

**Access to Audio-Visual Collections
Videotapes, Audio Tapes, and Slides in the EPA Headquarters
Information Resource Center**

February 12, 1999

EPA Headquarters Information Resource Center
Information Management and Services Division
Office of Information Resources Management

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Introduction:

This guide to the audio visual materials at the EPA Information Resources Center provides EPA staff with a one-stop reference to the video, audio tape, and slide collections. Each item has been assigned a Library of Congress style classification number

EPA Headquarters staff Videos and audio tapes circulate for one day, with one-day renewal possible. Tapes must be picked up and returned personally by the borrower, they must not be returned through inter-office mail

EPA regional and laboratory staff Please ask your on-site library to reserve or borrow Headquarters Library videos. Regional and laboratory libraries may borrow tapes for three weeks, provided there are no prior reservations for the tapes.

Special requests Videotape reservations for special workshops, seminars or retreats should always be made as far in advance as possible to avoid conflicts. Any requests to extend the normal circulation period must be approved by library staff

For more information: contact the Headquarters Library Audio/Visual coordinator at (202) 260-5922.

Note Unless otherwise indicated, all video tapes are in 1/2-inch, VHS format. All audio tapes are in standard 1/8-inch format.

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Environmental Collection

Abandoned Wood-Treating Sites

SEE Program #1 Fall 1992

Alabama Oil Burn

Environmental Protection Agency 1993, Run: 7 15

TD224.A2 1993

Describes a series of experiments studying oil burn emissions. Controlled oil spills, usually held special in holding tanks, are burned and the emissions are studied to determine the level of atmospheric contamination that can result from an oil burn. If the level of emissions is found to be within safe limits, burning of oil spills may be the most effective means of dealing with spills.

Alive in an Urban harbor

Marine Sciences Research Center 1991, Run 28 34

TD365.U5 A55 1991

In close quarters with the intense development, the NY/NJ harbor estuary is an all-but-forgotten natural habitat. Interviews with numerous specialists outline the various approaches to remediating and conserving the estuary. Issues discussed include species diversity, dredging, port activities, clamming, tourism, combined sewer overflows and floatables management.

Produced by John J. Stevens Productions for The Marine Sciences Research Center and the NY/NJ Harbor Estuary Program.

America's Sea: The Gulf Initiative

SEE: Gulf Initiative, America's Sea

Anatomy of a Crisis

Environmental Protection Agency 1982, Run 24 00

HE1780.A53 1982

Companion to Strategy for Crisis Response. This two-part program (this tape is the first part) is a documentary of an environmental catastrophe - a chemical freight train derailment, explosion and fire. Extensive on-site footage and interviews with clean-up experts and government officials are aimed at anyone who may be called upon to deal with such a crisis.

Asbestos Air Monitoring

Selection Productions 1987; Run. 38 00

TD884 5 A7 A72 1987

Air monitoring is a crucial part of assessing and controlling asbestos hazards in building spaces. This program provides an overall orientation to the equipment and procedures involved in the collection and analysis of air samples. It was produced in and around a major asbestos testing laboratory in New Jersey.

Basket Creek

Environmental Protection Agency 1993, Run 6 00
TD878 B37 1993

Environmental Response Video. Overview of a contaminated soil site in rural Georgia, illustrating an unusual variety of technologies.

Basket Creek Site

SEE Program #2 Winter 1993

Bayou Bonfouca

SEE Program #6 Summer 1995

Beyond Business as Usual: Meeting the Challenge of Hazardous Waste

See: Meeting the Challenge of Hazardous Waste

Bicycling to Work

Environmental Protection Agency 1982; Run 16.00
GV1043.7 B53 1982

This tape presents the advantages of commuter bicycling and tips on how to promote it in your community.

Big Apple Hot Apple: Emergency Removal of Toxic/Radioactive Waste in Q

Environmental Protection Agency 1990; Run 29 23
TD898.B54 1990

Serving as a general introduction to emergency remediation activities, this tape is a documentary of an emergency removal of radioactive/toxic waste at a site in the heart of New York City

Boston Harbor Pollution

Divers Down, Inc 1987, Run 22 50
TD225 B7 B67 1987

Bob Michelson and Mark Stanton present an account of the pollution problems facing Boston Harbor. The tape features interviews with those heading the clean-up effort, and rare underwater photography documenting the pollution.

CAV-OX Oxidation Process, Magnum Water Technology

PRC Environmental Management, Inc. 1993, Run 14 00
TD458 C38 1993

Car Smart

Atlantic Richfield Co. 1990; Run. 23 39
TL214 P6 C37 1990

Car Smart is a film designed to teach high school and junior high school students about the harmful effects of auto pollution. The program discusses how students can individually reduce the toxic

pollutants emitted from their cars every day.

Causation and Causal Inference in Epidemiology: Radon and Lung Cancer

U S EPA Institute 1987, Run: unk

QD181 R2 C38 1987

Features Dr Alice Whittemore. Dr Whittemore, of Stanford University School of Medicine, addresses the 5th annual EPA Institute epidemiology meeting regarding the risks of cancer from radon and whether it is possible to draw causal conclusions from statistical associations

Chesapeake Bay: A Heritage Worth Preserving

WTTG-TV 1986; Run. 61 19

SH393.C5 1986

Host Maury Povich describes the Chesapeake Bay and its environmental problems, and introduces a 1985 film, "Chesapeake, the twilight estuary."

Clean Water, Clear Choices: The Challenge of Nonpoint Source Pollution

National Association of Conservation Dis 1991, Run 15 00

TD420.C54 1991

Rainwater runoff carrying chemicals, soil, debris and bacteria can lead to nonpoint source pollution of water bodies This program describes a co-operative project to clean the Anacostia River. The problem is described in both urban and rural settings, and successful solutions in both settings are high-lighted

Clean Water: Quest for Quality

Wastewater Institute 1986, Run: 25.00

TD730.C64 1986

U S Environmental Protection Agency & New England Regional Wastewater Institute, 1986 (25 minutes) This tape features case studies of several cities' and towns' quests for proper wastewater treatment The intention is that concerned citizens can apply the lessons learned to their own communities

Cleanup by the CRV

Environmental Protection Agency 1990; Run: 12:10

TD811 5 C54 1990

Environmental Response Video. This video examines some of the difficulties related to the clean up of the Chemical Control company in urban New Jersey Some of the hazardous materials at the site had to be stored on site for several years, in special containers, until an acceptable means of handling them was available. This is the Cylander Recovery Vessel, or the CRV.

Climate Simulations : Prediction of Global Change

Federal Republic of Germany 1995

QC981 8.C5 C55 1995

A look at how computer simulations are helping to generate and examine information necessary to

make decisions on environmental issues

Co-operation Across Boundaries: The Acid Rain Dilemma

Umbrella Films 1986, Run. 32 00

TD196 A25 C66 1986

The relationship between two industrial powers is examined in the context of U S. and Canadian attempts to solve the acid rain problem afflicting both countries

Conservation: It's about community, a land ethic for today

National Wildlife Federation 1998; Run: slides

HT395 G7 W542 1998

2 copies

DIVEX: Response & Removal Action

See Program #5, Fall 1994

Developing Site-Specific Criteria

Environmental Protection Agency 1995; Run: 36 00

TD365.D3 1996

Discusses the development of site-specific numeric criteria for aquatic life and the role they play in the water quality standards and criteria process Also looks at the indicator species procedure.

Development of Biological Criteria for Use in Water Quality Standards

Environmental Protection Agency 1992, Run: 19:30

TD370.D48 1992

This program presents an overview of biological criteria, one of the three elements of water quality criteria for states and Indian tribes The program emphasizes selection and evaluation of reference sites, measurement of biological structure and function, and objective analysis of results. [Water Quality Videos.]

Development of Water Quality Criteria and its Relationship to Water Quality

Environmental Protection Agency 1990, Run: 14:18

TD365 D4 1990

Diamond in the Rough

Clean Lakes Program, 1991; Run: 23 00

QH541 5 L3 D5 1991

Wisconsin Department of Natural Resources, Clean Lakes Program, 1991 (23 minutes). Lake Delevan, a 2,000-acre lake in Wisconsin's Walworth County, serves as a demonstration of lake restoration technology The video describes steps taken to address non-point source pollution. improvement of land-use practices, wetland restoration, modification of lake inflow and outflow, fish eradication and introduction of desirable species 2 copies

Divers Down

SEE Boston Harbor Pollution

Don't Blow It: Asbestos Action Program

Environmental Protection Agency 1986; Run 16 00

TD887 A8 D6 1986

Protecting oneself from asbestos during brake servicing in automotive repair shops is the subject of this presentation. Dangerous behavior is demonstrated, followed by safe methods of asbestos removal.

Drum Site (Matthews, NC)

Environmental Protection Agency 1994, Run 5.00

TD811 5 D78 1994

eData Overview

Environmental Protection Agency, Run. 6 00

TD174 E438

e-Data Overview (Electronic Data Transfer and Validation System) This video provides a quick overview of a decentralized, module-based information exchange system used by the EPA.

EPA's Energy Star

Environmental Protection Agency 1993; Run. 28.30

QA76.9.E5 E6 1993

Environmental Showcase, VI "A New Age in Energy-Efficient Computing" This video looks at the environmental impacts of computers, and how some computer companies are making them more energy efficient.

EPA's Eye in the Sky

Environmental Protection Agency; Run 20 00

TR810 E6

EPA's Environmental Photographic Interpretation Center (EPIC), in Warrenton, Virginia, describes its mission and the services it can provide based on its expertise in, and collection of, aerial photography and remote sensing output. Historical air photo series allow site analysis, site-discovery inventories and litigation support. Emergency site reconnaissance missions, sensitive-area identification, map creation, photogeologic analysis, GIS expertise and training are also provided by EPIC, and the video shows some of these services in action.

EPCRA: What it Means to You

Environmental Protection Agency 1990; Run: 18.00

KF1299 H3 E6 1990

EPCRA (The Emergency Planning and Community Right-to-know Act) and how it affects citizens' right to information is the subject of this tape. Featured subjects include chemical inventory reporting requirements, toxic chemical release reporting requirements, state and local emergency

planning commissions and committees, and the National Response Team Actor Eddie Albert introduces the tape, and former EPA Administrator William Reilly concludes

Ecotoxicologists at Oak Hill

Environmental Protection Agency 1992; Run 5 00

QH545.E36 E3 1992

Environmental Response Video This video presents a brief overview of how field toxicologists access the toxicity of an area that looks otherwise normal Fish, insects, and other small animals are often good sources of environmental information

Enumeration Methods for E. coli and Enterococci

Environmental Protection Agency 1986, Run 29 50

QR82 E6 E58 1986

The presentation begins with a history of water quality standard regulations in the U.S and the EPA determination that e coli (freshwater) and enterococci (marine) are reliable measures of water quality for recreational use The remainder of the tape is a detailed presentation of the test methods to be used for detecting and enumerating the bacteria. The end of the tape refers the viewer to the printed test methods available from the National Technical Information Service (NTIS)

Environmental Protection: Public willing to pay?

