

## Obtaining Copyright Permissions

Permission requests should be sent to the copyright owner. The Copyright Clearance Center also has the right to grant permission and to collect fees for some publications. The American Association of Publishers recommends that the following information be included in the request to expedite processing:

1. Title, author and/or editor and edition of materials to be reproduced.
2. Exact material to be used, giving page numbers, chapters and if possible, a photocopy of the material.
3. Number of copies to be made.
4. Proposed usage of the materials.
5. Form of distribution. (Library Reserve Collection for student use only)
6. Whether or not the material will be sold. (Students have short term borrowing privileges only)
7. Type of reprint. (Photocopies in most cases)

In some instances, the publisher may assess a fee. It is not permissible to pass this fee on to the students using the copies.

Sample Permissions Request Letter:

Nov. 2, 2008

Material Permissions Department  
Publisher address

Dear Sir or Madam:

I would like permission to copy the following for continued use in my classes in future semesters:

<b>Title:</b>	<u>The Pain of Compliance</u> , 1 <sup>st</sup> edition
<b>Copyright:</b>	Bothersome Books, 2008
<b>Author:</b>	Frank Lee A. Boor
<b>Material to be duplicated:</b>	Chapter 1, 2 (photocopies enclosed)
<b>Number of copies:</b>	4
<b>Distribution:</b>	The 4 copies will be in the college library reserve collection for loan to students only at no charge.
<b>Use:</b>	The material will be used as supplementary teaching materials.

I have enclosed a self-addressed stamped envelope for your convenience.

Sincerely,

Faculty Member