

DATE: \_\_\_\_\_

Appendix A

**COPYRIGHT CLEARANCE REQUEST**  
Paulding County School District

TO: Copyright Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

FROM: School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

We are requesting authorization to duplicate and/or use the following copyrighted material:

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

Author: \_\_\_\_\_

Subject: \_\_\_\_\_ Medium: \_\_\_\_\_

Rationale: \_\_\_\_\_

Number of copies to be made: \_\_\_\_\_ Copy Medium: \_\_\_\_\_

Use of copies: \_\_\_\_\_

Anticipated date of first use: \_\_\_\_\_ Length of retention: \_\_\_\_\_

Distribution of copies: \_\_\_\_\_

COPYRIGHT HOLDER'S REPLY: Permission Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Details/Restrictions: \_\_\_\_\_

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

Date: \_\_\_\_\_

Appendix C

USE OF SCHOOL OWNED MATERIALS AND EQUIPMENT  
Paulding County School District

School: \_\_\_\_\_ Date: \_\_\_\_\_

Organization requesting use of materials and/or equipment:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date of Intended Use: \_\_\_\_\_ Date Material will be Returned: \_\_\_\_\_

It is the intent of the Paulding County School District to adhere to the provisions of the copyright law, Public Law 94-53 (1978), and its amendments. Use of all materials and equipment loaned by the school system should be used in accordance with the current copyright laws.

If approval is granted, I understand that my organization is responsible for damage or loss of borrowed materials while they are in our possession.

Signature of Person Receiving Materials: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

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

Media Specialist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPEAL FORM FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS**  
Paulding County School District

School: \_\_\_\_\_ Date Initiated: \_\_\_\_\_

Initiated By: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Patron Represents: Self: \_\_\_\_\_ Organization/Group: \_\_\_\_\_

Organization/Group (if any): \_\_\_\_\_

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Material Questioned: Book: \_\_\_\_\_ Magazine: \_\_\_\_\_

AV Material (Identify format – video, tape, filmstrip, etc.): \_\_\_\_\_

Other (Please specify): \_\_\_\_\_

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

Author/Producer: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

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Please respond to the following questions. Please use additional paper if sufficient space is not provided.

1. What brought this material to your attention? (review list, word of mouth, etc.)  
\_\_\_\_\_
2. Have you seen or read this material in its entirety? \_\_\_\_\_
3. State objections you have to the material. Please cite specific pages, passages, etc.  
\_\_\_\_\_  
\_\_\_\_\_
4. What good features do you identify? \_\_\_\_\_  
\_\_\_\_\_

5. What do you believe is the main idea of this material? \_\_\_\_\_  
\_\_\_\_\_
6. What do you feel might result from use of this material? \_\_\_\_\_  
\_\_\_\_\_
7. What reviews of this material have you read? (Please be specific giving name of publication, issue, and page.) \_\_\_\_\_  
\_\_\_\_\_
8. For what age group might this material be suitable? \_\_\_\_\_
9. What request do you make for this material?  
( ) Withdraw it from all students.  
( ) Withdraw it from student under the age of \_\_\_\_\_.  
( ) Place on reserve status to be used only with written parental permission.
10. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purposes intended. \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix D-2

**REPORT OF RE-EVALUATION COMMITTEE  
Paulding County School District**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Author/Producer: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

**Committee Members:**

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Findings of Fact: \_\_\_\_\_

Decision: \_\_\_\_\_

**ISSUED: August 24, 2001**

**REVISED: May 24, 2016**