

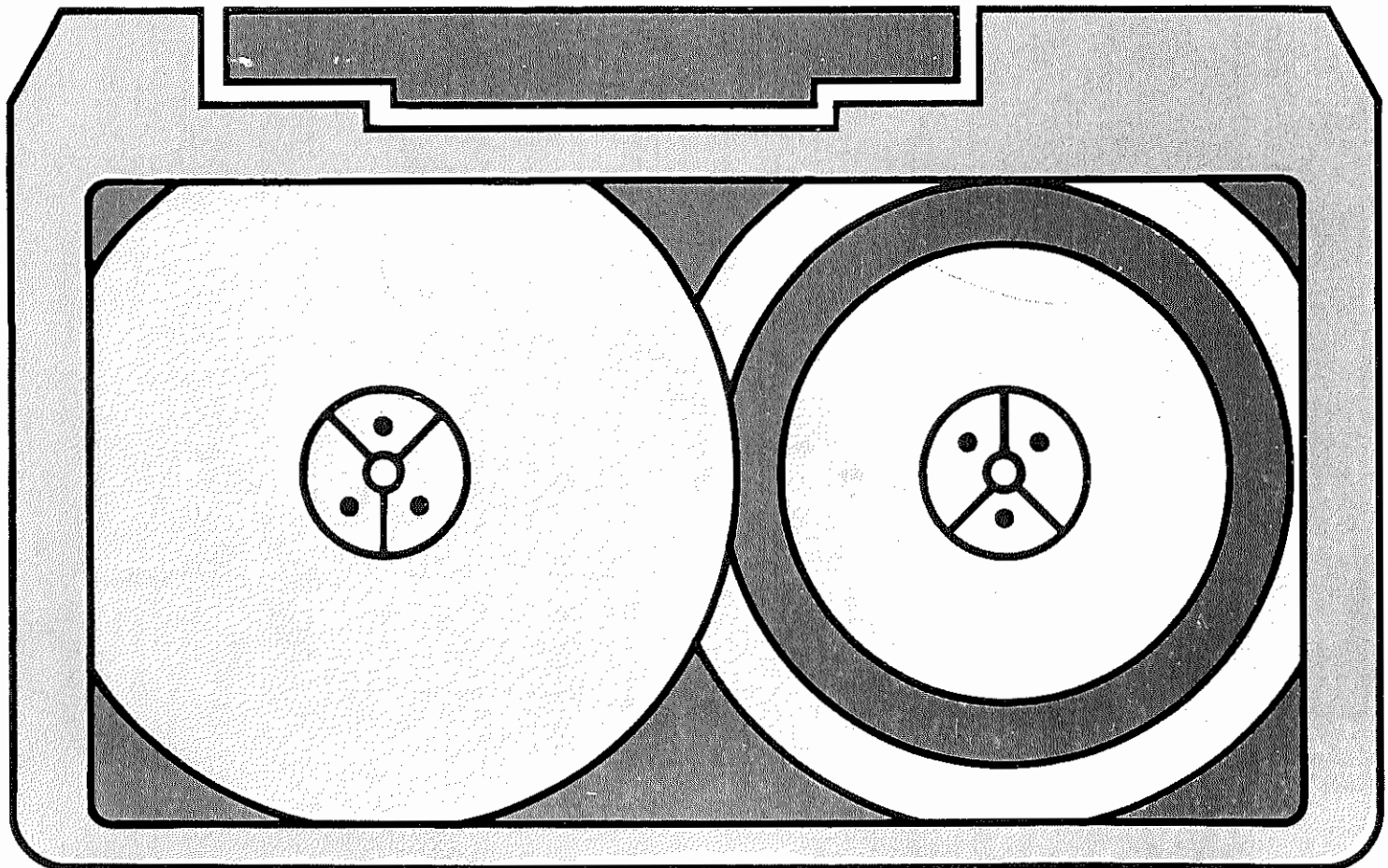
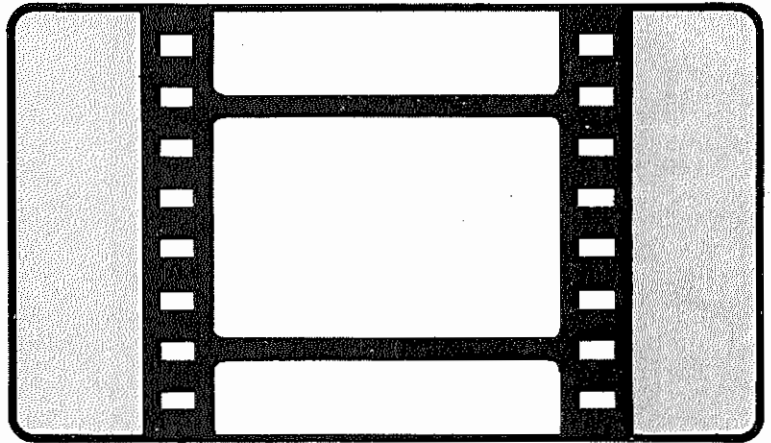
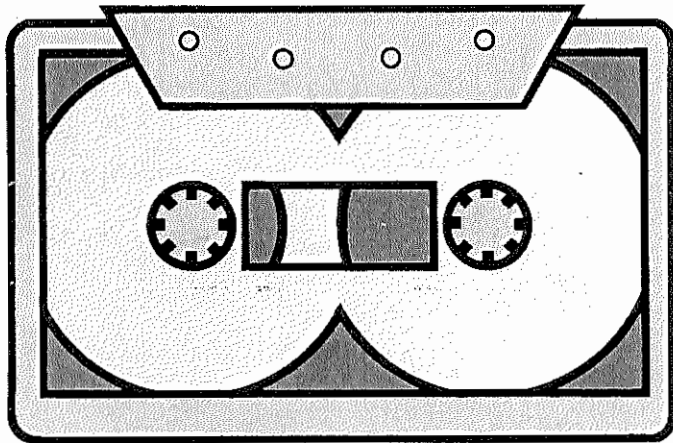
Educational Media Catalog

A Catalog of Audio Cassettes, Films and Video Cassettes



Federal Judicial Center
September 1979

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THE FEDERAL JUDICIAL CENTER

The Federal Judicial Center is the research, development, and training arm of the federal judicial system. It was established by Congress in 1967 (28 U.S.C. §§ 620-629), on the recommendation of the Judicial Conference of the United States.

By statute, the Chief Justice of the United States is chairman of the Center's Board, which also includes the Director of the Administrative Office of the United States Courts and five judges elected by the Judicial Conference.

The Center's **Continuing Education and Training Division** conducts seminars, workshops, and short courses for all third-branch personnel. These programs range from orientation seminars for judges to on-site management training for supporting personnel.

The **Research Division** undertakes empirical and exploratory research on federal judicial processes, court management, and sentencing and its consequences, usually at the request of the Judicial Conference and its committees, the courts themselves, or other groups in the federal court system.

The **Innovations and Systems Development Division** designs and helps the courts implement new technologies, generally under the mantle of Courtran II—a multipurpose, computerized court and case management system developed by the division.

The **Inter-Judicial Affairs and Information Services Division** maintains liaison with state and foreign judges and judicial organizations. The Center's library, which specializes in judicial administration, is located within this division.

