

**MATERIALS CENTER
NEW TITLES REQUEST**

Materials for use in the classroom must complete this form and obtain the required signatures. According to board policy (4630-3a: Procedure for selection of instructional Resources) the building Principal must be aware of the request and you must seek the approval of Library/Media Administrator. Please return this form to the **Materials Center**.

Title of the desired resources/materials/DVDs: _____

Please list the New Mexico Standards and Benchmarks which will be covered: _____

Please justify the relationship of the resources/materials/DVDs to the course of study:

How many copies _____ Author _____

For Video information only

Does the DVD contain any inappropriate content? Yes _____ NO _____

If yes, please explain: _____

Is the DVD suitable for the comprehension and maturity level of the students?

Yes _____ No _____ If no, please explain: _____

Can the DVD create controversy among students, parents or community groups?

Yes _____ No _____ If yes, please explain: _____

By signing this form, you are acknowledging your responsibility to comply with Board Policy.

Teacher/Instructor

Principal

Library/Media Administrator