

# VIDEOTAPE USAGE FORM

(All request must be submitted no less than 24 hours prior to airing.)

Teacher's name (printed): \_\_\_\_\_ Classroom #: \_\_\_\_\_

Video Title: \_\_\_\_\_

Date to be aired: \_\_\_\_\_ Time video will air: \_\_\_\_\_

How does the video support the curriculum: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Video was obtained from:

\_\_\_\_\_ Media Center

\_\_\_\_\_ WLRN

\_\_\_\_\_ Television If so, list the channel: \_\_\_\_\_ and date taped: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

It is the responsibility of faculty and staff members to know and abide by the **Copyright and Fair Use Guidelines**. A copy can be obtained (upon request) from the Media Center staff or from an administrator.

Teacher's signature: \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Media Center Staff's signature: \_\_\_\_\_

## Emergency

All requests should be submitted no less than 24 hours prior to airing. All emergency cases must obtain special approval by an administrator.

Administrator's signature: \_\_\_\_\_