

For Principal's Approval:



**REQUEST TO SHOW VIDEOS/DVDS NOT OWNED BY PUTNAM COUNTY HIGH SCHOOL**

**Must be submitted and approved prior to date of use.**

Teacher(s) Name: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date to be shown: \_\_\_\_\_

Requesting Teacher has previewed the requested video  YES  NO

Title: \_\_\_\_\_ Rating: \_\_\_\_\_ Length: \_\_\_\_\_

**Is parental permission required?** \*Does this video/DVD contain material, language, or scenes that could be questioned? If yes, use the back of this form to explain. Be specific.  
Yes  No

**Justification:**

How it relates to lesson plans:

\_\_\_\_\_  
\_\_\_\_\_

**Attach student assignment associated with the video to this form.**

Georgia Standard(s):

\_\_\_\_\_  
\_\_\_\_\_

**Is this video part of the PCHS Media Center Collection?**

YES  NO If no, please list source \_\_\_\_\_

I request the above listed video/DVD for use in my class for educational purposes. I have been informed of the appropriate uses for instructional media and fair use guidelines. This video/DVD program meetings the following criteria:

- This video has been selected because it is appropriate for the unit of study and age group.
- The video/DVD program will be used in face-to-face instruction, not for recreation, reward, or entertainment.

**Signatures:**

Teacher \_\_\_\_\_

Principal \_\_\_\_\_

\*Submit completed copy to the media specialist to file.

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Not Approved**

**DISCLAIMER:** "Fair Use" is defined as the material is shown for teaching, research or news reporting. The material must be factual and important to education.

17 U.S.C. § 110(1) permits "the performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction...." It applies to showing of entire films, and also to those that involve less extensive clips from one or several sources.