

## Searching CTN's Video Library on the Web

CTN's monthly broadcast schedule can be found within each issue of our OnScreen newsletter. If you would like to find and schedule additional videos, you can now access our new web-based video library database. You can also request a loan video to be sent to your school.

You can search for a video by subject, series, key words in a description and/or grade level. Once a list of videos is displayed, click on the video that you want more information about. Information on the videos include: library number, extensive description including grade appropriateness, and addition series details.

When making a request for a video broadcast, please include the program title, the library number, the date and time, and your name and contact information so we can confirm your request.

Contact us to schedule a broadcast or request a loan video:

- (1) Call: 650-326-7850 ext. 12
- (2) Direct Line: 650-326-6618
- (3) Fax: 650-326-4605
- (4) Email: [request@ctnba.org](mailto:request@ctnba.org)

Our goal is to provide same day service for broadcast requests whenever possible. Videos may be loaned to schools in VHS format for two weeks. CTN pays for shipping costs when ordering a video.

## Step by Step Instructions for Accessing CTN's Video Library on the Web

1. Go to CTN's Web Site at [www.ctnba.org](http://www.ctnba.org) and click on "Search CTN's Video Library."
2. Click on the blue button that says "Search Library", the following screen appears:

The screenshot shows a web interface for searching CTN's video library. At the top, there is a navigation bar with "Search" on the left, "ctn video library.fp5" in the center, and "Home" and "Help" on the right. Below the navigation bar, there are two radio buttons for search criteria: "Match all words on page (AND)" and "Match any word on page (OR)". On the left side, there is a vertical menu with "Start Search", "Clear Form", and "Back" links. The main search area contains the text "Begin your search of CTN's Videotape Library here." followed by several input fields: "Subject" (a dropdown menu), "Series" (a dropdown menu), "Title" (a text input field), "Description" (a text input field), and "Grade" (a dropdown menu). At the bottom of the search area, there is a note: "Once you've found a video you would like to share with your class, contact Jim O'Brien at [request@ctnba.org](mailto:request@ctnba.org) or call 650-326-7850 x12 to request a video or schedule a broadcast time."

3. Click on the button next to the words, "Match any word on page." This search works better than "match all words".
4. Click on the box next to the Subject option and a list of available subject areas will display.
5. If you know the video series or title enter the information in the appropriate box. (Video series and titles are listed in CTN's printed catalog.)

If you do NOT know a specific series name or video title, type in descriptive words in the "Description" box. For example,

Subject: Social Studies Description: Civil War
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6. Next, click the "Start Search" button. **Pressing Enter or Return on your keyboard WILL NOT start the search.**
7. A list of videos that match your subject and description will appear.
8. Click on any of the titles displayed for more detailed information about the particular video in the list.
9. To return to the list of videos, click on "Table View."



10. Click on any title displayed for more detailed information about a particular video in the list.
- Repeat the process of clicking on "the Table View" then click the "Previous" button to return to the list of videos that met your search criteria.
  - Note: Make sure you write down the library number and title of the video you would like to request.

To start a new search, click the "Start Search" button.

#### **IMPORTANT NOTE:**

**Do not use your browser back and forward buttons to navigate through the search engine. The buttons on the actual searchable database should be used otherwise results can start to get jumbled.**

If you have any questions, Call Jim at 650-326-7850 ext. 12.