



# Permission Request

for Multiple Copies of Written Works

**Please read instructions on back before completing.**

Copyright and Permissions Department

Company Name	
Address	
City	
State	Zip

Dear Staff,

I hereby request permission to copy the work noted below.

Title
Author
Source
Materials to be reproduced (including page numbers)
Purpose/Use
Course

Sincerely,

Name	Date
Title	Phone
University Street Address	
Department	Mail #
City	State
	Zip Code

## **Instructions**

This form must be completed and sent to the publisher. Permission must be granted in order for you to legally duplicate copyrighted work not covered by the Fair Use doctrine

### **Filling out this form**

1. Fill out the top-most box with the publisher's name and address.
2. Complete the middle box detailing your request as follows:

Title: Enter the full title of the requested material.

Author: Enter the author(s) of the material.

Source: Enter the name of the company that holds the copyright to the material.

Material to be reproduced: Define the sections of the material you wish to use. Be specific. This information will be crucial to the publisher's permission decision.

Purpose/Use: Explain the reason for which you are making this duplication request. Suggested phrasing: "I will use this for supplementary teaching material." Publisher may also require the number of students who will receive copies and the semester of use.

Course: Enter course name and number in which this material will be used.

3. Sign your name beneath "Sincerely,"
4. Complete the information in the bottom box.

### **When you have completed this form**

1. Send a copy to the publisher
2. Keep a copy in your departmental file. When permission to duplicate arrives from the publisher, file it with this copy.
3.
  - a. Fill out Duplication Request form USTG 1232 to obtain needed copies.
  - b. Send a copy of USTG 1232 with the materials to be duplicated and the duplication request (whether duplicating will take place in your department, in Duplicating Services, or at another on-campus location).
  - c. File a copy of USTG 1232 with the permission notice from the publisher and copy of form USTG 1233 (this form).

Keep on file for three years from request date.