Harvard Video Services 1994; Run unk

TD171.E58 1994

Environmental response news magazine : Program #1 Fall 1992

Environmental Protection Agency 1992, Run: 27 00

TD172.E5 n 1

Abandoned Wood-Treating Sites * Operation Inland Response * Site. Unseen (Pickett Road, Part 1) * Eco-Toxicologists at Oak Hill

Environmental response news magazine : Program #2 Winter 1993

Environmental Protection Agency 1993; Run 27 00

TD172 E5 n 2

Navajo Vats * Site Shorts - Regions III, VII, VIII * RASTER - Day of the Robot * Basket Creek Site

Environmental response news magazine : Program #3 Summer 1993

Environmental Protection Agency 1993, Run: 25 00

TD172 E5 n 3

Montana Groundwater * Site Shorts - Regions V, IX, X * Alabama Oil Burn

Environmental response news magazine : Program #4 Winter 1994

Environmental Protection Agency 1994, Run 28 30

TD172 E5 n 4

Oil Burn Update * Summitville Mine * Site Shorts - Regions I, II, V, X * Drum Site (Matthews, NC) 2 copies

Environmental response news magazine : Program #5 Fall 1994

Environmental Protection Agency 1994, Run: 30 00

TD172 E5 n 5

DIVEX Respons & Removal Action * Site Shorts: Regions Vi, VIII, IX * Technology Update - ISV

Environmental response news magazine : Program #6 Summer 1995

Environmental Protection Agency 1995; Run: 30 00

TD172.E5 n 6

Bayou Bonfouca * Site Shorts - Regions III, IV, VI * SACM

Environmental response news magazine : Program #8 Winter 1996

Environmental Protection Agency 1996, Run: 28:45

TD172 E5 n 8

Lorain County Pesticide * ERTTP Training

Environmental response news magazine : Program #9 Summer 1997

Environmental Protection Agency 1997, Run: 30 15

TD172.E5 n. 9

Grawn, MI Tire Fire - Technology Update, Scribe - Clean Green

Environmental response news magazine : Program #10 Winter 1998

Environmental Protection Agency 1998, Run 31 30

TD172.E5 n 10

Midwest Floods 1998 - Site Shorts, Regions I, II, IX - Rechnology Update - Flywheel Technology).
2 copies

Environmental response news magazine : Program #11 Fall 1998

Environmental Protection Agency 1998, Run 34.00

TD172 E5 n 11

Samoan Way - Technology Update - Site Shorts Region I - Wyoming Bioremediation.

Epidemiology

EPA Institute 1988, Run. 105 00

RA645 5 E65 1988

This video transcript of an EPA Institute seminar discusses issues of total human exposure to environmental pollution and the measurement of that exposure. Described are advances in measuring human exposure and the development of human activity pattern exposure models

Estuary

Environmental Protection Agency 1980, Run 28 00
GC97 E79 1980

National Oceanic and Atmospheric Administration Highly visual presentation of the ecological and human significance of the human bodies of water known as estuaries The Program addresses the conditions of several well known American Estuaries in order to educate the audience about how we can protection all estuary waters.

Firsthand Lesson in Secondhand Smoke

Environmental Protection Agency 1993, Run 10.00
RA1242 T6 F5 1993

This video looks at some of the effects of second hand smoke, from children who have been effected by it. 2 copies

Floatables Problem: New York City

Environmental Protection Agency 1988, Run: 13:30
TD224 N7 F66 1988

In 1987, EPA investigated repeated occurrences of garbage deposition on beaches in the New York City metropolitan area This program reports on that investigation Findings include a taxonomy of floating garbage (dispersed small quantities, large coagulated slicks), principle sources of the garbage (combined sewer overflows, accidental and intentional dumping of garbage) and solutions (CSO diversions, incineration of hospital waste)

Flood Management in Prince George's County

Prince George's County, MD 1990, Run 22 32
GB991 M3 F6 1990

Overview of a county wide flood management program Several hotlines for county residents are mentioned

Gifts

Environmental Protection Agency 1971, Run: 28 00
TD180 G5 1971

Features Lorne Greene This Oscar-nominated documentary is one of the most influential presentations of environmental pollution, and a landmark in advancing environmental awareness during the 1970s Narrator Greene describes the harm that has come to the environment over a century-and-a-half of human impact

Global View of Environmental Problems

Environmental Protection Agency 1988, Run. 59 58
TD174.G56 1988

With Jacques Cousteau

Great Lakes: Troubled Waters

Umbrella Films 1984, Run 48 00

TD419 G74 1984

Produced by the Canadian Broadcasting Corp. First shown on CBC, the program looks at pollution in the Great Lakes and efforts that are underway to clean up the region, which is considered the most polluted region in North America

Gulf Initiative: America's Sea

Environmental Protection Agency 1986, Run 17 10

SH327.7 G85 1986

The tape describes how human activities and population growth take an increasingly costly toll on the ecology of the Gulf of Mexico, resulting in algae blooms, nitrogen run-off, oxygen depletion and wetland loss. A prologue features former EPA Administrator Lee Thomas announcing the formation of the Gulf of Mexico Program (the Gulf Initiative), an ecological approach to addressing these problems and the inefficiencies caused by bureaucratic turf wars and media-based management. 2 copies. Produced by U S EPA Region 4, Region 6, and the Gulf of Mexico Program Office

Gulf of Mexico Program: Video II

Environmental Protection Agency, Run 15:34

GB625 M4 G854

The EPA-established, multi-agency Gulf of Mexico Program, headquartered at NASA's Stennis Space Center in Mississippi, helps co-ordinate citizens, business and government in a region-wide effort to stem the decline of the Gulf of Mexico. This video describes the program and the challenges it faces. William Reilly, former EPA Administrator, makes it clear that "the Gulf program is about people like you and me."

Hazardous Substance Research Center Program Infomercial

Environmental Protection Agency 1991, Run 5.36

HD7262 H39 1991

Herbicide Trials

Cape Breton, Nova Scotia 1987, Run. 48 00

SB951 H36 1987

Residents of Cape Breton, Nova Scotia, used the legal system to try to stop a paper company from initiating a herbicide spraying program on forest land near their homes. The story of their efforts is the subject of this documentary.

How the Waste Was Won: Source Reduction and Recycling in the West

Environmental Protection Agency, 1990, Run 12.00

KF5510 A75 H6 1990

A Westerner offers tough talk about the future of landfills in EPA's Region 8 under the new Resource Conservation and Recovery Act requirements. The problem can be averted if people will "reduce, reuse, recycle and be creative." Each concept is explained, and tips for average consumers

are suggested

Hozho Hooghan [Environmental Harmony at Home]

Environmental Protection Agency 1995, Run 12 47
T55.3 E5 1995

Hozho Hooghan speaks to the realities of today's personal safety and environmental problems through traditional Dine values and culture to benefit all the Dine. Filmed in the Dine language near Shiprock, New Mexico, with English captions. 2 copies

Hozho Keyah [Environmental Harmony in Business]

Environmental Protection Agency 1995, Run: 10 00
T55 3 E585 1995

Hozho Keyah speaks to the realities of today's personal safety and environmental problems through traditional Dine values and culture to benefit all the Dine. Filmed in the Dine language near Shiprock, New Mexico, with English captions. 2 copies

I Need the Earth and the Earth Needs Me

General Motors Corp 1990, Run: 20 00
TD170.15.I2 1990

Features Colleen Dewhurst. Designed for the nation's school-children, this educational video delivers the message that the earth is our home. All living things on earth depend on each other, and all need a quality environment. 2 copies

Investigation and Cleanup of Wood-Treatment Sites

Environmental Protection Agency 1992; Run. 7 00
TD899.W65 I58 1992

Environmental Response Video, EPA Region 4. This video looks at some of the issues related to soil contamination at older, or inactive wood treatment centers

Investigation of Denny Farm Site (Verona, MO)

Environmental Protection Agency 1991; Run 22 00
TD811 5 I68 1991

Using the Denny Farm site as an example, this video details the step-by-step process EPA follows in investigating a toxic waste site. This site was contaminated by dioxin which was dumped without consent of the owner. EPA monitored the farm to ascertain if the contamination spread. 2 copies

LUST - Leaking Underground Storage Tanks

University of Wisconsin 1989, Run 10 37
RD24.I3 L42 1989

This video looks at some of the issues related to leaking underground storage tanks, such as contaminated soil and ground water. Some of the financial aspects are addressed as well.

Lake Restoration: An Investment that Pays Off

Environmental Protection Agency 1991, Run 20 00

TD420 L43 1991

Nonpoint source pollution is the number one killer of lakes in Iowa, according to this video, produced in co-operation with the Iowa Department of Natural Resources and the Carroll County Conservation Board. A case study of Swan Lake demonstrates the economic benefits of restoration, showing that treatment of existing pollution and prevention of further pollution is cost-effective. Recommended solutions include adjustment of watershed size, erosion control and enlightened agricultural practices

Legal Winds of Change: Business and the New Clean Air Act

Environmental Protection Agency 1990, Run: 123:00

KF3812 L4 1990

Discusses important provisions of the Clean air act as they apply to small and mid-sized businesses

Listening to the Caribbean

Huddle Productions 1992, Run 60.00

GC1230 L5 1992

Video report of a special meeting of several environmental scientists from Caribbean countries, each pointing out different issues that need to be addressed for sustaining the Caribbean ecosystem

Low Temperature Thermal Stripping

US Army 1992

QC463 V6 L6 1992

Demonstration of a two-step process to depose of volatile organic compounds (VOC's)

Major Rivers

Lower Colorado River Authority, Run: 6:35

TD223.5.T4 M3

Semi-cartoon style overview of how water is distributed throughout Texas

Managing Asbestos in Place

Environmental Protection Agency 1992

TD887.A8 M3 1992

A "how to" type of program describing how to set up a program of managing asbestos in buildings.

Meeting the Challenge of Hazardous Waste

Environmental Protection Agency 1988, Run: 29 00

TD811 5.E5 1988

The national strategy for cleaning up and reducing hazardous waste is the subject of this program. It describes. (1) the background to passage of CERCLA and RCRA legislation, (2) the role of government, industry and community in reducing waste at the source, (3) successful recycling efforts and "waste clearinghouses," and (4) available treatment technologies. 2 copies

Montana Groundwater

SEE Program #3, Summer 1993

Montana Post & Pole Groundwater Treatment Facility

Environmental Protection Agency 1993, Run 7:00

TD426.M6 M6 1993

Overview of a system set up to extract groundwater contaminants from the area around an old wood processing plant near Butte, Montana

Mt. Trashmore

Environmental Protection Agency 1982, Run: 7 00

TD788.M80 1982

Efforts to transform a problem-ridden landfill into a community resource are described in this video
The result is a new park

National Lake Survey

Environmental Protection Agency 1985, Run: 14 27

GB1615 N38 1985

The EPA's work to learn about and prevent acidification of lakes is described in this program

Navajo Vats: Bioremediation of Pesticide Sites at the Navajo Nation

Environmental Protection Agency 1993, Run: 9 30

RA571.N38 1993

Oak Hill PCB Site

SEE Ecotoxicologists at Oak Hill

Oil Burn Update

SEE Program #4 Winter 1994

Operation Border Crossing

Environmental Protection Agency 1991; Run 7:00

HV553 O64 1991

Environmental Response Video Overview of lessons learned from a simulated toxic waste spill.

Operation Contra Costa Shore

Environmental Protection Agency 1993; Run 7:30

HV553 O64 1993

Environmental Response Video Overview of lessons learned from a simulated toxic waste spill.

Operation Inland Response

Environmental Protection Agency 1992, Run 6 10

HV553 O64 1992

Environmental Response Video Overview of lessons learned from a hazardous materials field exercise

Operation Wildfire

Environmental Protection Agency 1989, Run 13:15
HV551.3 O64 1989

Environmental Response Video, EPA Region 9. This video examines the lessons learned from a hazardous material spill simulation

Overview of the United States Environmental Protection Agency

Environmental Protection Agency 1986, Run: 16.26
TD171.U57 1986

This program presents an overview of the structure and operations of the EPA. Scenes of exceptional landscapes, environmental degradation and functioning ecosystems convey the importance of public protection of the environment

Ozone : Double Trouble

Environmental Protection Agency 1993, Run 18:00
QC879.72 O96 1993

Discusses the depletion of ozone in the stratosphere as a result of chlorofluorocarbons and other ozone-depleting chemicals. Provides an overview of the environment and health problems caused by both excess ozone in the troposphere and ozone-depletion in the upper atmosphere

People Making a Difference : Big Spring Basin Demonstration Project

Environmental Protection Agency 1991, Run. 20:35
TD224.I8P4 1991

The Big Spring Basin (Idaho) Groundwater maintenance demonstration and research project 2 copies

Planning Wastewater Facilities for Small Communities

See Survey of Wastewater Technology

Problem is Perc: Compliance Within the Dry Cleaning Industry

ECO Source International 1992, Run: 18:03
TP932.3 P76 1992

This video addresses some of the environmental effects of Perculathine, a chemical commonly used in the dry cleaning industries

Protozoa and Enteric Virus Sample Collection Procedures

Environmental Protection Agency 1995, Run: 40:00
TD459.P76 1995

Demonstrates the monitoring requirements and sample collection procedures for detecting Giardia cysts and Cryptosporidium oocysts in drinking water

RASTER - Day of the Robot

SEE: Program #2 Winter 1993

Radiation and our Environment

Atomic Energy Control Board, Canada 1992, Run 21 05

TK9001.R33 1992

This video explains some of the physical aspects of radiation, where it comes from and how it can effect people, how it can be detected and measured

Radioactivity and Drinking Water

Environmental Protection Agency 1983; Run 44 00

TD427 R3 R33 1983

A 2-tape, 2-part series Part 1-Radioactivity, 1983 (24 minutes) Provides basic concepts of nuclear physics for the non-scientist Part 2-Health Effects, 1984 (20 minutes) Discusses the health effects of radioactivity to the human body, including radioactivity occurring in water.

