

STEPS FOR OBTAINING PERMISSION TO COPYRIGHT

GUIDELINES FOR OBTAINING PERMISSION TO DUPLICATE

1. Letter of Request
 - Use letterhead/stationery.
 - Include a permission form and self-addressed postage prepaid envelope for the copyright holder's convenience.
 - Request a reply within two weeks of the date of the letter.
2. Certified Mail, Return Receipt Requested
 - Send all correspondence via certified mail, return receipt requested (with the "sender's receipt" date stamped by the postal service to provide proof of mailing).
 - Retain copies of all correspondence and receipts.
 - Establish a budget to cover postage costs.
3. Follow-up Letter
 - Required if there is no response.
 - Attach a copy of the original request.
 - Include another permission form with a self-addressed postage prepaid envelope.
4. Permission Acknowledgment
 - Complete this form after permission is granted, and provide this information, along with the duplicated materials, to the user of the materials.
 - Honor a copyright holder's request for a specific bibliographic statement.
5. Additional Copies Needed Beyond the Initial Request Letter
 - Use this form when further permission is required.
6. No Response From the Copyright Holder
 - If a response is not received within three weeks after a follow-up letter has been sent, the District will proceed with using the materials until further information is received. The District's records will indicate an attempt to receive copyright clearances, since all correspondence will have been sent certified mail, return receipt requested, which provides proof that the copyright holder received the request (assuming the receipt is signed).

LETTER OF REQUEST

(DATE)

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
RECEIPT NO.

Copyrights and Permissions Editor
(Address)

Dear:

We are a public school district in Evansville, Wisconsin. We are requesting permission to duplicate materials needed for (*indicate purpose, including name of school, course and grade, instructor's full name and semester and year in which the material will be used*).

The materials that we are interested in duplicating are:

Author:
Editor:
Title [including edition and volume]:
Copyright Date:
ISBN [for books] or ISSN [for periodicals]:
Exact pages [and complete chapters] to be duplicated:
Number of copies to be made:
Type of reprint [photocopy, audiotape, videotape, etc.]:

The duplicated materials will/will not be used with other photocopied materials.

Complete bibliographic credit will be given.

We would greatly appreciate your reply to our request by (DATE) so that we can proceed with (PURPOSE).

A self-addressed envelope postage prepaid and a copyright permission form are enclosed for your convenience. If there will be a fee for permission to duplicate, please advise us immediately because limited funds are available for copyright fees. If you request a fee, please include your social security or taxpayer identification number.

We appreciate your consideration in granting us permission to duplicate your materials to improve our classroom instruction.

Sincerely,

PERMISSION FORM

Copyrights and Permissions Editor
(Address)

HAS PERMISSION TO DUPLICATE THE FOLLOWING MATERIALS:

- AUTHOR:
- EDITOR:
- TITLE [including edition and volume]:
- COPYRIGHT DATE:
- ISBN [for books] or ISSN [for periodicals]:
- XACT PAGES and COMPLETE CHAPTERS:
- NUMBER OF COPIES:
- TYPE OF REPRINT [photocopy, audiotape, videotape, etc.]:

THESE MATERIALS WILL BE USED WITH OTHER PHOTOCOPIED MATERIALS.
Yes _____ No _____

COMPLETE BIBLIOGRAPHIC CREDIT WILL BE GIVEN.

This form, when properly signed, grants formal permission to duplicate the material stated above for educational use at Evansville, Wisconsin.

DATE: _____ , _____

AUTHORIZED SIGNATURE:

(Signature)

(Typed or Printed Name)

(Title)

PERMISSION ACKNOWLEDGMENT

PERMISSION TO DUPLICATE HAS BEEN GRANTED TO
THE EVANSVILLE COMMUNITY SCHOOL DISTRICT

AUTHOR:

EDITOR:

TITLE:

COPYRIGHT DATE:

ORIGINAL SOURCE:

REPRINTED FROM:

ISBN [for books] or ISSN [for periodicals]:

EXACT PAGES and COMPLETE CHAPTERS:

NUMBER OF COPIES:

TYPE OF REPRINT [photocopy, audiotape, videotape, etc.]:

REPRINTED WITH PERMISSION FROM:

DATE: _____ , _____

AUTHORIZED SIGNATURE:

(Signature)

(Typed or Printed Name)

(Title)

ADDITIONAL COPIES REQUEST

(DATE)

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

RECEIPT NO.

Copyrights and Permissions Editor
(Address)

Dear:

In the past we have received permission to duplicate up to (number) copies of your material on the enclosed permission form. The material is valuable for (reason). Thank you for granting permission to duplicate your material. We again need your permission to duplicate (number) copies of your material because (reason).

Please inform us (DATE) if possible, so that we can complete our plans to use the material for educational purposes. For your convenience, we have enclosed a self-addressed, postage prepaid envelope in which to return the enclosed permission form.

We appreciate your consideration of this matter.

Sincerely,

FOLLOW-UP LETTER

(DATE)

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
RECEIPT NO.

Copyright and Permissions Editor
(Address)

Dear:

We have not yet received a reply to our (DATE) letter to you, in which we requested your permission to use certain copyrighted material. A copy of our letter is enclosed, along with a permission form and a self-addressed postage prepaid envelope.

As stated in our prior letter, your copyrighted material would greatly benefit our educational program. Please consider responding by (DATE), so arrangements can be completed for using this material.

Thank you for your cooperation and prompt attention to this request.

Sincerely,