The Center's main facility is the historic Dolley Madison House, located on Lafayette Square in Washington, D.C.

Copies of Center publications can be obtained from the Center's Information Services office, 1520 H Street, N.W., Washington, D.C. 20005; the telephone number is 202/633-6365.

EDUCATIONAL MEDIA CATALOG

This publication lists audio cassettes, films, and video cassettes recorded at Center-sponsored programs of continuing education and training or purchased from commercial vendors. The catalog is intended to serve as an aid for federal court personnel. It is designed to provide convenient access to the audio/video aids available for circulation through the Center's Media Library.

The Center's education and training programs provide forums for the presentation of a variety of viewpoints, perspectives, and conclusions. The statements, points of view, and judgments expressed in the recordings and films indexed in this catalog are those of the contributors. On matters of policy, it should be noted, the Center speaks only through its Board.

The Federal Judicial Center

September 1979

FJC-ETS-79-1

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FOREWORD

In 1972, the Federal Judicial Center established a Media Library in its Division of Continuing Education and Training so that federal court personnel, using equipment in their home court, could hear taped lectures on topics of special interest, most of them recorded at Center seminars and workshops, some produced commercially. The value of the Library has grown as the costs of bringing people to seminars has grown. Too, the growing complexity and sophistication of the seminars and workshops make it increasingly valuable for participants to have the opportunity to review, in a more leisurely setting, a program they may have heard in person.

Originally the Library maintained and circulated only audio cassettes. In recent years the Media Library has expanded its lending resources in both number and kind. Approximately 450 audio cassettes dealing with a wide range of specialized topics are currently available. In addition, the collection includes some 85 films and 50 video cassettes.

The Library contains presentations by judges, academicians in law and law-related disciplines, and practitioners in almost all aspects of the federal judicial system. They address a broad spectrum of subjects, including a wide variety of substantive legal areas, civil and criminal case management, and the use of technology. Other topics range from professional responsibility and ethics to effective time management and techniques of supervision.

This Catalog describes the services offered by the Center's Media Library, and I commend it to your attention.

A. Leo Levin
Director

GENERAL INFORMATION

I. Who is eligible:

The services described and listed in this catalog are available to any person employed by the Judicial Branch of the United States Government. Use of the services is conditioned upon adherence to the circulation procedures outlined below.

II. Reference and classification system:

Each film, audio cassette, and video tape available through and listed in this catalog has a call number (e.g., J-100) assigned to it. In this catalog, the call number always appears above and to the left of the title of the particular item.

Generally, the categories correspond to the various users of the items, although there will be some overlap. Thus, B contains items of primary interest to Bankruptcy Judges, and CB contains items of primary interest to Chief Clerks of Bankruptcy.

In addition, categories F and V include Films and Video Cassettes, and the topics here cover a wide range of subjects, not restricted to particular users or subjects. Expeditious processing of requests for the items requires that the requester furnish the appropriate call number assigned to the item in the catalog.

III. How to order:

It is important that each request include the item's call number, as explained above.

Requests should be written on appropriate letterhead and sent to the following address: Federal Judicial Center Media Library, Dolley Madison House, 1520 H Street, N. W., Washington, D. C. 20005. Telephone orders are accepted and processed in those instances when there is an urgent need for the materials. In an emergency situation, the following telephone number may be used: FTS 633-6024, non-FTS users: 202-633-6024. Please ask to speak to a member of the Media Library staff.

IV. Availability and priority:

The Media Library staff makes every effort to respond quickly and accurately to each request for materials and resources. Because the library's collection is limited, however, there may be occasions where there are several requests for one particular item. When this occurs regularly, additional copies of the item are either produced or purchased. Where it does not occur regularly, the rule of first-come-first-served is followed. Occasionally, a particular item may not be available when needed. Coordinated planning will help alleviate this kind of problem.

V. Circulation and loan periods:

The following loan periods are in effect and must be observed if the library is to function effectively and to operate efficiently:

- A. Audio cassettes: two weeks after the day of arrival, cassettes should be returned to the address shown in Section III. Up to six different topics can be included in a single written request. Designate desired tapes by call number and by title.
- B. Video cassettes: one week after the day of arrival, video cassettes should be returned to the address shown in Section III. Up to four different topics can be included in a single request. Designate desired video cassettes by call number and title.
- C. Films: one week after the day of arrival, films should be returned to the address shown in Section III. Up to two topics can be included in a single written request. Designate the desired topics by call number and title.

For any of these items, if a pre-determined showing or hearing date has been established, please submit the request a minimum of six weeks in advance of that date. Please make every effort to be prompt about returning all items within the period specified above. Delayed return of material disrupts availability schedules, requires additional library staff follow-up time and effort, and frustrates the effective and efficient use of the library resources.

VI. Guidelines on equipment:

To preserve the quality and usefulness of library resources, please observe the following guidelines on equipment:

- A. Audio cassettes can be played on any standard audio cassette player or recording unit. Please take care not to record over these tapes.

- B. Video cassettes are of the 3/4" U-Matic or 1/2" VHS format and must be played on a video cassette player or recording unit designed for the proper cassettes. Only trained operators should load, activate, and unload the equipment.
- C. Films are all 16mm and can be shown only on a standard 16mm projector. Sound films cannot be projected on equipment designed only for silent films; doing so will damage the film. Proper care of films entails the following:
 - 1. Use only trained efficient operators and keep projectors in proper condition.
 - 2. Use the leader when threading the projector. Be especially careful when the projector is first activated.
 - 3. If the picture is not projecting properly, stop the projector immediately, make necessary adjustments and then proceed. If the problem still exists, stop, and request assistance from a qualified technician.
 - 4. If the film breaks, do not use tape, pins, paper clips, or staples to repair it. Overlap the ends on the pick-up reel and continue the showing. If proper splicing equipment is available and the damage is restricted to one or two frames, the user may make necessary splices.
 - 5. Remain with the projection equipment at all times during showing. With proper caution, films will not be damaged beyond normal wear.
 - 6. Keep the projection equipment clean. Before the film is threaded, the aperture plate, pressure plate and sprocket must be cleaned to prevent the accumulation of dirt and other particles such as emulsion in the film channel and around the sprocket teeth. A strip of cloth and a solvent are all that is needed to clean the machine. The accumulation of dirt causes scratches on the film.

VII. Responsibility.

The use of library materials entails being responsible for their security and proper use during the loan period. Media items will not be loaned to individuals, groups, or other organizations other than those expressly designated in the original request.

RETENTION POLICY

All materials in the Media Library collection available for circulation are evaluated at periodic intervals to determine their topical relevance and applicability to the intended audiences. The review process begins with the professional staff at the Federal Judicial Center. For some items, it continues with a subsequent review by various divisional personnel in the Administrative Office of the United States Courts. For items dealing with particularly fluid areas in the law, whether substantive or procedural, Center program faculty members possessing the requisite expertise may be asked to provide recommendations regarding retention and disposition.

Library policy specifies that retention of certain categories of items depends also upon the amount of use and user feedback provided in our evaluation form. Certain items are retained in the media collection because of their historical value, e.g., presentations by high-level government officials.