SACM

SEE Program #6 Summer 1995

SOS for America's Streams: A Guide to Water-Quality Monitoring

Izaak Walton League of America 1990, Run 20 00

TD423 S68 1990

The tape describes the history of the Izaak Walton League from its founding in 1914 to today, and the Save our Streams program, a voluntary network of activists who adopt stream segments, clean them, and monitor their water quality The tape's emphasis is on the field work the volunteers perform, and the idea that you can't tell if a stream is clean by just looking at it.

Sand Filters

See Survey of Wastewater Technology

Saving Water

Water Pollution Control Federation 1990, Run: 8 00

TD388 5 S33 1990

This video program was developed to help educate the public about today's important water quality issues

Saving the Ozone Layer Conference Compilation

Central Office of Information, London na

QH545 O9 S3

This tape requires video equipment compatible with the European PAL television standard

Serpent Fruits

Environmental Protection Agency 1980, Run 58 00

TD180 S4 1980

This well-known film presents case histories of communities which have been affected by pharmaceutical, industrial and agricultural chemical pollution.

Site Shorts - Regions I, II, V, X

SEE Program #4 Winter 1994

Site Shorts - Regions III, IV, VI

SEE: Program #6 Summer 1995

Site Shorts - Regions III, VII, VIII

SEE: Program #2 Winter 1993

Site Shorts - Regions V, IX, X

See: Program #3, Summer 1993

Site Shorts - Regions VI, VIII, IX

See Program #5, Fall 1994

Site: Unseen (Pickett Road, Part 1)

SEE: Program #1 Fall 1992

Small Diameter Effluent Sewers

See Survey of Wastewater Technology

State of the World with Lester Brown

Public Affairs Television, Inc 1991, Run: 28 00

GV75 S7 1991

An episode of A World of Ideas With Bill Moyers. PBS, WNET-New York, WTTW-Chicago, WTVS-Detroit. Features Bill Moyers and Lester Brown. Moyers has a probing conversation with Brown, founder of the World Watch Institute, about the condition of the planet and what can be done to close the gap between what we are doing to it and what needs to be done.

Straight Talk on Leak Detection

Environmental Media Center 1990, Run: 30.00

TD811.5.S77 1990

An introduction spotlights underground storage tank (UST) owners and operators, who share their comments on strengthened UST regulations. Next, imaginary Joe Thursday, Leak Detective, describes numerous methods to detect leaks in underground storage tanks and pipes, including internal (inventory control, tightness testing, manual and automatic tank gauging), external (installation of monitoring wells and detection units), and interstitial (secondary containment with

interstitial monitoring)

Strategy for Crisis Response

Environmental Protection Agency 1983, Run 23 00

HC1780 S77 1983

Companion to Anatomy of a Crisis This two-part program (this tape is the second part) is a documentary of an environmental catastrophe-a chemical freight train derailment, explosion and fire. Extensive on-site footage and interviews with clean-up experts and government officials are aimed at anyone who may be called upon to deal with such a crisis.

Summitville Mine

Environmental Protection Agency 1994; Run 9 00

TN410 S86 1994

Surface water video

Water Pollution Control Federation 1988, Run 9 00

TD388 5 S71 1988

This video describes how every aspect of water, including surface water, contributes to environmentally sound water quality.

Survey of Wastewater Technology

Environmental Protection Agency 1987, Run 60:00

TD741 S963 1987

Video contains 4 programs: Small Diameter Effluent Sewers, 1988 (15 minutes) Andrea Berry describes, in detail, the use, cost efficiency, effectiveness and practicality of the small diameter effluent sewer in comparison to conventional sewers.

Take Pride Gulf Wide

Gulf of Mexico Program, EPA 1991; Run 18 00

TP995 T35 1991

This program describes the growing pollution problems in the Gulf, especially focusing on off-shore ship dumping and beach littering. The video introduces the Gulf of Mexico Program's Take Pride Gulf-Wide campaign, an attempt to find "regional solutions to a regional problem" involving the Federal government, the 5 Gulf states, the public and industry. The tape outlines regulatory responses (new maritime treaty language) and community-based public involvement (beach clean-ups, boater pledges, consciousness-raising).

Technology Update, ISV

See Program #5, Fall 1994

Tire Fires

Environmental Protection Agency 1987, Run: 15:00

TL270 T57 1987

This video looks into the environmental hazards of burning tires, specifically the toxic fumes emitted, and the chemical components released as the tires break down

Towards the Recycling Economy

Duales System Deutschland 1992, Run 21 00

HD9975 T69 1992

Extensive on-site footage of recycling and manufacturing operations illustrates the second phase of Germany's recycling system: non- glass, non-paper packaging 2 copies

Treating the Land, Protecting the Water: The Heber Valley Story

Mountainland Association of Governments 1992, Run 10 00

TD420 T7 1992

The tape describes how, during the late 1970s and '80s, the Deer Creek Reservoir, near Salt Lake City, suffered from phosphorus oversupply and algal blooms. In 1979, an inter-disciplinary, co-operative team was assembled to work with land owners on cleaning up the watershed

Valley Green

Umbrella Films 1981, Run 29:00

TD180.V35 1981

Shows areas of unspoiled beauty in the valley surrounding Wissahickon Creek in Pennsylvania, and examines the valley's complex interrelationship with urban and suburban Philadelphia Shows the destruction wrought by the byproducts of housing and industrial development in some areas of the Wissahickon Valley, and tells of efforts to preserve the remaining areas of natural beauty in the region.

Volume Reduction Unit (VRU)

Environmental Protection Agency 1994, Run 13 07

RA571.V65 1994

Site demonstration of the EPA's volume reduction unit

Warnings on the Wind: Air Toxics and the Great Lakes

Center for Environmental Study 1987, Run 28 30

TD420 W37 1987

Watch Your Waste

King County Solid Waste Division; Run 6 18

TD794 5 W38

"How your business can profit from waste reduction and recycling " This video looks at some of the long-term financial benefits of recycling This video is specifically targeted to businesses that use a lot of paper

Water Follies

Environmental Protection Agency 1980, Run 7.00

TC423 W38 1980

A creative and amusing animated feature which will provoke both thoughts and actions about the need to conserve water resources and how to go about doing so

Water Quality Standards on Indian Lands

Environmental Protection Agency 1992, Run 18 39

TD370 W38 1992

Water from water : recycling

National Water Research Institute 1995, Run 20 00

Collection: Environmental, TD429.W38 1995

Explores the processes of, and public attitudes towards, recycling and reuse of wastewater for agricultural, industrial, and municipal purposes Presents a number of case studies of water recycling across the country

Wealth in Wetlands

National Association of Conservation Dis 1991, Run 23 00

QH87.3 W43 1991

This co-operatively-produced video includes interviews with five farmers who believe there is a place for wetlands on their farms Each explains personal convictions on the values of wetlands, in terms of both the farming operation and personal satisfaction Also included are brief overviews of wetlands losses, restoration methods, and sources of help in wetlands conservation and resources in the United States

Wetlands

Wetlands Research Inc 1989, Run 9.42

QH76 5.I3.W48 1989

450 acres of former farmland 35 miles north of Chicago, on the Des Plaines river in Lake County, Illinois, are the site of a project to demonstrate wetland restoration Restoration will be carried out through the instillation of shallow basins, pumping stations, monitoring stations, a rerouted river, tree removal and controlled fires to maintain prairie conditions.

Wetlands Water Quality Standards

Environmental Protection Agency 1996; Run 28 00

TD365 W4 1996

Discusses the functions and values of wetlands that can be protected by water quality standards, and how standards are developed under the Clean Water Act Presents case studies from Nebraska, Washington, Minnesota, and Wisconsin

What if We Could Start Over?

U S Forest Service 1988, Run 39 50

SD412 W58 1988

Features Dale Robertson Adapted from a speech given at EPA on June 17, 1988, by Robertson, Chief, US Forest Service, the program documents how his agency is caring for the land and serving people with renewed commitment and energy It describes how the Forest Service initiated a program directed at improving effectiveness by capitalizing on the real strength of the organization, its people 2 copies

Witch's Brew: Secondhand Smoke in the Workplace

American Heart Association, Run 10.38

RC268.W58

This video looks at the various chemicals and physical effects associated with second hand smoke. Statements from several companies that went smoke free are included 2 copies

Wonderful World of Recycle

Denver Dubbing, Inc. 1989, Run 13 08

TD794 5 W6 1989

Brief look at the benefits of recycling; meant for children.

Worker Protection Standards

Environmental Protection Agency 1992, Run. 21 00

KF3570.W67 1992

Provides an overview of OSHA and EPA coverage of worker protection and training programs.

Wrench Tectonics in the Chuckchi Sea

TCS Video Production Center 1990, Run 29 00

QE601 W83 1990

Xeriscape

National Xeriscape Council 1989, Run 13 40

SB475.83 X47 1989

This program describes aspects of xeriscaping-landscaping for a dry climate: planning and design, appropriate turf use, irrigation efficiency, soil improvement, mulching, use of water-conserving plants, and maintenance

Year in the Life of a River

Girard Video 1991; Run 28:27

TD224 M3 Y4 1991

This tape looks at a campaign to clean up the Anacostia River, in Prince George's County, Maryland

HIV/AIDS Collection

AIDS 101 Slideshow

Impact AIDS, Inc 1988

RC607 A26 A33 1988

America at Work : Living with HIV

American Red Cross 1994; Run 13 45

RA644 A25 A44 1994

2 copies

Epidemic of Fear: AIDS in the Workplace

San Francisco AIDS Foundation, Run 27 00

RC607 A26 E6 1986

Brief look at some of the more common questions about AIDS in the workplace Most importantly, weather or not it can be contracted via casual contact

HIV/AIDS Clinical Trials: Knowing Your Options

AIDS Clinical Trial Information Service 1996, Run 19 mins

RC607 A26 H58 1996

Living with HIV: Conversations with Long Term Survivors

Burroughs Welcome Inc 1992

RC607.A26 L58 1992

One of our own: a story about AIDS in the workplace

Dartnell 1987, Run: 30 00

RA644 A25 O54 1987

Information Resources Collection

Building Environmental Partnerships through Information Sharing

Environmental Protection Agency 1989

KF3775 A8 B8 1989

Proceedings November 13-16, 1989, Kansas City, MO 4 copies

Computer Security: Make the Commitment

Emhart ATI 1989, Run: 14 00

QA76 9 A25 C66 1989

Actors depict computer security problems in a government office. Weaknesses in hardware and data integrity, virus protection and data backup procedures are diagnosed, and then, in a follow-up, prescriptions for improvement are made.

Copyright Awareness: Do you copy right or copy wrong?

Knight-Ridder 1994; Run. 6 06

Z649.F35 C67 1994

This video provides a brief overview of copyright law and it's applicability to commercial information. It does not deal extensively with academic or scientific materials. This video is in many ways a commercial for the Dialog information service, keep this in mind when viewing it.

Disaster Recovery in Motion

Environmental Protection Agency 1989

Resource; HV555 U6 D5 1989

Overview of how environmental information can be recovered in the event of a disaster.

From the American Revolution to the Information Revolution

Environmental Protection Agency 1992, Run 20.00

T58 6 F76 1992

Benjamin Franklin visits the late 20th-century to address some of the benefits, controversies and opportunities available through the use of new information technology to build a national consensus for environmental protection. He stresses the importance of careful communication of scientific knowledge to clarify issues and avoid misunderstanding.

