

**INSTRUCTIONAL MEDIA NOT PURCHASED BY
GUILFORD COUNTY SCHOOLS**

Instructional media not purchased by Guilford County Schools is subject to the same philosophy, objectives, responsibility, and criteria for selection as that of instructional media owned by Guilford County Schools and in accord with Federal Copyright Law and Off-the-Air Recording/Face-to-Face Instruction Guidelines.

**REQUEST TO USE MULTIMEDIA NOT PURCHASED BY
GUILFORD COUNTY SCHOOLS**

Faculty Member _____ Date _____

Title of Media _____

Source of Media _____
(rental, off-air copy, privately owned, borrowed from, download, etc.)

When will the Media be presented? _____

Where will the Media be shown? _____

How long is the videotape? _____

What is the instructional purpose of the media presentation? How does it relate to the curriculum?

By signing this I confirm I am thoroughly knowledgeable of the materials in question and find them acceptable for instructional purposes with my students.

Teacher Signature _____

Principal's Approval _____ Date _____

ALL FOUR guidelines below must be met for educational exemption.

- Videos and DVDs must be presented by the instructor to students enrolled in a particular class.
- The showing must occur in face-to-face instruction and be directly related to the current lesson.
- The showing must take place in a classroom or normal educational setting.
- The videotape or DVD must be legally acquired.

Videos and DVDs may not be shown in place of recess, as last minute substitute plans, or during lunch in the classroom without public performance rights.