Although every attempt is made to keep the collections relevant and up-to-date, a user may determine that a particular item contains superseded and incorrect material. In such a case, the library staff should be notified in writing of the specific nature of the misinformation. The title and call number of the item should be included. User cooperation in this matter will be greatly appreciated.

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FILMS

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TRAINING MEMORANDUM

27 minutes, 16mm, color, 1973, producer: National Educational Media

Based on the Dickens classic, "A Christmas Carol," this film utilized a very unconventional ghost to teach the benefits following from reduced waste and accidents, less downtime, improved motivation and productivity, less supervisory workload, and many others. Examples of modern training methods and philosophy are illustrated.

F-2

PETER HILL PUZZLE

32 minutes, 16mm, color, 1975, producer: National Educational Media

This film on leadership deals with the impact that serious management problems can have on the lives of every person in an organization. It reveals the close interlacing of cost management with every other aspect of keeping an organization viable, e.g., leadership, motivation, creating change, problem solving, communication, conflict resolution, and human interaction.

F-3

COMMUNICATION: THE NONVERBAL AGENDA

30 minutes, 16mm, color, 1975, producer: McGraw-Hill/CRM

This film explores a spectrum of nonverbal behaviors such as voice, posture, facial expression, eye contact, and body movement. It analyzes the ways in which nonverbal behavior serves to reinforce or contradict verbal messages. By previewing a series of encounters, the film presents barriers to open communication, and it shows the application of theories of nonverbal behavior.

F-4

EYE OF THE BEHOLDER

27 minutes, 16mm, B&W, 1953, producer: BNA Communications

This film shows the dangers of snap judgment, projection, prejudice, predisposition, preoccupation, and lack of appreciation for the dreams and ideas of others.

F-5

ODDS AGAINST

32 minutes, 16mm, B&W, 1966, producer: American Foundation

This documentary film portrays the events in the life of a 20-year-old male from arrest to a parole hearing. The viewer is taken through each of the procedures from arrest to detention, trial, sentencing, imprisonment, and finally parole.

F-6

LEADERSHIP: STYLE OR CIRCUMSTANCE

30 minutes, 16mm, color, 1975, producer: McGraw-Hill/CRM

This film depicts two executives with differing approaches to leadership. Each management style is presented as effective because each is able to match the right style to the right job at the right time. This film emphasizes the importance of analyzing the job situation to apply the best leadership style. The film illustrates each approach, both at the beginning and at the end, with short animated sequences to explore the issues raised.

F-7

POWER OF LISTENING

26 minutes, 16mm, color, 1978, producer: McGraw-Hill/CRM

This film presents the activities of attention, reception, and perception as the three major components of the listening process. Each component is discussed in terms of what obstacles there are confronting effective listening. The viewer learns ways to break bad listening habits through role playing, paraphrasing, and the identification of emotionally charged words that block communication.

F-8

PERFORMANCE APPRAISAL: HUMAN DYNAMICS

25 minutes, 16mm, color, 1978, producer: McGraw-Hill/CRM

This film defines and reviews the meaning of a judgment of value or worth. It explores a variety of performance appraisal systems to help the viewer evaluate work performance and to structure work into a more productive experience. The film attempts to develop the viewer's understanding of the problems inherent in conducting evaluations and thereby to increase the viewer's evaluative skills.

F-9

OTHER SIDE OF THE DESK

29 minutes, 16mm, color, 1971, producer: Educational Resources Foundation

In this film, the participant is exposed to situations employing both verbal and nonverbal communication. It is designed to train secretaries to develop leadership skills for project coordination and to prepare for supervisory positions.

F-10

IT TAKES A LOT OF HELP

27 minutes, 16mm, color, 1970, producer: Modern Talking Pictures Service

This documentary film on community drug abuse action is narrated by Lorne Greene. It documents and explores the numerous avenues available to individuals and communities combating local drug abuse. The method is that of presenting actual cases in American cities. The film provides an in-depth analysis of a citizen-initiated program in Cedar Rapids, Iowa, group therapy sessions in Chicago, a conversation on Boston's narcotics "hot line," a drug-free sensitivity trip in the forests near Tucson, and so forth.

F-11

CRISIS

30 minutes, 16mm, color, 1968, producer: University of California

Five situations are portrayed in the life of a California parole agent in this film. The viewers become involved in a decision-making process and attempt to chart the best possible course. Areas covered include working with hostile clients, upset parents, law enforcement, drug addicts, and marital problems.

F-12

I'D RATHER BE BLIND

60 minutes, 16mm, color, 1968, producer: University of California

This film deals with the problems of drug addiction and the diagnostic activities of a special treatment team of parole agents. The entire film was produced in California and portrays some persistent problems and the attempts made to solve them.

F-13

SOMETHING EXTRA

25 minutes, 16mm, color, 1971, producer: Educational Resources Foundation

This film demonstrates that the qualified professional secretary brings more to her job than typing and dictation abilities. It reviews how a secretary can communicate most effectively with her superiors, with her peers, and with visitors, both by phone and in person.

F-14

DESK TO DESK

29 minutes, 16mm, color, 1971, producer: Educational Resources Foundation

The film deals with the problematic peer group relationships including the chronic borrower, the clockwatcher, the gossip, the wolf. This program is designed to develop professionalism and improve communication skills for secretaries and other office employees.

F-15

WOMEN IN MANAGEMENT: THREAT OR OPPORTUNITY

30 minutes, 16mm, color, 1975, producer: McGraw-Hill/CRM

This film raises the issues and questions which members of both sexes confront in dealing with the increasing numbers of women in leadership positions. It explains the manner in which most men have acquired a series of stereotypes that make them see women as a montage of roles rather than as individuals with unique talents and capabilities.

F-16

EYE OF THE SUPERVISOR

10 minutes, 16mm, color, 1972, producer: National Educational Media

This film portrays a supervisor reviewing various employee problems. The film's main thrust proposes that the supervisor must be aware and have an open mind to see situations objectively. Basic employee needs such as 1) need for approval, 2) consistent standards, and 3) a supervisor who really listens are emphasized.

F-17

BUNNY

18 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

A young college co-ed discusses her life in a drug culture. After describing the noncommittal environment of this type of culture, the film examines several attitudes of youth involved in drugs. These include the following:

1. The euphoric opinion (while under drugs);
2. The pessimistic view of the working world and its so-called straight society;
3. The conscious disregard of the damage a drug may do to a person's body and mind (self destruction).

F-18

GUY

18 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

This film portrays the Chicano culture and examines some of the frustrations it faces, including overcrowding and poverty. The drug subculture in the Chicano community as well as the emphasis of peer approval, including the importance of having served time are explored. Near the end of the film the leading character is arrested for rape. His mother does not believe that he committed the crime. The viewer then begins to experience the helplessness that the Chicano often feels.

F-19

TOM

18 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

This film focuses on the use of hallucinogens. Through their use Tom rejects the work ethic and the concept of material success as a measure of personal worth. Tom's life is portrayed as tranquil. He regards the psychedelic drugs as sacraments which affect his attitudes, feelings, and choices.

F-20

DRUG DIALOGUE - ORIENTATION

20 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

This film discusses addictive drugs. One individual from the street world and another from the straight world converse about drugs using both the slang and generic names. It explores the sociological aspects of and the causes for addiction. It provides a wealth of information on such matters as name of substance, source, classifications, medical use, how taken, usual dosage, and physical as well as mental dependency.