GIS/Key Environmental Data Management System

Environmental Protection Agency 1994, Run 15:51

TD420 E5 G5 1994

KGB, the Computer and Me

Coronet Film & Video 1990; Run 58 00

UB271.R92 K4 1990

Produced by WGBH Educational Foundation and WGBH-TV, Boston Mass. Based on a true story by Cliff Stoll in his book *The Cuckoo's egg* tracking a spy through the maze of computer espionage.

Originally broadcast as a segment of Nova "6372CVHS"--Container/cassette label
Astronomer-turned computer scientist, Clifford Stoll traced a 75-cent error to an international computer espionage ring by using the scientific method

Paving the Way: A Digital Drive on the Information Superhighway

Dialog Information Services 1994; Run 4.00

TK5105 87 P38 1994

Produced by Dialog Information Services for Members of the Quantum Program.

What is the National Computer Center?

Environmental Protection Agency 1970, Run. 21 25

QA74 W53 1970

Explains the overall functions of the NCC to its end users and new users 2 copies.

Management/Human Resources Collection

Abilene Paradox

McGraw-Hill Training Systems 1984, Run 27 00

HD30 23 A25 1984

Management consultant Jerry B Harvey illustrates the paradoxical nature of mismanaged agreement, describes symptoms of the paradox, probes the reasons behind the behavior, and offers strategies for eliminating collective decision-making confusion 2 copies

Achieving Excellence

CareerTrack Publications 1986; Run: 90 00

HF5386 H42 1986

Business trainer Lou Heckler describes elements of excellence-oriented management His topics cover creating quality, productivity through people, making things happen and achieving personal excellence

After All, You're the Supervisor!

Rank Roundtable Training, Inc 1990, Run. 24 00

HF5549 5 C6 A48 1990

The first tape presents the typical day of a supervisor as related by Richard Floss in an interview with a business reporter The Discussion Tape is meant to be used as a stimulant. Mr Flores's supervisor groups 17 supervisory activities into four major functions of management and poses basic questions about supervisory roles The leader's guide presents options for creating workshops around the tapes

All Change: the Management of Change

Video Arts Incorporated 1988; Run: 29 00

HD31 A55 1988

John Cleese stars in "All Change The Management of Change" video series that illustrates that change must be built into the heart of any organization This series features three managers who fail to plan ahead, to make change or to respond to changes which will be forced on them by competition, technology or the market Each is visited by H.G Wells in his Time Machine Wells shows each manager two alternative futures Later, H G. Wells pays a second visit in his time machine to three formerly-change-resistant managers to see the impact of their new attitudes 2 vols.

Art of Influencing People Positively

Audio Video Campus 1995

BF637 C45 A78 1995

Tony Alessandra reveals the systems and strategies in effectively dealing with people and their differences You can achieve more and influence others by utilizing these simple techniques

Art of Innovation: How to be a change master

Nightingale-Conant 1986, Run 6 au cass

HD31 K35 1986

The myths of innovation -- Kaleidoscopic thinking -- Creating a vision -- The art of coalition building -- Overcoming resistance to change -- Building and managing a committed team -- Managing the dilemmas of participation -- Coping with the difficult middles -- Providing the environment for innovation -- Providing the "power tools" for innovation.

Assertiveness Training for Professionals

CareerTrack Publications 1986, Run: 4 au cas
BF575 A85 R37 1986

Attitude Virus

Beverly Hills, Calif 1989, Run. 21 00
HF5549 5 M6 A88 1989

Demonstrates a five-step process for fostering positive work-related attitudes while curing and preventing negative attitudes. Managers discover the major impact they have on other people's attitudes, both in the example they set and in the communication skills they use to deal with negative attitudes

Be Prepared to Speak

Kantola-Skeie Productions 1985, Run 27 00
PN4121 B4 1985

This tape presents techniques for public speaking, developed by Toastmasters, that will help you. brainstorm and research speech content, target and organize your remarks; control your gestures, voice modulation, eye contact and pauses; use vivid language and stories, and calm your stage fright
2 copies

Behavioral Aspects of Management: Introduction and Applications

Lansford Pub Co 1979, Run 60 slides
HF5549 W38 1979

Surveys several theories of management from the behavioral viewpoint. Discusses the Hawthorne experiments, McGregor's theory X and theory Y, Maslow's hierarchy of human needs, Herzberg's motivators and dissatisfies, and other management theories (Includes six supplemental items).

Benefits Orientation Video for New Federal Employees

Government Retirement & Benefits Inc 1993
JK791 B46 1992

This program presents an overview of benefits available for full-time, part-time, or temporary federal employees, which vary for the different categories of employees Benefits covered include leave, health benefits, life insurance, Federal Employees Retirement System (FERS), Social Security, and the Thrift Savings Plan 4 copies

Bolero

Pyramid 1973, Run. 26.00
M1002.R28 1973

Zubin Mehta conducts the Los Angeles Philharmonic Orchestra in a stirring performance of Ravel's "Bolero" The film humanizes the orchestra by showing the musicians as individuals with their on problems and pleasures in their craft and careers

Bottom-Up Marketing

McGraw-Hill 1989

HF5415 R54 1989

Brain Power

LCA Video/Films 1982; Run: 12 00

BF311 B7 1982

John Houseman discusses three key principles of perception: recognition of data, interpretation, and expectation. He relates these to the context of a meeting. 2 copies

Building one minute manager skills

CBS/Fox Video 1985, Run: 48:00

HD30 22 B85 1985

Discusses management techniques which lead to increased productivity and corporate profit

Business and the environment: Lean, Clean + Green

Video Publishing House, Inc. 1991, Run: 46:45

HC110 B87 1991

Addresses environmental issues regarding safety, litter control, pollution prevention, waste reduction, and clean up programs in order to help business and government leaders recognize that there is a big profit behind cleaning the environment in the 90's

Case of Working Smarter not Harder

CRM/McGraw-Hill Films 1982, Run: 15 00

HD50 C37 1982

This video describes one manager's development from an overworked, compulsive problem solver to an innovator whose unique system draws public attention. It focuses on delegation of authority, decision making, planning, employee development, time management and team development.

Case of the Missing Person

CRM/McGraw-Hill Films 1983, Run: 15 00

HF5549 C37 1983

Uses a case study format to explore the effect of a manager's expectations on the performance of an employee. Points out the importance of positive attitude in a manager

Clear as Mud

Bosustow 1979, Run: 8 00

PN4121 C56 1979

Animation and puppetry are used to highlight important points about communication with a special

emphasis on the importance of speaking clearly so as to be understood

Coaching Skills for Managers & Supervisors

Nightingale-Conant 1993, Run 6 au cas

HF5549 5 C63 1993

The coach's gameplan -- The coach's toolbox -- Building a loyal team -- Coaching the problem player
-- Coaching the winning player

Conducting a Performance Appraisal

MTI Film & Video 1985, Run 13 00

HF5549 M36 1985 v7

"Management Basics in Action." This program discusses one of the fundamental tasks of management, covering the principal points to be included in a performance appraisal with particular emphasis on future goals and objectives

Conducting a Salary Discussion

MTI Film & Video 1985, Run 10 00

HF5549 M36 1985 v9

Dealing with one of the fundamental tasks of management, this video focuses on conducting salary discussions with employees. Forthrightness is required to make sure that it is clear to the employee that salary changes are related to performance.

Coping with Difficult People

Simon & Schuster 1986, Run 6 aud cass

HF5548 8.B683 1986

Introduction -- Behavior blindness, Negative cycles -- Hostile aggressives: Sherman tanks -- Hostile aggressives: snippers -- Hostile aggressives: exploders -- Indecisives -- Complainers -- Negativists -- Silent and unresponsive clams -- Expert know-it-alls -- Super agreeables -- Conclusion 2 copies.

Conducting a Termination

MTI Film & Video 1985; Run 7 31

HF5549 M36 1985 v6

Emphasizing the importance of documentation and previous disciplinary actions, this video discusses the proper steps to be taken in a termination, one of the fundamental tasks of management

Creative Thinking

Nightingale-Conant Corp. 1982

BF408 V35 1982

Presents a comprehensive creative philosophy for corporations and individuals that has been tested in hundreds of organizations, large and small. It sets standards for a more dynamic, creative environment and for establishing a total communications system within an organization

Crosby on Quality

BBC training Videos, Films Inc 1989, Run 50 00

HD28 C86 1989

Features Phillip Crosby In Part 1 (18 minutes), Crosby describes his Four Absolutes of Quality and relates much anecdotal evidence for his conclusions of quality. In Part 2 (32 minutes), three case studies demonstrate the impact of Crosby's ideas on Bama Pies, Inc., Winter Park Memorial Hospital and Cameron Iron Works, USA, Inc The lessons to be learned are equality applicable to public sector organizations

Customer is Always Dwight

Video Arts , Ltd 1989; Run 22 00

HD31 C87 1989

This video is about achieving %100 quality in all areas of work, not just production byt sales, accounts, distribution, administration - every department or section of the organization

Dealing with Difficult Behavior

American Management Association 1986; Run. 6 au cas

HF5549 12 M37 1986

Managing human behavior -- Identifying difficult behavior -- Understanding the stress of difficult situations -- Managing conflicts --Making effective decisions -- Communicating effectively with difficult individuals -- Developing the difficult employee -- Dealing with difficult behavior in groups -- Additional insights and summary

Decisions - Decisions: A Simple Approach to Taking Decisions

Video Arts 1978, Run 28 00

HD30 23 T63 1978

Defining the Job

MTI Film & Video 1985, Run: 9 00

HF5549 M36 1985 v1

Illustrating a basic task of management, this program notes that poor performance can often be traced to not knowing what the boss expects. One the job is clearly defined, it can be used as a later measure of performance and as a basis for more formal discussions should future problems arise.

Delegating

CRM McGraw-Hill Films 1981; Run 28.00

HD50.D44 1981

One of the most important organizational skills is the manager's ability to delegate authority among those who work for him This film examines this issue and provides some basic steps that will aid the manager in easing his own workload, improving performance, and building a stronger and more efficient organization

Discovering the Future: the business of Paradigms

Chat House 1989, Run: 33 00

HD58 8 D611 1989

Barker discusses paradigms as they relate to a set of rules and regulations through which we see the world. Explains modern-day paradigms of the business world and how we can pass beyond these boundaries to establish new ones for the future.

Essence of Government Contract Management

CFG Enterprises 1989, Run: 6 au cas

HD31 G39 1989

Side 1 Overview and organization -- Side 2 Procurement cycle and process -- Side 3 Contract types and pricing -- Side 4 Costs allowability and CAS -- Side 5 ASPM, profit, and TINA -- Side 6. Source selection and negotiation -- Side 7 Financing, security, & subcontracting -- Side 8. Contract MODS and disputes -- Side 9 Government property, inspection & acceptance -- Side 10. Warranties, payment & terminations -- Side 11 Fraud, waste and abuse -- Side 12 Self-governance & NCMA

Examples in Improvement

US Chamber of Commerce 1995, Run: 120 00

HD57 7 J65 1995

This tape is a recording of a live satellite-delivered seminar. The program is a business methods seminar. Joiner presents four fictional business problems, asks his audience to propose solutions, then tells what the businesses actually did. Issues discussed include statistical techniques, teamwork and listening.

Excellence in the Public Sector

Enterprise Media, Inc 1989, Run: 53 40

HD5650 E92 1989

Originally broadcast on PBS in Aug 1989. "Made possible by a grant from Motorola." A Martin-Sandler production. Viewer's guide written by Toody Healy. The organizations profiled in this documentary on managerial excellence in the public sector are the Naval Aviation Depot, Alameda, CA, Dept. of Juvenile Justice, New York City, City of Phoenix, AZ; National Theater Workshop of the Handicapped, New York City; and Ochoco National Forest, OR.

