/2" VHS video Slide/tape	**CATALOG NUMBER**	**DATE TO RECEIVE**	**DATE TO RETURN**
1) 1st Choice Alternate Title or Date			
2) 1st Choice Alternate Title or Date			
3) 1st Choice Alternate Title or Date			
4) 1st Choice Alternate Title or Date			
5) 1st Choice Alternate Title or Date			
6) 1st Choice Alternate Title or Date			

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Thank you for your cooperation.