

HOW TO OBTAIN PERMISSION FROM THE COPYRIGHT OWNER

The following steps should be followed to obtain permission from the copyright owner:

1. Determine who owns the copyright on the material to be copied.
2. Send the request with a self-addressed return envelope to the permission department of the publisher in question including the following information:

Title, author and/or editor, and edition of materials to be duplicated

Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material

Number of copies to be made

Use to be made of duplicated materials

Form of distribution (classroom, newsletter, etc.)

Whether or not the material is to be sold.

Type of reprint (ditto, photocopy, offset, typeset).

3. Allow plenty of time to obtain permission.

The above steps are a summary of suggestions given in a booklet entitled, Explaining the New Copyright Law: A Guide to Legitimate Photocopying of Copyrighted Materials published by the Association of American Publishers.
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