Executive Listening Program

Thomas Publishing 1987, Run: 2 aud cas

HD30 3.F75 1987

Introduction--Barriers to listening--Practice exercises--Listening styles--Questions that clarify--Practice exercises--Listening map--Hidden messages--Practice exercises--Telephone talk--Evaluation--Practice exercises

Finding Time

CRM/McGray Films 1980; Run: 28 00

HD38 F56 1980

Managing a schedule properly can be challenging This program discussed some of the reason why personal and organizational time scheduling is so difficult and gives some guidelines for effective time management

Five Star Supervisor Program

L Tagliaferri 1991, Run: 4 vid cas

HF5549 12 F58 1991

Module 1: The Five Star Leader - Module 2 The Five Star Communicator - Module 3: The Five Star Motivator - Module 4 The Five Star Team Builder

Gaining Control: Five Steps to Freedom and Success

US Chamber of Commerce 1995; Run 120.00

HD38 G35 1995

This tape is a recording of a live satellite-delivered seminar. Smith, the owner of a time-management consulting firm, explains why, when you say you want to be more productive, you really mean you want to feel better He describes his Franklin Reality Model, a way of understanding why we do what we do He defines seven natural laws and five steps to follow in order to better manage time

Getting Things Done

CareerTrack Publications, Inc 1989; Run 2 vid cas

HD38.G48 1989

Featured Edwin Bliss. CareerTrack's live version of Getting Things Done addresses dozens of commonly asked time-management questions Here, Ed Bliss, a popular author and speaker, gives specific advice on getting more done in a day His topics range from setting goals and defining priorities to increasing personal energy and hour-by-hour output Time's slipping away Stop the clock. and take a moment to learn Ed Bliss's tried-and-true time saving strategies in Volume Two of CareerTrack's live video seminar Getting Things Done You'll learn how to focus on the "big picture" - and assume your long-term goals get done You'll discover the common pitfalls of too much paperwork, bottlenecks and meeting multiple deadlines Part I: Mastering Goals, Priorities and Time-Wasters

Getting Things Done

CareerTrack Publications 1987 , Run 4 au cas

HD38.G39 1987

Winning the "paper war" -- Goal-oriented time management -- Purposeful meetings -- Specific time management methods

Giving Positive Feedback

MVI Film & Video 1985, Run 7:00

HF5549.M36 1985 v3

Taking time to tell someone they did a good job will lean to continued good performance This installment of a series dealing with basic management tasks discusses the importance of recognizing a job well done.

Handling Personal Problems

MTI Film & Video 1985, Run 10 00

HF5549.M36 1985 v5

This review of a basic management task discussed how to deal with an employee's personal problems such as excessive drinking, drug abuse or serious economic or family trouble. A manager's responsibility in such situations is to offer an opportunity to seek outside help, with the implication that failing to do so will result in termination.

Helping Hand: Coaching Skills

Video Arts, Inc 1990, Run 38 00

HD5715 H44 1990

John Cleese presents the essentials of coaching in an easy to understand manner. The tape is divided into two parts. "Why Coach?" and "How to Coach." In both sections there are three characters; an employee who is to be coached, a manager who does the coaching, and Cleese, who guides and supports the manager. 2 copies

How Successful Managers Manage

American Management Associations 1982, Run 6 aud cass

HD31 P54 1982

Cass. 1 The organization and the manager. Effective human relations -- cass 2 Planning the basis of action. Directing power and influence at work -- cass 3. Controlling, coordinating and problem solving. Control techniques that promote efficiency -- cass 4. Understanding control systems. The hiring and firing process -- cass 5. Negotiation skills and techniques. Holding productive meetings -- cass. 6. Managing information. The management of change.

How to Become an Effective Listener

Audio Video Campus 1993, Run 56 00

BF637.C45 A44 1993

Dr. Tony Alessandra provides keys to understanding people by listening to them.

How to Deal with Difficult People

CareerTrack Publications 1987, Run: 4 aud cass

HF5548.K57 1987

How to Define Goals and Objectives

McGraw-Hill Training Systems 1986, Run: 18 00

HF5549 5 G6 G64 1986

The subject of this program is a discussion of the clearly defined goals that enable organizations to focus on the effective use of resources and to chart a course for future development. Defining goals and objectives is a continuous process that requires a high degree of skill from each member of the organization.

How to Delegate Work and Ensure It's Done Right

Career Track Publication 1987; Run 2 aud cass
HD30 L65 1987

2 copies.

How to Get Results with People

CareerTrack Publications 1987, Run 105 00
BF637 C45 H68 1987

Business trainer Jeff Salzman describes techniques to use in interpersonal relations. His topics cover message content and ego, building rapport, use of power and visibility, selling ideas, and how to deal with conflict and criticism.

How to Influence Motivation

CRM McGraw-Hill Films 1986, Run 31 00
HF5549.5 M63 1986

With this tape, managers can learn how to foster employee motivation at three crucial stages of job performance: before a new task is begun, while the task is in progress, and after a task has been completed.

How to Lead Effectively

McGraw-Hill Publishers 1986, Run 18 45
HF5500.H64 1986

The selection of an appropriate leadership style is the key to using power effectively. The four leadership styles modeled in this program are directing, consulting, delegating and participating.

How to Make Presentations with Confidence & Power

Nightingale-Conant Corp. 1994, Run 6 au cas
HF5718 22 H69 1994

How to Manage Time

Talico Productions 1993, Run 55 00
HD69 T54 H6 1993

How to Master Your Time

Nightingale-Conant 1989, Run 6 au cas
HD38.H68 1989

1. What time management will do for you -- 2 Setting goals and objectives -- 3 Getting yourself organized -- 4. How to establish priorities -- 5 Getting things done -- 6 Project management -- 7 Time-saving techniques -- 8 Overcoming procrastination -- 9 Keeping up -- 10 Saving time with others -- 11 Time management for salespeople -- 12 The philosophy of time management.

How to Motivate for Superior Performance

American Management Associations 1982, Run 6 au cas

HF5549 5 M63 M5 1982

Unit 1 Motivation - what it is and isn't --Unit 2 Understanding motivation - I --Unit 3 Understanding motivation - II --Unit 4 Change.--Unit 5 Situational leadership --Unit 6. Motivation through direct communication --Unit 7 Giving credit and criticism.--Unit 8 Motivation through direct communication --Unit 9 Traditional motivators --Unit 10. Traditional motivation techniques --Unit 11 Negotiation as motivation --Unit 12. Case studies

How to Prepare a Winning Proposal

CareerTrack Publications 1992

HF5718 5 H69 1992

An effective system to sell your product, project or idea, by Pat Cramer

How to Solve Problems

McGraw-Hill Training Programs 1986, Run 22.19

HD30.29.H69 1986

Presents a systematic, step-by-step method of problem solving that allows the manager to apply both logic and creativity to the problem-solving process

How to Speak Persuasively

American Management Association 1986, Run 6 aud cass

PN4121 S25 1986

Influencing others: speaking persuasively -- Using motivation to persuade -- Preparing to speak persuasively -- Persuading groups -- Putting it together. the persuasive presentation -- Developing a persuasive speaking style -- Persuading with the help of visual images --Persuading one-on-one -- Personal credibility. your key to speaking persuasively -- Overcoming resistance.

How to Supervise People

Pryor Resources Inc 1988, Run: 6 au ca

HF5549 H6 1988

This seminar is aimed at first time managers The problems of supervising people older and more experienced than you, as well as friends, are discussed

How to be an Effective Executive

American Management Associations 1978, Run 6 au cas

HD30 3 L59 1978

1A What makes an effective executive?- 1B Work content and the individual's capacity.- 2A Executive hierarchy - 2B Planning - 3A. The elements of organization - 3B. Direction and motivation.- 4A Setting up a control system - 4B. Executive decision making.- 5A Evaluating subordinates' work - 5B Development programs - 6A. Work relationships - 6B The executive's role in today's environment.

How to be an Effective Middle Manager

American Management Association 1981; Run 6 au cas
HF5500 2 B995 1981

How to be an Effective Supervisor

American Management Association 1986, Run 6 au cas
HF5549.F84 1986

Communication -- Planning and problem solving -- Time management -- Interviewing and selecting employees -- Conducting orientation and training -- Setting performance objectives -- Supervising day to day -- Handling performance problems -- Appraising performance.

Humor is Not a Luxury

Video Arts, Inc 1989, Run 40:00
HF5011 H96 1989

John Cleese illustrates that humor, far from being a luxury, is an essential ingredient of business life that makes an organization more competitive and open to change. If work is fun, employees will enjoy their work and work more effectively. Humor can facilitate learning, change people's behavior, and help release stress.

I Told Them Exactly How to Do It

McGraw-Hill Films 1985, Run 12:00
HF5549.5 C5 I21 1985

An animated film about the manager in every company who is having communication problems with both his employees and his boss. Mitt Mittel learns the necessity of active listening.

ISO 9000 for the Global Marketplace

Perry Johnson, Inc 1993, Run 33:00
TS156.8 I86 1993

The ISO 9000 standard describes the minimum requirements for an effective quality system. Video discusses the myths and facts of the system and how it is implemented.

Imagineering: Team Up to Think up New Ideas

MTI Film & Video 1987, Run 16:00
BF408.L435 1987

The viewer is instructed in pooling collective imagination to spark new ideas, unleash creativity, engineer ideas into problem-solving strategies, and build team spirit which will fuel co-operation and productivity at all levels. 2 copies

Improving Employee Performance

MTI Film & Video 1985; Run 10:24
HF5549 M36 1985 v2

This discussion of a basic management task illustrates how to deal with common performance problems: absenteeism, tardiness, personality conflicts, problems with paperwork and an inability to

handle job responsibilities.

Insight System for Planning your Time and your Life

Nightingale-Conant 1983, Run 10 au cas
HD30.28 H6 1983

Intrapreneurs

CRM McGraw-Hill Films 1988; Run 55 00
HB615 I68 1988

To encourage employees to devote the energy and effort to come up with innovative ways of doing business, managers must learn to nurture the entrepreneurial spirit within their departments and within the entire organization. This video focuses on four examples of "intrapreneurship."

Intuitive Manager

MTI Film & Video 1986, Run 34 00
HD38 2 R685 1986

Roy Rowen's work focuses on the concept of intuition as a management tool. Intuition is knowledge gained without rational thought. New ideas spring from a mind that organizes experiences, facts, and relationships to discern a path that has not been taken before. Intuition compresses years of learning and experience into an instantaneous flash.

Lead the Field

Nightingale Conant 1972; Run 6 au cass
BF637.S8 N54 1972

Twelve audio self-training sessions for success in any endeavor. The magic word - Acres of diamonds - A worthy destination - Miracle of your mind - Destiny in the balance - See for achievement - It's easier to win - How much are you worth? - Let's talk about money - One thing you can't hide - Today's greatest adventure - Man on the white horse

Leader Within

Video Publishing House, Inc 1989, Run 64 00
HF5549.A3 L43 1989

Features Dr. Warren Bennis. Bennis gives his perspectives on the different types of leaders that can be found in these volatile times. He profiles several managers and tells why, to be a good manager, you must first be a good leader.

Leadership Alliance

Video Publishing House 1988, Run 64 00
HD38 2 L43 1988

Features Tom Peters. Peters goes on-location with four outstanding leaders in the educational and industrial sectors. Through interviews and profiles, viewers learn that leadership results from an alliance between managers and workers.

Leadership Secrets of Attila the Hun

MTI Film & Video 1989; Run 27 00

HM141 L43 1989

History's most aggressive entrepreneur is the role model for this fundamental yet revolutionary approach to people management. You'll learn to embody the timeless and effective leadership qualities of Attila the Hun; qualities that you, your managers and your executives may need to meet the challenges of today's organizations.

Leadership Secrets of Attila the Hun: The Monologues

MTI Film & Video 1989; Run 18 00

HM141 L433 1989

This shortened version of Leadership Secrets keeps the vignettes featuring Attila, but cuts the interpretive material in between. This is useful if you are planning your own short-course around the video.

Leadership Training: How to get more commitment and productivity

Career Track Publications 1987, Run 4 aud cass

HD57 7 H32 1987

Leadership and the One Minute Manager

CBS/Fox Video 1985, Run 85 00

BF637 L4 L4 1985

Features Kenneth Blanchard. Blanchard shares his views on "situational leadership." Included are discussions of four leadership styles: directing, coaching, supporting, and delegating, choosing an appropriate leadership style, and managing expectations and reaching agreements with people you manage about the leadership style they need from you in order to be able to accomplish the goals you set.