F-21

DRUG DIALOGUE - INVOLVEMENT

11 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

In this film two undercover narcotics agents become involved with young people living in the drug culture. Through their involvement, they find it difficult to sustain their old, impersonal views of the drug user. The film raises issues dealing with real people, not just crime statistics. By enforcing narcotic laws with small dealers and users, without being able to attack drug distribution at its source, the agents experience some frustration.

F-22

CONFRONTATION: A NURSE AND A DRUG ADDICT

8 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

Larry, an 18-year-old heroin addict, is in a methadone program in a psychiatric unit. A nurse finds a bag of heroin in the communal bathroom and accuses Larry. Larry is instantly furious and hurt. From this conflict, the viewer will see several reasons why drug programs are not always successful.

F-23

TREATMENT - NEW TEAMS

10 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

This is a film about the attitudes and feelings of non-professionals currently working in a rehabilitation program. They see a central problem, the drug user's close identification of the professional social services worker with the establishment. To the people involved in drug use, the establishment means police; consequently, drug users tend to be wary of professionals who do not understand their lifestyles.

F-24

COUNSELING - A CRITICAL INCIDENT

8 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

This film presents a pastoral counselor confronted by a distraught mother who has discovered that her child smokes marijuana. It poses questions concerning the counselor's personal position on a particular case and on the relationship between the counselor's views on religion, popular opinion, public laws, and the treatment of others.

F-25

RICK

11 minutes, 16mm, color, 1971, producer: National Institute of Mental Health

This film examines the problem of the individual becoming a statistic. This problem is portrayed effectively by placing a young probation officer in the office of another, older probation officer, who suspects the younger officer is really a drug offender.

F-26

THEORY X & THEORY Y

10 minutes, 16mm, color, 1974, producer: Salenger Education Media

This film acquaints the viewer with McGregor's theory. It also provides opportunity for the viewer to apply the theory to his/her organization and to him/herself. Theory X and Theory Y represent important differences in assumptions managers have about human nature.

F-27

BEYOND THEORY Y - THE CONTINGENCY APPROACH TO MANAGEMENT

14 minutes, 16mm, color, 1974, producer: Salenger Educational Media

The film answers the questions: a) what's the best approach to structuring an organization so as to get the best out of its employees; and b) how to help employees get the most out of their work psychologically? The film suggests that there is no best approach, but rather that the approach a manager uses should be contingent upon two determining factors: 1) the nature of the job; and 2) the nature of the people.

F-28

YOU PACK YOUR OWN CHUTE

30 minutes, 16mm, color, 1972, producer: Ramic Productions

Dr. Eden Ryl demonstrates how to conquer unrealistic fears that develop out of insecurity and habit. By parachuting into the Pacific Ocean off the coast of California, Dr. Ryl overcomes her fear of height and water. This dramatization stresses a very useful procedure in conquering fears.

F-29

YOU CAN SURPASS YOURSELF

30 minutes, 16mm, color, 1974, producer: Ramic Productions

By shooting an aspirin in mid-air with a BB gun, Dr. Ryl shows the viewer that one can achieve beyond one's expectations. According to Dr. Ryl, limitations keep individuals from obtaining personal goals. These limitations, which are learned forms of behavior, restrict teachability and flexibility in working atmospheres.

F-30

TIME OF YOUR LIFE

28 minutes, 16mm, color, 1974, producer: Cally Curtis

This training film gives the viewer a basic view of effective time use. Five step-by-step procedures are elaborated upon to help establish time management rules.

F-31

NOW THAT'S A REPORT

28 minutes, 16mm, color, 1977, producer: Roundtable Films

Investigation, planning, writing, and revision are named as the four stages of report writing. After four episodes which explain each stage in writing a report, the film reviews its major points.

F-32

BUILDING A WORKING TEAM

31 minutes, 16mm, color, 1975, producer: BNA Communications

Two-person communication is discussed at a staff meeting in this film, as a typical office tries to improve its lines of communication. Several rules which are necessary to avoid office "disengagement" are discussed.

F-33

BOB KNOWLTON STORY

28 minutes, 16mm, color, 1967, producer: Roundtable Films

This film concerns a high-level manager who is afraid to confess his feelings of inadequacy to his superior. He eventually resigns without communicating to his superior his true reasons for the resignation.

F-34

APPLAUSE

26 minutes, 16mm, color, 1976, producer: Cally Curtis

Dr. McGregor, a doctor of education, presents seven steps that will teach one to become an effective speaker. This film is intended to help viewers become more confident. It does this by discussing how to organize thoughts and present them in a manner that will catch and hold an audience.

F-35

DOCTOR, LAWYER, MERCHANT, CHIEF: CASE STUDIES IN LEADERSHIP

18 minutes, 16mm, color, 1976, producer: Salenger Educational Media

The film suggests that good leadership depends upon forces within the leader, within the people led, and within the situation.

The viewer will learn to:

1. Recognize different leadership styles;
2. Develop skills that will promote effective leadership.

F-36

SELF-MOTIVATED ACHIEVER

27 minutes, 16mm, color, 1967, producer: BNA Communications

Dr. David C. McClelland, Professor of Social Relations at Harvard University, explores a term called the "achievement motive." Three major characteristics are identified in the self-motivated achiever. These characteristics help to explain why a self-motivated achiever is successful and why supervisory tactics, which may be appropriate for other kinds of people, are often inappropriate when applied to the person with a strong achievement motive.

F-37

TIME TO THINK

30 minutes, 16mm, color, 1972, producer: Roundtable Films

The film presents a period in the life of a manager who has allowed his job to manage him. It also illustrates how inefficiency has caused the following problems to result:

1. Failure to delegate work;
2. Poor establishment of priorities;
3. Lack of systemization;
4. Poor control;
5. Failure to motivate subordinates.

F-38

AND JUSTICE FOR ALL

25 minutes, 16mm, color, 1976, producer: Wayne State University

This film is designed to help judges and court officials concerned with juror orientation to conserve time. It effectively illustrates and details the duties, procedures, and responsibilities of jury service in simple, direct, understandable terms.

F-40

NUTS AND BOLTS OF PERFORMANCE APPRAISAL

32 minutes, 16mm, color, 1973, producer: Creative Media

This film provides the how-to steps for positive action in a performance appraisal. Joe Batten, who is featured in this film, is the author of the best-selling book entitled Tough-Minded Management. The purpose of this film is to teach a tough-minded approach to performance appraisals.

F-41

A PERFECTLY NORMAL DAY

27 minutes, 16mm, color, 1976, producer: Cally Curtis

Alan Lakein's time management film focuses on the problem of interruptions and crises. The purpose of the film is to convince the viewer that interruptions and crises are really a part of one's daily job.

F-42

MANAGEMENT BY OBJECTIVES

8 minutes, 16mm, color, 1969, producer: Thompson-Mitchell & Associates

This film summarizes Management by Objectives as a system that depends upon goals, strategies, timing, and motivation through involvement and responsibility. It also stresses think time in being realistic and innovative.

F-43

TELEPHONE MANNERS

10 minutes, 16mm, color, 1972, producer: National Educational Media

This film on telephone manners is brief and to the point. In ten information-packed minutes, it communicates all the vital elements of telephone courtesy. Special attention is given to identifying oneself clearly, identifying the organization, personalizing calls, the use of a natural conversational tone, the importance of repetition and note-taking, and that very special quality of warmth.

