COPYRIGHT PERMISSION LETTER GUIDELINES

1. Request permission as soon as you know you might need the material. In the event that your request cannot be granted, you will need time to substitute other materials.

2. Include the following information in your request:
   - author’s, editor’s full name(s)
   - title, edition and volume number of book or journal
   - copyright date
   - numbers of the exact pages, figures and illustrations
   - if you are requesting a chapter or more, both exact chapter(s) and exact page numbers
   - number of copies to be produced
   - name of college
   - course name and number
   - semester and year in which material will be used
   - instructor’s full name
   - name of a contact person, telephone number or e-mail address for any possible questions
   - method of reproduction (photocopying, scanning, etc.)

3. Be sure to include your return address, telephone and fax numbers, and date at the top of the letter.

4. Spare no effort in confirming the exact name and address of the copyright holder. Call the person to confirm the copyright ownership.

5. Describe precisely the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the quotations, diagrams, pictures, and other materials.

6. Request permission whether or not works are in print.

7. Direct your request to the individual publisher’s Permission Department, not to the author. If publishers do not control the rights, they will inform you whom to contact.

Excerpted from http://www.publisher.org/home/abouta/highered/howtopg.htm
MCW Libraries/May 2000/isl