Leadership: Style or Circumstances

CRM McGraw-Hill Films 1975, Run 28 00

HD57 7 L4 1975

This video focuses on the specific leadership theory developed by management psychologist Fred E. Fielder called "contingency model," which asserts that anyone, given the right circumstances, can be a good leader. This involves changing the organization - not an easy proposition - to create a circumstance that will stimulate a person's positive leadership potential.

Learning to Think Like a Manager

CRM McGraw-Hill Films 1983, Run 25 00

HF5500.2 L43 1983

Watch this discussion of the mistakes commonly made by new managers and learn how to avoid them. The video suggests that upper management plays an active role in training new managers. The central message is that becoming an effective manager takes time.

Listen and be Listened to

American Management Associations 1981, Run 6 au cas
BF323 L5 B45 1981

Listening Leaders

Video Arts, Inc 1989, Run. 30 00
HF5415 5 L57 1989

Customers are a vital source of information about quality. This video shows you how to tap into that source by creating a 'customer listening loop,' a continuing two-way conversation that will fundamentally improve your product or service. In visits to the GE Answer Center, the J C Penney store in Plano, Tx., Riverside Hospital in Columbus, Oh., and Polaroid's Customer Resource Center in Cambridge, Mass., you will see how an effective customer listening system works.

Making Advances: What Organizations Must Do About Sexual Harassment

MTI Film & Video 1988; Run 36.00
HD6060 3 M3 1988

Features Bill Kurtis Hosted by TV news anchorman Kurtis, this video makes use of interviews with top EEOC officials and Affirmative Action professionals in the business environment to explore the EEOC definition of sexual harassment and how its most recent guidelines apply in today's workplace

Making of the Achiever

Nightingale-Conant Corp 1984, Run 6 au cass
BF637 S8 C69 1984

Four major qualities of achievers -- Involvement with others -- Putting your resources to work -- The roles of sharing and courage -- Choosing your course of action -- Taking the plunge -- Setting and sticking to priorities -- Giving birth to the will to win -- Assets for achievers -- Ways to deliver quality performance -- Sharpening your many abilities and talents -- The marks of the achiever.

Management & Leadership skills for women

CareerTrack Publications 1991, Run: 250.00
HD6054 3 M3 1991

Offers solutions for the special challenges of being a woman in management Topics covered management vs leadership, best/worst leader traits, analyzing each team member's strengths and weaknesses, commitment to achieve organization's goals, building a team that thrives on challenges, being seen as a leader who delivers results, managing men, helping employees adapt to change/accepting unpopular policies, productive performance appraisals, delegation of authority
v 1 pt 1 Motivating others pt 2. Psycho-geometrics -- v 2 pt. 1. Dealing with change and hiring
pt 2 Performance appraisals and delegation -- v 3 pt 1 Teamwork. pt. 2. Problems/solutions and the leadership process

Management Basics in Action

For titles in this series, see Conducting a Performance Appraisal ; Conducting a Salary Discussion, Conducting a Termination ; Defining the Job , Discussing Career Goals , Giving Positive Feedback,

Handling Personal Problems , Improving Employee Performance , Taking Disciplinary Action

Management principles and concepts

Lansford Pub and Co 1979, Run 60 slides

HD31.W38 1979

Articles are reprints from the Harvard Business Review: Skills of an effective administrator, by Robert L. Katz, How to choose a leadership pattern, by Robert Tannenbaum and Warren H. Schmidt

Manager-to-Manager: Dealing with Difficult People

MTI Film & Video 1987, Run 10 00

HD31.M322 1987 v3

Features Jack Noon Noon, in one of five programs, describes critical steps in gaining control and reducing the stress of working with aggressive or authoritarian people He suggests that you remain calm and emotionally detached, keep the conversation job-related, and appeal to the other person's competence

Manager-to-Manager: Gaining Cooperation From Peers

MTI Film & Video 1987, Run 12 00

HD31 M322 1987 v2

In one of five programs, Noon provides detailed guidance for obtaining cooperation from peers, including suggestions such as appealing to the broader company or department goals, offering and committing to reciprocal cooperation in the future, setting up schedules and following up ahead of deadlines to reinforce the need for assistance 2 copies

Manager-to-Manager: Getting Approval from Authorized Department

MTI Film & Video 1987, Run 12 00

HD31 M322 1987 v4

Features Jack Noon Noon discusses steps to promote greater understanding between staff managers and line managers In one of five programs, he suggests that interactions between managers will be more effective if the managers are prepared, exchange written rationales for various projects, accept that there will be differences, try to understand the other's point of view and agree on the solution of problems

Manager-to-Manager: Helping Colleagues Handle Problems

MTI Film & Video 1987, Run 13 00

HD31 M322 1987 v5

Features Jack Noon Noon, in one of five programs, describes the steps managers can follow when helping other managers work out effective solutions The steps include finding out about the problem objectively, outlining ways you can help, working out a plan of action, implementing and planning commitments, and providing feedback

Manager-to-Manager: Overcoming Resistance to Change

MTI Film & Video 1987; Run 12 00

HD31 M322 1987 v1

Features Jack Noon In one of five programs, Noon describes critical steps to diffuse natural fear and resistance to change in organizations, including outlining benefits of change, anticipating rational and irrational objections and offering solutions, uncovering real concerns and offering time to adapt to change 2 copies.

Managerial Skills for New and Prospective Managers

American Management Association 1978, Run 6 au cas

HF5549 L48 1978

Unit 1 Your new role as manager -- Unit 2 Management styles -- Unit 3 Planning and organizing -- Unit 4 Control -- Unit 5 Delegation -- Unit 6 Decision making -- Unit 7 How to manage time -- Unit 8 Understanding your subordinates -- Unit 9. The innovative manager -- Unit 10 How to write and read effectively, part 1-2 -- Unit 11 Conversational skills

Managers with Impact: Versatile and Inconsistent

MTI Video and Film 1986; Run. 30 00

HD38 2 M366 1986

The Harvard Business Review Video Series Wickham Skinner and Earl Sasser's work shows that managers with impact are versatile and inconsistent This video provides a profile of managers who make a difference. For each managerial situation such managers make an individual analysis, set a short-term goal, and maintain flexibility

Managing Problem People

Video Arts, Inc. 1988, Run: 85:00

HF5549 P5 M34 1988

Features John Cleese Cleese stars in this video consisting of six separate films, in each of which the manager, the problem person and the manager's mentor are introduced. Then each specific problem that faces the manager is discussed, the mentor analyzes the problem and makes suggestions, and finally a number of lessons are highlighted over flashback scenes The Behavioral Approach is used to focus on the particular behavior that is giving rise to the problem.

Managing Projects : Taking the Critical Path

BBC Training Videos, Films Inc. 1988, Run 25.00

HD69.P75 M3 1988

Features Paul Vaughn Vaughn explores the uses of project management in general, and Critical Path Analysis (also known in the United States as Critical Path Method) in particular Case studies include a British motor rally, the Calgary Winter Olympics, Lucas Girling Ltd., and Woolworth pic

Managing Up

MTI Film & Video 1986, Run 17:00

HF5549 M34 1986

Learn the skills employees need to effectively manage their own behavior, resulting in successful employee-boss relationships. An employee succeeds when his or her boss succeeds, and that means success for the entire organization.

Managing Your Boss

MTI Film & Video 1986, Run 32.00

HF5548 83 M36 1986

Using the Boston-based fast-food specialty chain, Au Bon Pain, as a model, the program focuses on how subordinates manage their relationships with their boss, stressing the importance of "managing up" to help companies improve their productivity and employees improve their job satisfaction.

Managing for Inspired Performance

Atlanta Consulting Group 1984, Run: 4 au ca

HD31 M36 1984

Effective management -- Leadership styles -- Leadership effectiveness -- Management by agreement -- Coaching -- Confrontation -- Visionary leadership -- Motivation -- Goal-setting -- Orientation -- Leadership effectiveness -- Counseling -- Leadership styles -- Direct communication -- Affirmations. 2 copies

Managing the Journey: Understanding and Implementing Change

Video Publishing House 1989, Run 75.30

HD58 8 M36 1989

Features Kenneth Blanchard. Part of the One-Minute Manager series, this video deals with the implementation of change in going to the one-minute manager system and the new relationship between manager and employee that results from this new process.

Massey Triad

Video Publishing House, Inc 1986, Run 150.00

BF778 M33 1986

3 volume set, features Morris Massey. This series of 3 tapes consists of the following: What You Are is Where You Were When - Massey tells how deep-seated values, reflecting generational roots, guide adult behavior and determine responses to people and situations. What You Are is Not What You Have to Be - Massey divulges how to deal with those outside your own generation, be they parents, children, managers, employees, leaders or citizens. What You Are is Where You See - Massey relates how an open mind can overcome the pre-conditioned response to the future based on your generational values, and how that open mind can help you create your own future.

Measuring Managers: A Double-Barreled Approach

Amacom 1981, Run. 3 au cas

HD31 K62 1981

Meetings, Bloody Meetings

Xicom Video Arts 1976, Run 30:00

HF5549 5 C6 M44 1976

Features John Cleese Cleese illustrates the skills of handling people in the heat of a discussion, including practical advice and tips for chairmen of meetings Planning, pre-notification, preparation, processing, and putting it on record are emphasized.

Middle Manager As Innovator

MTI Film & Video 1984, Run. 34:00

HD53.M53 1984

Features Rosabeth Moss Kanter Kanter defines the scope of innovation, focusing on its mechanics how it is to be achieved, and by whom. From documented case histories of two companies general principles common to any innovation project are developed

More Bloody Meetings : the Human side of Meetings

Xicom Video Arts 1984, Run 27:00

HF5549 5 C6 M67 1984

Features John Cleese Cleese plays the manager who has learned and is applying the lessons of his previous film, Meetings, Bloody Meetings, but learns in a dream sequence that he is still a poor meeting leader It is brought home to him that he is doing things badly, and we watch him put his new lessons to practice.

Motivation: The Classic Concepts

CRM McGraw-Hill Films 1985, Run. 20:00

BF504 M6 1985

Five classic motivational theories are this program's subject McGregor's Theory X and Theory Y, Maslow's needs hierarchy, Herzberg's "hygienes" and "motivators," McClelland's motivational profiles, and Skinner's behavior reinforcement. How these theories operate in the workplace is illustrated

Multicultural Workplace

WGBH Boston, MTI Film and Video 1990; Run 32:00

HM136.M85 1990

This tape features five episodes involving characters in a variety of business settings The scenes present typical interactions among colleagues involving promotions, working styles and project management The goal is to uncover how cultural context affects the interaction

New Time Management

Nightingale-Conant Corp 1983, Run 6 au cas

HD69 T54 D737 1983

Understanding time -- Clarifying priorities -- Planning for results -- Scheduling for accomplishment -- Overcoming procrastination -- How to handle interruptions -- Conducting effective meetings -- Working with others -- Effective delegation -- Reducing paperwork -- Personal goals and time.

Non-Verbal Communication

Chesney Communications 1995, Run 45.00

HM258 N66 1995

A seminar presented to a live audience by Dr Ed Metcalf

One Minute Manager

Video Publishing House, Inc 1982, Run 50 00

HD31 O53 1982

Features Kenneth Blanchard Behavioral scientist Blanchard examines the three secrets of the people side of management goal setting, praising and reprimanding The education process starts at the beginning what makes people behave the way they do and how are poor performers effectively redirected to reach their goals?

Passion for Excellence

Video Publishing House, Inc 1985; Run 63 03

HD70.U5 P424 1985

Features Tom Peters Peters describes how successful organizations create and sustain their competitive edge. He discusses how the care of customers, constant innovation and reliance on creative contributors of the staff distinguishes successful organizations from mediocre ones.