F-44

HANDLING COMPLAINTS

14 minutes, 16mm, color, 1974, producer: National Educational Media

This film illustrates the basic principles involved in handling a complaint. It shows how to satisfy a customer and makes handling a complaint an opportunity to create customer goodwill.

F-45

A TEAM OF TWO

30 minutes, 16mm, color, 1976, producer: Cally Curtis

This film teaches managers to double their effectiveness by making full use of their secretaries. In turn, it advocates developing and using to their full potential the often untapped skills of secretaries.

F-46

A PATTERN FOR INSTRUCTION

21 minutes, 16mm, color, 1976, producer: Roundtable Films

The film is designed to teach, illustrate, and motivate people to use the fundamentals of sound job instruction. When a person is properly trained he/she is more likely to have a positive attitude. This film takes a four-step approach to instruction and relates each step to the specific and practical techniques needed for a person to understand his or her job. As presented in the film, the process of instruction becomes a pattern for teaching any new job or skill.

F-47

CHALK TALK ON COUNSELING

21 minutes, 16mm, color, 1977, producer: FMS Productions, Inc.

This film zeroes in on the special skills and understanding necessary to be an effective counselor. Father Joseph C. Martin capsulizes the qualities of a good counselor and gives his views on the use of both recovering alcoholics and non-alcoholics in that vital role.

F-48

GRAB HOLD OF TODAY

30 minutes, 16mm, color, 1971, producer: Ramie Productions

This is a motivational film which introduces what Dr. Eden Ryl calls "The Pike Syndrome." The Pike Syndrome contains symptoms which lead an individual to regress to the inability to change. These symptoms, such as ignoring differences, assuming one has complete knowledge, demanding certainty, and refusing to consider alternatives, are discussed. Dr. Ryl supplies a cure to the Pike Syndrome with what she describes as freedom factors.

F-49

MEETINGS BLOODY MEETINGS

30 minutes, 16mm, color, 1974, producer: Xicom, Inc.

An inefficient chairman dreams he is taken to court for conducting ineffective meetings. From the evidence presented, the viewer learns to prepare for meetings, inform others of meetings, plan the sequence of meetings, control the discussion during meetings, and record decisions made at meetings.

F-50

CHALK TALK ON ALCOHOLISM

67 minutes, 16mm, color, 1973, producer: FMS Productions

This film presents a lecture by Father Joseph C. Martin who has done extensive work in the treatment of alcoholism. It discusses the development of attitudes toward drinking and explores the causative factors which lead to alcoholism. It evaluates different approaches to the treatment of the disease, examines the symptoms of alcoholism, and provides statistical information on its social impact.

F-51

TEN FOR GOLD

28 minutes, 16mm, color, 1978, producer: Concept Productions

This film shares the keys to building determination and dedication. Bruce Jenner, Olympic decathlon champion, demonstrates to the viewer how to set personal goals of excellence. Viewers learn effective mental attitudes which can enable them to win or make a come back after defeat.

F-52

THE BEST IS YET TO BE

30 minutes, 16mm, color, 1978, producer: Concept Productions

Bob Richard's film shows how anyone can use the same principles as Olympic champions to program themselves for success. This film helps the viewer to realize that he or she can achieve goals. Bob Richard stresses the importance of mental programming in performance as well as in accomplishing goals.

F-54

CONFLICT

34 minutes, 16mm, color, 1974, producer: Roundtable Films

This film identifies and illustrates strategies for dealing with conflict. By analyzing these strategies in terms of their advantages and disadvantages, the viewer learns how to make conflict work for him/her.

F-55

GOYA EFFECT

24 minutes, 16mm, color, 1975, producer: Roundtable Films

A bright manager is having trouble both with his operation and with his people in spite of his flair for designing and installing management systems. His superior strongly suggests that he get out of his office and spend more time in close touch with his operation so that he improve his relationship with his people. He does this by personally assessing the factors contributing to his problems.

F-56

REWARDS OF REWARDING

24 minutes, 16mm, color, 1973, producer: Roundtable Films

This film stimulates awareness of the need to show appreciation and recognition for employee performance. This film applies some of its relevant findings of recognition to supervisory work situations. The viewer learns to review and assess his/her organization's reward system and to determine what changes in the reward system need to be made.

F-57

CORRECT WAY OF CORRECTING

24 minutes, 16mm, color, 1973, producer: Roundtable Films

This film discusses factors closely related to correcting employee errors. The film demonstrates the impact that negative supervision can have on employee attitude, satisfaction, and performance. By examining discipline, the viewer learns how to correct properly and, at the same time, how to gain appreciation.

F-58

LIVING WITH STRESS

22 minutes, 16mm, color, 1977, producer: Xerox Films

This is a fast-moving look at typical, daily, stress-producing situations to which everyone can relate. The film emphasizes that stress is a problem that each person must first understand and then deal with in an individual way.

F-59

REALITY THERAPY I: PERSONAL STRENGTH AND SUCCESS IDENTITY

28 minutes, 16mm, color, 1977, producer: Educator Training Center

This film features Dr. William Glasser lecturing on the basic principles of reality therapy. He uses the Blue Chart to show concepts of reality therapy beginning with survival of man, progressing to his success identity, and regressing into a negatively addicted man.

F-60

REALITY THERAPY II: DEALING WITH EFFECTS OF FAILURE IDENTITY

28 minutes, 16mm, color, 1977, producer: Educator Training Center

This film features Dr. William Glasser lecturing on his down-to-earth approach for dealing with acting-out and withdrawal behaviors.

F-61

TELL ME ABOUT YOURSELF

27 minutes, 16mm, color, 1978, producer: Roundtable Films

The unique format of this penetrating film permits trainees to observe the entire interview process as well as benefit from the thought process of the interviewer as she attempts to achieve her interview objectives. Six optional discussion-stops help promote in-depth discussions about each phase of the interview process.

F-62

WELCOME ABOARD

21 minutes, 16mm, color, 1972, producer: Roundtable Films

The central character of this fast-moving film is a young supervisor caught up in his day-to-day activities. He is unintentionally insensitive to the orientation needs of a new employee. When he is transferred on a temporary basis to a plant in another city, his expectations about the assignment are shattered as he personally experiences the frustration of poor orientation. Upon his return he finds that his own new employee has resigned, and he realizes why.

F-63

PSYCHOACTIVE

30 minutes, 16mm, color, 1976, producer: William E. Cohen Films

This is a teaching film on the physiological effects of psychoactive drugs. Although a drug is only meant for one system, it will inevitably affect others because the body acts in unison. This film shows how the systems of the body are affected by each of the five classifications of psychoactive drugs. This film also explores other factors such as tolerance, withdrawal, and dependence. The information presented was gathered through practical experience and research at the Haight-Ashbury Drug Detoxification and Drug Rehabilitation Project in San Francisco. This film employs a complex studio set, location photography, music, and experts in related fields to teach and maintain interest.

F-64

WHAT DO YOU MEAN, WHAT DO I MEAN?

