

**ASHEVILLE CITY SCHOOLS  
REQUEST FOR USE OF IRREGULAR MEDIA**

The Board of Education expects its Materials Selection Policy 3210 to provide adequately for most instructional needs.

Occasionally, there may be a justifiable need to use media not in a school library or central collection mainly because of recent publication. Such irregular media may include, but not be limited to: television broadcasts, video cassettes, compact disks, and print source.

Caution in the use of irregular media is urged to insure compliance with copyright laws. These regulations are available from the media specialists. Under no circumstances will irregular media not in strict compliance with existing regulations be approved for use.

Requests should be made to the principal **at least three days prior to anticipated use.**

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Teacher: \_\_\_\_\_ Date of Request: \_\_\_\_\_

I request to use the following in my class:

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

Date(s): \_\_\_\_\_

Media Format (e.g. videocassette, CD-Rom, etc.): \_\_\_\_\_

Instructional Objective(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's approval granted

Principal's approval denied

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_