



REGULATIONS AND PROCEDURES FOR UTILIZATION OF VIDEO TAPES
ACQUIRED FROM SOURCES OUTSIDE THE DISTRICT

Note: This applies to video tapes brought into the classroom from outside sources (rental sources, associations, or agencies, etc.)

Regulations:

Commercial videotapes provided by sources outside of the district should be cleared with the building administrator. Please review the [Administrative Guidelines for Use of Videos or Films Not Owned by the Columbia Public Schools](#) for more information.

Procedures:

1. Teacher completes the request form which is available in the Media Specialist's or Principal's office.
2. Media Specialist or Principal maintains the request form file.

Teacher's Name _____ Date of Request _____

Video Title _____

Name of Local Rental Source/Agency _____

Date/Dates of Class use _____

Purpose for

Viewing _____