18 minutes, 16mm, color, 1976, producer: Salenger Educational Media

This film presents several dramatized case studies to demonstrate common barriers to effective communication. The viewer takes a look at the way we perceive ourselves and the way we perceive others. These perceptions help the viewer understand how communication can become distorted.

F-65

COMBINATION FOR RESULTS

23 minutes, 16mm, color, 1972, producer: Educational Resources Foundation

This film evaluates techniques of written and verbal communication by exploring specific task accomplishments. One of the most important skills a secretary or office assistant can learn is how to anticipate the manager's need and how to use initiative to optimize his use of time.

F-66

OPENING THE DOOR

21 minutes, 16 mm, color, 1972, producer: Educational Resources Foundation

This film demonstrates how one of the most important skills that a manager can acquire is to utilize effectively his employee's time. It illustrates methods of delegating responsibilities, encouraging creative problem solving, and establishing office routines.

F-67

TWELVE LIKE YOU

25 minutes, 16mm, color, 1974, producer: Cally Curtis

Twelve women express their views on career potential in terms of personal needs and desires, competency, potential, and career planning. Through their statements, the viewer learns that career decisions require individual analysis and that in order to achieve full potential he/she must have dedication, initiative, competency, and drive.

F-68

PREJUDICE

28 minutes, 16mm, color, 1972, producer: Motivational Media

This film combines dramatic vignettes, rare historical footage and unique artwork montages to visually underscore the basic facts about prejudice. Five major levels of prejudice are dramatized to show the relationship between the seemingly "harmless joke" and the ultimate manifestation of prejudice - violence and genocide.

F-69

ORAL COMMUNICATION

28 minutes, 16mm, color, 1977, producer: United States Office of Education

Oral communication skills are discussed in the film during informal person-to-person conversation, formal interview situations, and group discussions. To enhance oral communication skill, the viewer learns to cooperate with the wants of others, respect the dignity of others, develop an honest interest in others, and recognize individual uniqueness and worth. Elements involved in both verbal and physical delivery are elaborated.

F-70

WRITTEN COMMUNICATION

28 minutes, 16mm, color, 1977, producer: United States Office of Education

This film centers on organization, style and language in letters, forms, memos, and reports.

F-71

TROUBLE WITH THE LAW

15 minutes, 16mm, color, 1972, producer: Learning Corporation of America

In this film a college student involved in an auto accident rejects the standards by which he is found guilty. He decides that justice has not been served by the legal process. William Popper is accused of vehicular homicide in the death of an old woman. His uncle, a lawyer, coaches him on how to behave in court, but William feels that his behavior is irrelevant, that the facts of the accident should be the only basis for judgment. William is sentenced to one year hard labor. The judge's decision is based largely on William's poor driving record. On impulse William escapes before he can be escorted to jail.

F-72

BASIC REPORT WRITING

28 minutes, 16mm, color, 1977, producer: United States Office of Education

This film provides information concerning basic report writing skills. The report writer learns what details to look for, how to select proper format, and how to use words without emotional connotation to build short but effective sentences. In addition, the viewer learns to develop paragraphs from central thoughts which provide a reader with clear and precise information.

F-73

INTERVIEWING SKILLS

28 minutes, 16mm, color, 1977, producer: United States Office of Education

This film was designed to develop the ability to interview people and to obtain verifiable information. Initiating an interview, guiding the interviewee through the body of an interview, and bringing an interview to a close, are explained. Viewers learn that interviewing skills are essential to communication and information exchange.

F-74

PERSON-TO-PERSON RELATIONSHIPS

28 minutes, 16mm, color, 1977, producer: United States Office of Education

This film is designed to foster in its viewers greater effectiveness in dealing with people. Skills for developing formal and informal relationships are covered. Oral communication is stressed as are listening skills.

F-75

BASIC RECORD KEEPING

28 minutes, 16mm, color, 1977, producer: United States Office of Education

This film covers basic record-keeping skills. It analyzes the reasons for keeping records and the ways of determining which type of filing system can best fill existing needs. The film covers advantages and disadvantages of the use of the electronic data computer to eliminate the paper-flow problems of filing systems.

F-76

MANAGING STRESS

34 minutes, 16mm, color, 1979, producer: McGraw-Hill/CRM

Stress in this film is viewed to be both healthy and energizing, provided it is prescribed in moderation. The viewer learns to recognize common sources of stress and alternative ways for coping with it.

F-77

EQUAL JUSTICE UNDER LAW - A SERIES

4 film set, 16mm, color, 1977, producer: Supreme Court of the United States

The programs in "Equal Justice Under Law" focus upon certain landmark cases which arose early in our history and in which Chief Justice John Marshall played a major role as judge. They are designed to promote constructive thinking about the United States Constitution, particularly as it contemplates enforcement by the courts of the separation of powers at the federal level, the division of powers between state and federal government, and the specific constitutional prohibitions and limitations upon the exercise of official authority.

- | | |
|--------------------------|------------|
| 1. Marbury v. Madison | 36 minutes |
| 2. McCulloch v. Maryland | 36 minutes |
| 3. Gibbons v. Ogden | 36 minutes |
| 4. United States v. Burr | 97 minutes |

FINANCIAL DEPUTY CLERKS

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FORMULATION, PRESENTATION, AND
EXECUTION OF THE JUDICIARY
BUDGET. Dewey Heising. 4/14/76

FD-2

FUNCTIONS OF RECEIPT,
REIMBURSEMENTS, AND CONTROL.
 Thomas A. Greene & John McGarry.
 4/14/76

FD-3

FUNCTIONS OF RECEIPT,
DISBURSEMENTS, AND CONTROL.
 Thomas A. Greene & John McGarry.
 3/15/76

FD-4

FORMULATION, PRESENTATION, AND
EXECUTION OF THE JUDICIARY
BUDGET. Dewey Heising. 3/15/76

FD-6

CENTRAL VIOLATIONS BUREAU.
 W. Farley Powers, Jr., Daniel R.
 Cavan, & Michael F. Eisert.
 5/20/76

FD-7

U. S. ATTORNEY'S OFFICE. Irwin M.
 Roitman, Robert E. Larsen, &
 Sarah A. Bailey. 3/16/76

FD-8

RESPONSIBILITIES OF THE FISCAL
OPERATIONS BRANCH. M. Patricia
 Carroll. 3/16/76

FD-9

A MECHANIZED SYSTEM FOR RECEIPT
VALIDATION AND ESTABLISHMENT OF
CONTROL. Thomas A. Greene.
 3/16/76

FD-12

RESTITUTION - CLERKS OFFICE
FUNCTIONS & PROBATION OFFICE
FUNCTIONS. Thomas A. Greene.
 7/25/77

FD-13

SECURITY RESPONSIBILITIES. John
 Tate. 7/25/77

FD-14

REGISTRY FUNDS. Thomas A. Greene.
 7/25/77

FD-15

CENTRAL VIOLATIONS BUREAU.
 Daniel R. Cavan & Michael F.
 Eisert. 7/25/77

FD-16

CENTRAL VIOLATIONS BUREAU.
 James R. Manspeaker. 7/25/77

FD-17

DISBURSING APPROPRIATED FUNDS AND
NEW RECORDS & REPORTS. Edward
 V. Garabedian & John Tate.
 7/26/77

