

Appendix K



Library Media Services Video Request Form

This form **must** be completed and approved **two weeks prior** to the use of video materials. It applies to the use of video materials in all district sponsored/approved activities, instructional or extra curricular.

Campus: _____

Date Submitted: _____

Grade: _____

Room #: _____

Teacher's Name _____

Subject _____

Name of Video _____

Date(s) to be shown _____

Video Use in the Classroom

- No home videos including rentals from store or public library may be viewed in school.
- All videos to be viewed must be property of the school district/campus.
- Videos including **streamed movies** viewed in **classroom** or library must be part of instruction and documented in lesson plans.
- **All videos, or excerpts, must not exceed 20 minutes.**

SECTION 110 OF THE COPYRIGHT ACT FOR CLASSROOMS

“Section 110 of the Act exempts certain performances and displays of copyrighted works if specific conditions are met. The most common exemption is for performances and displays of a nondramatic literary or musical work in the regular course of instruction in a nonprofit educational institution. Even within a school or college, further requirements must be met. The performance must take place in broadly defined classroom; libraries meet the definition if instruction routinely takes place in the library, and it does in most schools and universities. Teachers and students must be present in the same place, and the performance must be a part of the instruction. In other words, it must not be a performance purely for entertainment purposes. Another important requirement is that the copy that is performed must be a lawfully obtained copy. In fact, the exemption is lost if the librarian knew or should have known, that the copy was not lawfully obtained. When these requirements are met, students and teacher may sing a copyrighted song, read a copyrighted poem or perform a copyrighted play. Additionally, they may view the performance of a copyrighted motion picture or audiovisual work. Although, many people believed that nonprofit libraries were nonprofit educational

institutions, amendments since 1984 make it clear that they are not. Libraries in nonprofit educational institutions are covered by the exemption if the above mentioned conditions are met. Public libraries are not.”



NOTE: Rated “G” movies/videos may be shown in pre-school through 12th grade. **Movies/videos rated “PG” (Parental Guidance), “PG” 13**(A trademark used for a movie rating indicating that admission will be granted to persons of all ages but that parental guidance is suggested in the case of children under the age of 13) **require signed parental permission for each student in elementary, middle and high schools.**

Lesson Objective(s):

TEKS Addressed:

Pre-scripted Level 2 or 3 Question:

Writing Activity to follow viewing:

Does this video contain any controversial subject matter? ____ Yes ____ No If so, explain: ____

What provision for meaningful alternate activity will be provided for students whose parents do not wish their child to view this material: _____

Teacher's Signature

Date: _____

Administrator's Signature

Date: _____

Librarian's Signature

Date: _____