Peak Performance: The Winner's Guide to the Top

Nightingale-Conant Corp 1985, Run 60 00

HF5386 P42 1985

Dr. Garfield defines "peak performance" as achieving higher levels of productivity with increases in performance Discusses motivation through mission, the ability to innovate and change, empowering others through teamwork, being oriented around results, and developing yourself as a resource. Productivity will increase when human beings are used effectively

Power Talking Skills

CareerTrack Publications 1991, Run 2 aud cass

HF5718 W35 1991

"How to say what you mean and get what you want," by George R Walther

Professional telephone skills

Management 1987, Run. 2 au cass

BJ2195 S65 1987

Psychology of Winning in Action

Nightingale-Conant Corporation 1986, Run 58.00

BF637 S8 W3 1986

Features Dennis Waitley Waitley describes action steps for self-development and attaining high performance These include enhancing self-esteem and expectations, and recognizing the importance of moderation and setting attainable goals 2 copies

Public Employees Roundtable, First International Conference

Audio Transcripts, Inc 1989, Run: au cas

JF1601 P83 1989

3 vols

Putting the One Minute Manager to Work

Video Publishing House, Inc 1984, Run. 59 43

HD31 B52 1984

Features Kenneth Blanchard, Robert Lorber Blanchard and Lorber, in this chapter from their One-Minute-Manager series, discuss the secrets of putting the one-minute-manager to work They explain the ABC's of management (A-Activator, B-Behavior and C-Consequence) and give examples of how to use them

Quality Revolution

MTI Film & Video 1989, Run 38 25

TS155 Q35 1989

Narrated by Collin Siedor This program asks the question How did American manufacturers lose their competitive edge and worldwide dominance in the years following World War II? It answers that question by telling the stories of Ford Motor Company, Globe Metallurgical, Inc , and Eastman Kodak Copier Products Division

Race & Sex Discrimination in the Workplace: What you Need to Know

MTI Film & Video 1990, Run 20.58

HD6060 5 U5 R25 1990

Gain an understanding of racial and sexual discrimination as they occur at work The program addresses options you may have if you suffer from discrimination

Reading Dynamics : for Speed, Comprehension and Retention

American Learning Corporation 1988, Run 6 aud

LB1050 54 R43 1988

By Evelyn Wood.

Reinventing Government... By the People

U S Government Printing Office 1994, Run 33 00

JK421.N396 1994

Relationship Strategies

Nightingale-Conant Corp. 1990, Run: 6 aud cass

HF5548 R4 1990

Marketing expert, author, and award-winning speaker Dr Tony Alessandra explains how to deal with the differences in people in twelve revealing sessions The platinum rule -- What's your behavior style? -- Recognizing another person's style -- Creating personal power through behavioral adaptability -- The dominant director -- Relating to the dominant director -- The interacting socializer

-- Relating to the interacting socializer -- The steady relater -- Relating to the steady relater -- The cautious thinker -- Relating to the cautious thinker

Search of Excellence

Harper & Row 1982, Run 88 00

HD79 U5 P424 1986

Features Tom Peters Learn about management strategies of some of America's successful companies Peters focuses on three major themes and how excellent companies have benefitted from their use innovation, productivity through people, and shared values

Seven Habits of Highly Effective People

Covey Leadership Center 1990, Run. 6 au cas

BF637 S8 C873 1990

Effectiveness, the goose and the golden egg , Paradigm shifting , Maturity continuum -- Habit one, be proactive , Habit one, be proactive (cont'd) -- Habit two, begin with the end in mind , Habit three. put first things first -- Habit three, put first things first (cont'd) , Habit four, think win/win -- Habit five, seek to understand, then to be understood , Habit five seek to understand, then to be understood (cont'd) -- Habit six, synergize , Habit seven, sharpen the saw

Situational Leader

Nightingale-Conant Corp. 1985, Run 6 au cas

HD57 7 H4 1985

Managing people -- Hersey on leadership roles -- Leadership styles -- Hersey on leadership styles -- Assessing the situation -- Hersey on follower styles -- Selecting appropriate styles -- Hersey on matching behavior styles -- Taking charge -- Hersey on the strategies of power -- Growing winners -- Hersey on growth and discipline 2 copies

Speed is Life: Get Fast or Go Broke

Video Publishing House, Inc 1991, Run 68 00

HF5386 S6 1991

Features Tom Peters Peters extolls the importance of speed to successful, "excellent" organizations Examples, including Ingersoll-Rand, Cable News Network, and the Union Pacific Railroad, show how improving quality by recognizing speed can be a competitive advantage

Stepping Up to Supervisor

CRM McGraw-Hill Films 1985; Run 20 00

HF5500 2 S84 1985

This program discusses issues that new supervisors face, including establishing authority and obtaining cooperation New supervisors are alerted to mistakes commonly made during the early stages of a management career and strategies are offered for avoiding these common pitfalls

Strategic Planning

American Management Associations 1982, Run 6 au cas

HD30 28 K59 1982

Unit 1 The emergence of strategic planning --Unit 2. The strategic plan versus the planning process --Unit 3 Planning for the plan and the situation analysis --Unit 4 Mission, objectives, and strategies --Unit 5 Implementing the strategic planning process --Unit 6 Controlling the strategic planning process.--Unit 7 Pitfalls in strategic planning --Unit 8 The human side of strategic planning --Unit 9 Contingency planning

Stress Management for Professionals

CareerTrack Publications 1989, Run. 360.00

HF5548 85.M4 1989

1 Stress-free vs stress-smart -- 2 Stress management skills --3 Support Mechanisms -- 4. What are your "leg lifters"? -- 5 Signs of burn-out -- 6. Stress "balancers" -- 7. Difficult people -- 8 The marble theory -- 9 "Neutralizing" & the "salami" theory -- 10 Questions/answers with Roger Mellot -- 11 6 ways to relieve stress -- 12 The Hawaii story

Succeed by Listening

JWA, Inc 1989, Run 50 00

BF323.L5 S92 1989

This videotape is about how effective listening can aid in professional and personal growth This videotape program is developed to lead you through skill development that will allow you to make the changes in your listening behavior

Success Essentials

Sourcecom 1987, Run aus cas

HD30 3 F76 1987

A special collection of Sourcecom's top business audio cassettes

Success with People

Effectiveness Institute 1987; Run 32:00

HM132 M388 1987

Program 1 Why people do what they do -- program 2. Developing trust, respect and commitment -- program 3. Assertive behavior -- program 4 Responsive behavior -- program 5 Satisfying psychological needs -- program 6 Developing versatility -- program 7 Dealing with tension -- program 8. Selling your ideas, services and products

Successful Stress Control

Audio Video Campus 1993, Run. 59 00

BF575 S75 S83 1993

Shows how to successfully control the cause of stress and how to manage it

Take Control! And Make Positive Change

US Chamber of Commerce 1995; Run: 120 00

HD69.M3 T35 1995

This tape is a recording of a live satellite-delivered seminar Scholtes lectures on teams what they are, what kinds there are, what makes them successful, when to use them and when not He focuses on ad-hoc versus ongoing teams, leadership teams and teams as systems.

Taking Disciplinary Action

MVI Film & Video 1985, Run 23 00

HF5549 M36 1985 v4

Management Basics in Action series Another look at a basic management task, this tape discusses what to do when an employee's problem has been discussed before and changes have not been made. The tape outlines a step-by-step approach for dealing quickly and firmly with problems as they arise

Team Building: How to Motivate and Manage People

CareerTrack Publications 1989

HD66 T43 1989

2 volume set, features Mark Sanborn In the first volume of this package, Mark Sanborn shows how teamwork leads to greater productivity and creativity. He examines how to find the best team members and lead them to be their best In Volume Two, Sanborn explores ways to motivate a team to achieve manager and company goals, how to communicate effectively with co-workers and clients, and how to evaluate a team

Ten Vital Rules for Giving Incredible Speeches

Video Publishing House 1990, Run: 32.02

PN4130 T45 1990

"10 Vital Rules for Giving Incredible Speeches, and why they're irrelevant " Tom Peters offers five guidelines to successful speech making and points out ten vital rules about speech making that you can ignore Includes exercise booklet

Thirteen Fatal Errors Managers Make

Waldentapes 1985, Run 63 00 au

HF5549.A3 T5 1985

Total Time Management

Amacom 1983, Run: 6 au cas

HF5549 5 T5T65 1983

Unit 1 Introduction -- Unit 2 Finding and eliminating your time wasters -- Unit 3 Developing effective and realistic priorities -- Unit 4 Making the most of your best resources -- Unit 5 Doing it now: stop procrastination -- Unit 6 Delegation the key to total time management -- Unit 7 Making better use of your subordinates' time -- Unit 8 Dealing with paperwork -- Unit 9 Taking full control of your time -- Unit 10. Decision making for increased efficiency -- Unit 11 Scheduling your time. 2 copies

Transactional Analysis

CRM McGraw-Hill Films 1974, Run 22 00

HF5549 T73 1974

Features Linda Phillips Phillips proposes transactional analysis as a method of dealing with interpersonal problems, communication breakdowns, and the "playing of games," the big energy waster of all organizations Transactional analysis is a type of psychotherapy developed by Dr Eric Berne that emphasizes effective communication

True Colors

MTI Film & Video 1991; Run. 19 00

KF4755 T78 1991

An episode of ABC News "Prime Time," features Diane Sawyer Sawyer follows two "testers," one white and the other black, as they place themselves into identical mundane situations. In the majority of situations, the white man is given opportunities that are not offered to the black man.

Understanding and Managing Stress

American Management Association 1980, Run au cass

BF575 S75 M32 1980

Unit 1. Stress: a new way to look at change --unit 2 Concepts of organizational development --unit 3 The organizational approach to stress management.--unit 4. Relaxation and meditation --unit 5 Biofeedback: the high technology mirror --unit 6. Working out anger and anxiety --unit 7. Managing time to manage stress --unit 8 Special situations that create stress.--unit 9. Treating emotional stress --unit 10 The many perspectives of stress a summary. One tape missing

Unorganized Manager

Video Arts 1983, Run 4 tapes

HD31 U56 1983

4 volume set, features John Cleese Manager Cleese reveals errors in organizing himself and others and then demonstrates time management and effective delegation Also explained is how a manager can organize his or her workers and help them understand their responsibilities, performance standards and goals.

What You Are Is Not What You Have To Be

See: The Massey Triad

What You Are is Where You See

See The Massey Triad

What You Are is Where You Were When

See The Massey Triad

Where There's a Will...

Video Arts 1987, Run 29 00

HF5549 5.M63 1987

This video emphasizes that being in charge of a group of people doesn't mean having to have all the answers, but rather entails using the group to help find the answers and to achieve the required results of the department or section

Winning Management Strategies for the Real World

Nightingale-Conant Corp. 1986, Run 6 aud cass

HD31 P44 1986

[1] Getting the job done -- [3] People helping people , How to de-clutter your life -- [5] Innovation move as fast as you can , Selling innovation through results -- [7] The decentralization of information ; The problem with marketing -- [9] No such thing as a tiny improvement , Saying thanks -- [11] Exceptional service/Fewer people , What's your mission?

Winning Team: How to Achieve Total Team Effectiveness

Talico, Inc 1994, Run 25 00

HD66 2 W5 1994

Alternates an interview with the President of Talico, Inc and a demonstration by a work team to illustrate the requirements for developing a successful team. active listening, full participation, shared responsibility, problem-solving, and a focus on continuous improvement

Winning with Leadership Skills

American Management Association 1975; Run 6 au cas

HD57 7.W65 1975

Tape 1 What constitutes a leader? Assessing your leadership style --Tape 2 The leadership approach to managing Understanding human behavior.--Tape 3 Analyzing and improving interpersonal relationships Formal leadership in management --Tape 4. Informal leadership in management Informal leadership among subordinates --Tape 5 Laying the groundwork for change and improvement. Leading others to self-improvement --Tape 6 Reviewing and rewarding performance Leading from conflict to compromise

Women and Negotiation

Excellence in Training Corp 1995, Run 26 00

BF637 N4 W65 1995

Four experienced women negotiators describe four strategies for successful negotiation empowerment, collaboration, credibility and understanding the rituals Encourages women to create their own style while working within the strategies

Working Smarter

Nightangale-Conant Corporation 1986, Run. na

HF5386 L42 1986

A giant step toward working smarter -- Deciding which goals to pursue -- Organizing your thoughts, your life -- Making every day count -- New attitudes for effectiveness -- Putting an end to putting it off -- Minimizing those costly interruptions -- Melting the paper blizzard -- Gaining time through

skilled delegation -- Keeping communications open -- Gaining the cooperation of others -- Putting what you've learned to work

World Turned Upside Down

Video Publishing House, Inc 1986, Run 31 00

HD79.U5 W67 1986

Features Tom Peters. In this analysis of corporate excellence, Peters asserts that in order to meet foreign competition a new breed of company must emerge. He looks at ten basic business functions and outlines the old and new attitudes organizations have toward these areas, providing examples of new-breed companies for each category.