FD-18

FUND CONTROL. Thomas A. Greene.
 7/26/77

FD-19

VOUCHER PROCESSING. Michael F.
 Eisert. 7/26/77

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AND PRACTICE. Arthur R. Miller.
3/30/78

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COMPLEX CASES" - "USE OF THE MANUAL
ON COMPLEX CASES". Honorable
William H. Becker & Arthur R. Miller.
1/12/76

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TITLE VII CASES AND PROBLEMS.
Honorable Charles R. Richey,
Honorable Prentice H. Marshall,
& Honorable Robert R. Merhige, Jr.
3/30/78

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JUDICIAL RESPONSIBILITY FOR THE
DISPOSITION OF LITIGATION.
Honorable Frank J. McGarr.
4/23/73

J-24

A MODERN EFFICIENT USE OF SUPPORTING
PERSONNEL AND THE BAR. Honorable
Robert J. Kelleher. 4/23/73

J-30

TIME - OUR MOST PRECIOUS COMMODITY.
William B. Eldridge. 4/23/73

J-32

PROBATION OFFICERS - HOW TO MAKE THE
BEST USE OF THEM. Honorable
Albert C. Wollenberg & Richard J.
Anderson. 3/03/78

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EFFECTIVE UTILIZATION OF UNITED
STATES MAGISTRATES. Honorable
William S. Sessions, Honorable
Frank A. Kaufman, Honorable
Patrick E. Higginbotham, &
Honorable Morey L. Sear. 3/31/78

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LITIGATION. Honorable William
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PAST, PRESENT, AND FUTURE.
Arthur R. Miller. 8/05/76

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J-77

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J-78

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Charles W. Joiner. 9/13/76

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Alfred P. Murrah, & Honorable
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VIDEO CASSETTES

FC-800(V)

PROCESSING OF FEDERAL CRIMINAL CASES

60 minutes, 3/4" U-Matic Cassette, black & white, 1978;
producer: Probation Office, W/D Missouri

This tape concerns the processes involved in federal criminal cases from filing of the complaint to the appeal procedures. It is suitable for all levels of court personnel training. Featured throughout the tape is Calvin K. Hamilton, United States Magistrate for the Western District of Missouri.

FC-801(V)

SUPREME COURT ODYSSEY

30 minutes, 3/4" U-Matic Cassette, color, 1978, producer:
WRC-TV

This videotape was produced by WRC-TV in Washington, D. C., an NBC affiliate. It is narrated by NBC reporter, Jim Hart and NBC news artist, Betty Wells, and provides the viewer with a "pictorial" tour of the Supreme Court via the paintings of Betty Wells. There are no "live" shots of the inside of the Supreme Court building; rather the paintings of Betty Wells are used to illustrate some of the history of the Supreme Court, its justices and institutions.

IS-1(V)

TIME-LIFE VIDEO SPEED READING COURSE

8 tape set, 4 hours, 3/4" U-Matic Cassettes, color, 1976,
producer: Time-Life Video

The course consists of eight 30-minute lessons, each on a separate cassette. Each lesson takes about 40 minutes to complete, with time divided between video instruction and reading reinforcement, in which the viewer turns off the player and works in the drill book. Each individual uses a set of materials coordinated with the tapes -- a drill book, a reading text, and a stopwatch. Between lessons, there are home drills to complete. Step-by-step, the viewer is led through paced reading, eye exercises, comprehension, and retention drills. The tapes are narrated by Dick Cavett.

J-805(V)

AN OVERVIEW OF FEDERAL CLASS ACTIONS

4 tape set, 3 hours, 3/4" U-Matic Cassette, color, 1977,
producer: Federal Judicial Center

This set was taped during the Workshop for Federal District Judges, held at the Federal Judicial Center in Washington, D. C., on May 26, 1977. It features Professor Arthur R. Miller of Harvard Law School. It provides an overview of federal class actions, past, present, and future.

J-810(V) thru 823(V)

TRIAL OF AN ANTITRUST CASE

16 tape set, 3/4" U-Matic Cassette, color, 1977, 12 hours,
40 minutes, producer: American Bar Association

This professionally-videotaped mock-trial demonstration, performed by outstanding litigation lawyers, will be valuable not only to antitrust lawyers, but also to lawyers interested in trial techniques. The case involves a lawsuit by a dealer recently terminated by a national franchisor. The trial performances are analyzed in panel discussions by recognized experts in the field.

J-808(V)

WELCOMING REMARKS AND PRETRIAL CONFERENCE

J-809(V)

OPENING STATEMENTS

J-810(V)

PANEL DISCUSSION OF PRETRIAL CONFERENCE AND OPENING STATEMENTS

J-811(V)

DIRECT EXAMINATION OF PLAINTIFF

J-812(V)

SIDE BAR CONFERENCES AND CROSS EXAMINATION OF PLAINTIFF

J-813(V)

DIRECT AND CROSS EXAMINATION OF PLAINTIFF'S EXPERT WITNESS

J-814(V)

PANEL DISCUSSION OF DIRECT AND CROSS EXAMINATIONS OF PLAINTIFF
AND PLAINTIFF'S EXPERT WITNESS

J-815(V)

MOTIONS, DIRECT EXAMINATION OF DEFENDANT'S NATIONAL SALES MANAGER
AND SIDE BAR CONFERENCE

J-816(V)

CROSS EXAMINATION OF DEFENDANT'S NATIONAL SALES MANAGER

J-817(V)

BRIEF APPLICATION AND DIRECT EXAMINATION OF DEFENDANT'S EXPERT
WITNESS

J-818(V)

CROSS EXAMINATION OF DEFENDANT'S EXPERT WITNESS

J-819(V)

PANEL DISCUSSION OF DIRECT AND CROSS EXAMINATIONS OF NATIONAL
SALES MANAGER AND DEFENDANT'S EXPERT WITNESS

J-820(V)

MOTIONS, REQUEST TO CHARGE AND DEFENSE COUNSEL'S CLOSING
STATEMENT

J-821(V)

PLAINTIFF COUNSEL'S CLOSING STATEMENT

J-822(V)

PANEL DISCUSSION OF CLOSING STATEMENTS

J-823(V)

GENERAL DISCUSSION

J-824(V) thru 832(V)

TRIAL TECHNIQUE SERIES

9 TAPE SET, 3/4" U-Matic Cassette, color, 1977, producer:
American Bar Association

The ABA Consortium, in cooperation with the National Institute
for Trial Advocacy, has produced studio-videotaped
demonstrations by outstanding trial lawyers who are guest
faculty at the annual NITA session in Boulder, Colorado.

J-824(V) 45 minutes

FINAL ARGUMENT IN A CRIMINAL CASE

J-825(V) 56 minutes

DIRECT AND COMPARATIVE CROSS-EXAMINATION OF THE DEFENDANT IN A
CIVIL CASE

J-826(V) 57 minutes

JURY SELECTION IN A CIVIL CASE

J-827(V) 58 minutes

JURY SELECTION IN A CRIMINAL CASE

J-828(V) 27 minutes

OPENING STATEMENT IN A CRIMINAL CASE

J-829(V) 58 minutes

FINAL ARGUMENT IN A CIVIL CASE

J-830(V) 48 minutes

DIRECT AND CROSS EXAMINATION OF THE DEFENDANT IN A CRIMINAL CASE

J-831(V) 55 minutes
DISCOVERY DEPOSITIONS

J-832(V) 52 minutes
LITURGY OF FOUNDATION LAYING

J-833(V) - 834(V)
IRVING YOUNGER ON EVIDENCE

2 tape set, 3/4" U-Matic Cassette, color, 1977, producer:
 American Bar Association

An experienced teacher of trial advocacy, Professor Younger captivates his audiences by presenting the complex subject of evidence in a way that is informative, practical, and entertaining.

