

# How to Use the NETCHE Instructional Video Catalog

1. Go to the NETCHE Web site at [www.netche.org](http://www.netche.org).
2. Select the Instructional Video Catalog
3. Select a type of search:
  - Keyword (use one or two key words)
  - Subject
  - New Titles
  - All Titles
  - CD-ROMs
  - NETCHE Produced
4. From the list that appears, select a program title to view its description.
5. Continue searching or select [NETCHE Member checkout](#) to order the program.
6. Enter the date (MM/DD/YY) on which you want to use the program. Please allow at least one week for the program to be mailed to your campus.

## Instructional Video Catalog: Member Checkout

Requested Title: "La Vida: A Journey of Latinos Throughout Nebraska"  
 Date to be shown (ie: 01/25/01):

Your shopping cart contains:			
Date Ordered:	Title:	Date to be shown:	
03/13/02	"La Vida: A Journey of Latinos Throughout Nebraska"	03/12/02	<a href="#">Remove</a>

7. Select  button.
8. Select [place your order](#) or search for another program. Repeat steps 3 through 7 to order additional programs.
9. Review your order. You can remove a program from your shopping cart if you decide not to use it.

## The tape has been added to your shopping cart!

Your shopping cart contains:			
Date Ordered:	Title:	Date to be shown:	
03/13/02	"La Vida: A Journey of Latinos Throughout Nebraska"	03/12/02	<a href="#">Remove</a>

After adding items to your shopping cart, you may [place your order](#), or start another search of the [NETCHE catalog](#).

10. Complete the order form by providing your name, campus address, e-mail address and work phone number.
11. Select your campus tape coordinator.
12. Select  button.

### Instructional Video Catalog: Order Form

Name:   
 Campus address:   
 Your E-Mail:   
 Work Phone:

Tape Coordinator:  
 CENTRAL COMMUNITY COLLEGE - Jeannle Werner - Columbus Campus  
 CENTRAL COMMUNITY COLLEGE - Ken Gompert - Hastings Campus  
 CENTRAL COMMUNITY COLLEGE - Clark Keffer - Grand Island Campus  
 CHADRON STATE COLLEGE - Jill Reading - Chadron  
 CLARKSON COLLEGE - Larry Vinson - Omaha

Tape(s) Ordered:			
Date Ordered:	Title:	Date to be shown:	Return Date:
03/13/02	"La Vida: A Journey of Latinos Throughout Nebraska"	03/12/02	03/19/02

**Additional Comments and Service Suggestions:**  
 We sincerely want to give you the best service possible. If you have any suggestions to make our service better, please let us know. We thank you for your continued support and again for your patience and understanding.

**Assuming everything is correct please select this option.  
 This will submit your on-line order now.**

13. You will receive this message after you have completed your order:  
*Thank you for your order! It will receive our prompt attention.*  
 If you do not receive this message, contact NETCHE at [netche@unl.edu](mailto:netche@unl.edu) or (402) 472-3611.
14. Your campus tape coordinator and NETCHE will receive an e-mail confirmation of your order. A confirmation will also be sent to the e-mail address that you provided in step 10.

## Reminder

All programs are sent to your tape coordinator. Programs need to be returned to the tape coordinator immediately after use to ensure they are available for the next instructor who will use them.

NETCHE member institutions are allowed to duplicate any NETCHE-produced video or multimedia program. Copyright law prohibits duplication of any video or multimedia program that is not produced by NETCHE. Most programs checked out through NETCHE can be played on a campus closed-circuit system.