You'll Soon Get the Hang of It

Video Arts Inc 1981, Run. 29 00

HF5549 5 T7 Y68 1981

Features John Cleese. Learn the basic psychology of training and motivation, as Cleese facilitates passing on knowledge and skills to a trainee. In a variety of situations, Cleese delivers the essential points and illustrates the major pitfalls.

Your Attitude is Showing

CRM Films 1988, Run. 18 00

HF5548 8 Y68 1988

See how attitudes can affect individual and team job performance. Demonstrated are the role of attitude in daily work and the involvement of others in determining attitude. A direct correlation is established between positive attitudes and increased production. Particular focus is placed on how the attitude of managers can impact worker performance.

Pollution Prevention Collection

Less is More: Pollution Prevention is Good Business

Environmental Protection Agency 1986, Run 23 00

HD69 P6 L47 1986

This program shows how industry is putting more money and devices into pollution prevention converting the waste of manufacturing processes into usable by-products. Companies profiled include DuPont, GM, Dow, Mid Atlantic Finishing, EG&G Pressure Science and U S Printing Ink Corp. 3 copies

Partnership with Earth: Pollution Prevention for the 1990s

Environmental Protection Agency 1991, Run 57 30

TD897 7 I5 1990

Explaining the importance of humans learning to live in harmony with nature, this video stresses the primacy of pollution prevention, waste minimization and recycling

Pollution Prevention : The Bottom Line

Coastal Video Communications Corp 1990, Run 24.00

TD897 6 P65 1990

Discusses the costly problem of industrial waste and speaks to industrial managers and workers in practical terms they can understand. Designs to motivate and inspire all employees to identify and implement the opportunities for pollution prevention available in their own workplace

World in Our Backyard: A Wetlands Education and Stewardship Program

NEIWPCC 1992, Run 23 00

QH541 23.W67 1992

Produced by the New England Interstate Water Pollution Control Commission; Funding Provided by the U.S. Region 1 Environmental Protection Agency

Superfund/Hazardous Waste Collection

Lawyers & Technical Staff: Making the Case for Superfund

Environmental Protection Agency 1993, Run 21 09

T55.3 L3 1995

Our Hidden National Product

Environmental Protection Agency 1979, Run 26 00

TD811 5 O8 1979

This program describes citizens' efforts to strengthen federal hazardous waste regulations. It illustrates the case of a Michigan township fighting proposed state legislation to build a hazardous waste incinerator. It discusses regulations requiring safe management of disposal sites, and reveals the very troubling conflict between public demand for action versus public opposition to local sites. 2 copies

RCRA Orientation Program

National Audiovisual Center 1990, Run 65 09

KF3946.R37 1990

This video and training manual provide introductory information on the solid and hazardous waste management programs under RCRA. The materials review regulatory requirements for non-hazardous, hazardous and medical wastes as well as RCRA's relationship to CERCLA. The film and manual were developed by EPA in conjunction with the Association of State and Territorial Solid Waste Management Officials and the University of Michigan School of Natural Resources.

Sharpe Army Depot Pilot Study: Arsenic Contaminated Ground Water

U S Army 1992, Run 14 30

TD426 M6 C3 1992

TSCA : Balancing Benefits & Risks of Toxic Chemicals

Environmental Protection Agency 1985, Run 15 30

KF3958.T7 1985

The focus of this program is on TSCA's preventive risk/benefit approach; review of the new chemicals before they are in commerce, information gathering on chemicals of concern, and specific control actions.

This is Superfund

Environmental Protection Agency, Run 14 10

TD811 5.T55

This video provides a brief overview of the Superfund program, structure, goals, methods. Comments from several EPA officials are included.

Toxic Wastes Discovered in Cecil County

Roy F Weston, Inc. 1993; Run 28 00

HV555 U6 T6 1993

Reporter John Goldsmith examines the history of one abandoned hazardous waste site (a quarry in Cecil County, MD) and how it was cleaned up

Underground Storage Tanks : Rest in Peace

Environmental Protection Agency 1986, Run 29 54

TD1050 S24 U5 1986

This tape trains fire safety personnel to detect and prevent flammable liquid leaks from underground storage tanks (UST) It also describes EPA requirements with which UST owners must comply to ensure safety.

Library of Congress Subject Listing

Acid mine drainage - Environmental aspects - Colorado Summitville Mine	TN410 S86 1994
Acid rain - United States National Lake Survey	GB1615 N38 1985
AIDS (Disease) - Social aspects Epidemic of Fear: AIDS in the Workplace	RC607.A26 E6 1986
Aerial photography EPA's Eye in the Sky	TR810 E6
Agricultural ecology - United States Wealth in Wetlands	QH87 3.W43 1991
Air - Pollution - Law and legislation Legal Winds of Change Business and the	KF3812 L4 1990
Anacostia River (Md. and Washington, D.C.) Year in the Life of a River	TD224 M3 Y4 1991
Aquatic organisms - United States - Effect of water pollution on Development of Biological Criteria for Use in Water	TD370.D48 1992
Asbestos Asbestos Air Monitoring Managing Asbestos in Place	TD884.5 A7 A72 1987 TD887 A8 M3 1992
Asbestos - Safety measures - Handbooks, manuals, etc. Managing Asbestos in Place	TD887.A8 M3 1992
Asbestos abatement Don't Blow It Asbestos Action Program	TD887.A8 D6 1986
Asbestos in building - Handbooks, manuals, etc. Managing Asbestos in Place	TD887 A8 M3 1992
Automobiles - Tires Tire Fires	TL270 T57 1987
Bicycle commuting Bicycling to Work	GV1043 7 B53 1982

Cancer - Epidemiology Epidemiology	RA645 5 E65 1988
Cancer - Prevention Witch's Brew Secondhand Smoke in the Workplace	RC268 W58
Chemicals - Safety measures Hozho Hooghan [Environmental Harmony at Home] Hozho Keyah [Environmental Harmony in Business]	T55 3.E5 1995 T55 3.E585 1995
Climatic changes - Mathematical models Climate Simulations : Prediction of Global Change	QC981 8.C5 C55 1995
Computation Laboratories What is the National Computer Center?	QA74 W53 1970
Computers - Access control Computer Security: Make the Commitment	QA76.9 A25 C66 1989
Computers - Energy conservation EPA's Energy Star	QA76 9 E5 E6 1993
Creative thinking Creative Thinking	BF408 V35 1982
Cycling Bicycling to Work	GV1043.7 B53 1982
Delegation of authority How to Delegate Work and Ensure It's Done Right	HD30 L65 1987
Disaster Relief Operation Border Crossing Operation Contra Costa Shore Operation Inland Response	HV553 O64 1991 HV553.O64 1993 HV553 O64 1992
Dry cleaning industry - Environmental aspects Problem is Perc Compliance Within the	TP932.3 P76 1992
Ecological surveys - United States National Lake Survey	GB1615 N38 1985
Emergency Management - Study and teaching Operation Wildfire	HV551 3 O64 1989
Emergency Planning and Community Right to Know Act EPCRA. What it Means to You	KF1299 H3 E6 1990

Employee rights	
Epidemic of Fear AIDS in the Workplace	RC607 A26 E6 1986
Enterococcus - United States - Measurement	
Enumeration Methods for E coli and Enterococci	QR82 E6 E58 1986
Environment	
I Need the Earth and the Earth Needs Me	TD170 15 I2 1990
Environmental Health	
Serpent Fruits	TD180 S4 1980
Environmental Information Documents	
eData Overview	TD174 E438
Environmental Policy	
State of the World with Lester Brown	GV75.S7 1991
Environmental Protection	
Don't Blow It. Asbestos Action Program	TD887 A8 D6 1986
Global View of Environmental Problems	TD174 G56 1988
Gulf Initiative: America's Sea	SH327 7 G85 1986
I Need the Earth and the Earth Needs Me	TD170.15.I2 1990
Investigation of Denny Farm Site (Verona, MO)	TD811.5.I68 1991
Environmental Protection - Citizen Participation	
Environmental Protection: Public willing to pay?	TD171 E58 1994
Hozho Hooghan [Environmental Harmony at Home]	T55 3 E5 1995
Environmental protection - Mexico, Gulf of	
Listening to the Caribbean	GC1230.L5 1992
Environmental protection - Periodicals	
Environmental response news magazine Program #1	TD172 E5 n. 1
Environmental response news magazine Program #2	TD172.E5 n. 2
Environmental response news magazine Program #3	TD172.E5 n. 3
Environmental response news magazine : Program #4	TD172.E5 n. 4
Environmental response news magazine : Program #5	TD172 E5 n. 5
Environmental response news magazine : Program #6	TD172 E5 n 6
Environmental response news magazine : Program #8	TD172 E5 n 8
Environmental response news magazine Program #10	TD172 E5 n 10
Environmental protection - United States	
Overview of the Environmental Protection Agency	TD171 U57 1986
Escherichia coli - United States - Measurement	
Enumeration Methods for E coli and Enterococci	QR82 E6 E58 1986

Exposure	
Epidemiology	RA645 5 E65 1988
Fires	
Tire Fires	TL270.T57 1987
Fishery conservation - Mexico, Gulf of	
Gulf Initiative America's Sea	SH327 7.G85 1986
Flood control - Maryland - Prince George's County	
Flood Management in Prince George's County	GB991 M3 F6 1990
Forests and forestry - Conservation and protection	
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Wrench Tectonics in the Chuckchi Sea	QE601.W83 1990
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Groundwater - Iowa	
People Making a Difference Big Spring Basin Project	TD224 I8P4 1991
Groundwater - Pollution - Montana	
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Boston Harbor Pollution	TD225.B7 B67 1987
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Hazardous materials - Case studies	
Toxic Wastes Discovered in Cecil County	HV555 U6 T6 1993
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Volume Reduction Unit (VRU)	RA571 V65 1994
Hazardous substances - Accidents - Simulation methods	
Operation Border Crossing	HV553 O64 1991
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Hazardous substances - Transportation Strategy for Crisis Response	HC1780 S77 1983
Hazardous substances - United States - Transportation Big Apple Hot Apple	QTD898 B54 1990
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Hazardous wastes LUST - Leaking Underground Storage Tanks Our Hidden National Product	RD24 I3 L42 1989 TD811 5 O8 1979
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Lawyers & Technical Staff Making the Case for Superfund	T55.3 L3 1995
Industrial safety - Citizen Participation	
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Insurance, Health	
Epidemic of Fear AIDS in the Workplace	RC607 A26 E6 1986
Interpersonal relations	
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Lake renewal - Wisconsin - Delavan, Lake	
Diamond in the Rough	QH541 5.L3 D5 1991
Lakes - United States	
National Lake Survey	GB1615.N38 1985
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Xeriscape	SB475.83 X47 1989
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Managing Problem People	HF5549 P5 M34 1988
Lungs - Cancer	
Causation and Causal Inference in Epidemiology	QD181 R2 C38 1987
Management	
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Manufactures - Quality control - Standards	
ISO 9000 for the Global Marketplace	TS156 8.I86 1993
Nature - Effect of human beings on	
State of the World with Lester Brown	GV75 S7 1991
Navajo Indians	
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Radiation and our Environment	TK9001 R33 1992
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Managing Projects Taking the Critical Path	HD69 P75 M3 1988
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How the Waste Was Won	KF5510 A75 H6 1990
Wonderful World of Recycle	TD794 5 W6 1989
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Chesapeake Bay: A Heritage Worth Preserving	SH393 C5 1986
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Survey of Wastewater Technology	TD741 S963 1987
Sewage disposal plants - Location	
Our Hidden National Product	TD811.5.O8 1979
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Volume Reduction Unit (VRU)	RA571.V65 1994
Soil pollution - Georgia	
Basket Creek	TD878.B37 1993
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Stream Conservation - Maryland - Prince George's County	
Year in the Life of a River	TD224 M3 Y4 1991
Strip mining - Environmental aspects - Colorado	
Summitville Mine	TN410 S86 1994
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eData Overview	TD174 E438
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Great Lakes Troubled Waters	TD419 G74 1984
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