J-833(V) 1 hour, 45 minutes
ART OF CROSS EXAMINATION

J-834(V) 1 hour, 45 minutes
EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT HEARSAY BUT WERE
 AFRAID TO ASK

PO-804(V)
LEARNING TO LIVE RATIONALLY INSIDE AND OUTSIDE OF PRISON

30 minutes, 3/4" U-Matic Cassette, black & white, 1977,
 producer: University of Kentucky Medical Center

A prisoner presents his first attempt at Rational Self Analysis (RSA). His RSA is on his angry reaction to his neighbor. Major concepts covered include the importance of accurately describing the problem, how to discover hidden attitudes, the difference between the common use of "should" and the scientific use of "should" and its relevance to overcoming anger, and the emotional white lie.

PO-805(V)
RATIONAL EMOTIVE IMAGERY

28 minutes, 3/4" U-Matic Cassette, black & white, 1977,
 producer: University of Kentucky Medical Center

Kate describes the progress she's made in eliminating her irrational anger, her fear of rejection, and her tension. She then discusses how to use Rational Self Analysis as a basis for Rational Emotive Imagery to reprogram one's mind for the emotional change you want. Dr. Maultsby shows how to do the Instant Better Feeling Maneuver for immediate relaxation and gives step-by-step instructions on how to do Rational Emotive Imagery.

PO-806(V)

RATIONAL SELF MOTIVATION - PART I

33 minutes, 3/4" U-Matic Cassette, black & white, 1977,
producer: University of Kentucky Medical Center

Dr. Maultsby explores the dynamics of motivating oneself with irrational "have to's." Why these irrational "have to's" lead to anxiety, resentment, feelings of pressure, self-dislike, depression, dislike of the task in question, and procrastination become obvious as he discusses this motivational system with a college student. The dynamics of this system are familiar to most of us since most of us used it to get ourselves through school -- but the rational insights and solutions may not be so apparent.

PO-807(V)

RATIONAL SELF MOTIVATION - PART II

28 minutes, 3/4" U-Matic Cassette, black & white, 1977,
producer: University of Kentucky Medical Center

Knowing the consequences of relying on irrational "have to's" is not enough. To change their motivational system people need to know how to motivate themselves rationally. In this session. Dr. Maultsby contrasts rational and irrational motivational systems. He clearly explains how to motivate yourself to do unwanted tasks that are in your best interests over time without pressure, resentment, or depression.

PO-812(V)

THE CORNERSTONE

37 minutes, 3/4" U-Matic Cassette, color, 1976, producer:
McGeorge School of Law

This tape is a documentary on due process from its origins to its present-day application, specifically in the area of Parole Revocation Proceedings. It is narrated by Raymond Burr.

PO-816(V)

COMMUNITY SERVICES - REACHING OUT TO REPAY

40 minutes, 3/4" U-Matic Cassette, B&W, 1979, producer:
Probation Office, District of Columbia

This tape was produced by the Probation Office of the District of Columbia and describes the Community Services Program in the Washington, D. C. area.

VT-801(V)

A PRACTICAL GUIDE TO SETS AND PROPS FOR VIDEOTAPE PRODUCTION

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

Learn how to assemble various kinds of settings to develop or enhance a mood. Learn how to select furniture, backdrops and fill-in elements for an overall effect.

VT-802(V)

HOW TO PERFORM ON TELEVISION

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

Learn how to present yourself and your material in an interesting and believable manner. You will discover many useful tips, such as how to control your eyes and movements, and how to be "hot" and "cool" at the same time.

VT-804(V)

CAMERA TECHNIQUES FOR VIDEOTAPE

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

This program focuses on the uses of camera movement, special visual effects, camera switching, super-imposing, and picture composition.

VT-805(V)

SET-UP, OPERATION, AND CARE OF THE VIDEOTAPE SYSTEM

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

This program provides a logical, step-by-step procedure for setting up and checking each component for proper operation until the whole "system" is operating properly. Learn how to diagnose problems, take corrective action, and minimize downtime through preventive maintenance.

VT-806(V)

HOW TO PRODUCE A VIDEOTAPE PROGRAM

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

You will learn the importance of defining objectives, planning strategy, analyzing budgets, and coordinating a production team.

VT-807(V)

PROGRAM FORMATS FOR INSTRUCTIONAL VIDEOTAPES

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

This program presents a variety of techniques that can be used to present instructional information, such as panel discussion, interviews, and demonstrations. Learn how and when to apply the correct technique to achieve the best effect. Also, learn how to analyze your instructional message to choose the most useful program format.

VT-808(V)

AUDIO TECHNIQUES FOR VIDEOTAPE PRODUCTION

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

This tape discusses a variety of audio techniques including microphone selection and placement, accoustical effects, voice, spot effects, dual audio tracks, and sound mixing.

VT-809(V)

LIGHTING FOR VIDEOTAPE PRODUCTION

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

This program will show you numerous potential lighting situations and how to handle them. It will familiarize you with the many tools of lighting and how to make them work for you.

VT-810(V)

PREPARATION OF TITLES AND ARTWORK FOR VIDEOTAPE PRODUCTION

20 minutes, 3/4" U-Matic Cassette, color, 1977, producer:
3-M Corporation

This tape provides information on how to make the visual message support the aural message with the effective use of graphics. Learn how to work within the visual limitations of television. Learn how to select and implement various techniques and materials, including everything from hand lettering to computer graphics.

MIXED PERSONNEL

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 Anthony Partridge. 10/16/75

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 James A. McCafferty. 10/16/75

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ACCOUNTING, RECORDS, & STATISTICS.
 Norbert A. Halloran. 10/16/75

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PROBLEMS OF COMPLIANCE WITH THE
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CONSIDERED. Steven Flanders.
 10/16/75

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 Honorable Constance B.
 Motley. 7/21/76

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 Mary E. Abrecht. 7/21/76

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 Sisson, Jr. 12/6/78

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 Sisson, Jr. 12/07/78

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We have tried to indicate the present title of each author listed at the time of this publication, although it is impossible to maintain a thoroughly accurate and up to date list of these changes. The following symbols are used and denote a change due to death or retirement. In these situations, the title represents the last position held.

* The author is now deceased.

** The author is now retired.

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DD-7

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B-92, B-93, B-94

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J-202, J-267, M-75

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B-40, B-53, B-64, CB-16

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M-44, PD-32, PD-33, PD-37, PD-39,
PD-49, PD-57, PD-58, PD-61

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J-132, PO-166

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M-25, M-29, M-80, M-85

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B-92, B-93, B-94

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PO-157, PO-175, PO-180, PO-181

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J-166, J-167, J-170, J-171, J-173,
J-176, J-183, J-186, J-187, J-209,
J-239, J-248, J-275, J-287, J-805(V)

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