



Request for Use of Library Media

This form is for approval of purely supplemental materials (e.g. read aloud) used for entertainment and not tied to instruction.

If the material will be used for instruction, complete the Request for Instructional Resource Review form.

Requested By: _____

Course/Subject: _____ Grade: _____

Title of educational media to be used: _____

Author/Producer: _____

Publisher: _____ Copyright Date: _____

Print Video/Streaming Music/Audio Other (specify): _____

If you are requesting approval for a movie, please do so through the SWANK streaming platform. If the movie will be used for instruction, complete the Request for Instructional Resource Review form first.

- Yes No
- Have you previewed this media in its entirety?
- Is this educational media to be used for planned instructional activities directly related to course and curriculum? If yes, stop, and complete the Request for Instructional Material form.
- Does this educational media adhere to the selection criteria outlined in the:
- [Florida Statutes \(1006.34\); \(847.001\); \(847.012\); \(847.0133\)?](#)
 - [Wakulla County District School Board Policy \(4.22\)?](#)
- Is this media rated PG (elementary) or PG13 (secondary)? If yes, the parental permission form for PG or PG13 rated media must sent home giving parents the opportunity to opt out.
- Is any part of the material controversial? If so, cite the controversial part and give explanation (use back of form).

Signatures of Teacher/Personnel evaluating and recommending use of this material:

_____	_____	_____	_____
Teacher Signature	Date	Teacher Signature	Date
_____	_____	<input type="checkbox"/> Recommend	<input type="checkbox"/> Do Not Recommend
Library Media Specialist Signature	Date		
_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Administrator Signature (Required)	Date		

ORIGINAL – PRINCIPAL

COPY – REQUESTING TEACHER(S)

COPY – INSTRUCTIONAL SERVICES (D.O.)