

BMS GUIDELINES FOR VIDEO/DVD USAGE

1. Preview a video/DVD before showing it to your class.
2. Any video/DVD shown in class should pertain to the subject area of the class and should relate to and enhance the lesson and unit. A teacher should explain the purpose of the video. Prepare a video study guide using techniques (such as fill-in-the-blank sentences, questions, pop quizzes, writing summaries, compare/contrast paragraphs, etc.) to encourage students to watch and listen to the video/DVD. Submit a copy of this study guide to the library media specialist at the time you plan to use the video/DVD. These study guides will be reviewed and kept on file in the office.
3. If you plan to use a video/DVD from an outside source (taping from television, rented from a video store, personal video/DVD, public library video/DVD, etc.) other than those available in the school library or those purchased with educational funds from educational sources, fill out a **Video/DVD Approval Form** and provide the video/DVD for previewing at least one day before planned use. Forms are available in the school library and on the school website.
4. Avoid the habit of showing a video/DVD every Friday.

BMS VIDEO/DVD APPROVAL FORM

TEACHER'S NAME _____

SUBJECT _____

GRADE LEVEL OF CLASS _____

NAME OF VIDEO/DVD _____

PRODUCED BY _____

SOURCE OF VIDEO/DVD _____

IS THE VIDEO/DVD AVAILABLE FOR PREVIEW? _____ **YES** _____ **NO**

BRIEFLY SUMMARIZE THE VIDEO/DVD:

PURPOSE OF THE VIDEO/DVD: (How does it relate to your lesson plan?)