

Elementary Schools Video/DVD Approval Form
Instructions for Media Assistants

Instructions: Before any video/DVD is placed in a school media collection the following steps must be taken.

Note: Only "G" rated videos are allowed in an elementary school. "PG" movies may NOT be used in a "special collection".

1. Each video in a school's collection must be reviewed and have a video/DVD preview form completed by the school principal and/or licensed educator.
2. Each video must have a principal's approval signature on the video/DVD form.
3. Each video must be approved by your Area Media Specialist.
4. If the video is "Unapproved" for the elementary level, write "Unapproved" across the entire form diagonally in red ink.
5. File each form in a three-ring binder labeled "Video/DVD Preview Forms." File alphabetically by title with A-Z dividers in the binder.
6. File the video with the rest of the collection in the media center.
7. Any unapproved videos must be returned to the donor and removed from the school premises or placed in the weed/discard box.
8. Weeding: When a video is weeded from the collection, write weeded and the date on the form in the binder and file it in the back of the book.