



Guidelines for Using the Copyright Request Form

1. A permission form must be sent to the copyright owner of any work that is to be performed, reprinted, or duplicated in any way. This may be done via electronic or postal mail.
2. In the request, it is important to include:
 - a. Description of the copyrighted materials for which permission is being sought
 - b. Description of the intended use of copyrighted materials being requested
 - c. Timeline for when materials will be used
3. It is important to be clear and specific in your description of the work and your intended use of it.
 - a. *Description of Work* should include:
 - 1) The type of work: poem, song, story, orchestration, etc.
 - 2) The length of the material to be used, i.e. entire work, eight minutes, sixteen measures, the melody line
 - b. *Intended Use of Work* should state:
 - 1) Where the work will be used, i.e. in a class, workshop performance, videotape, demonstration, recording
 - 2) Whether there will be a charge for materials used
 - 3) The manner of reproduction: photocopy, recording, electronic presentation, etc.
 - 4) Persons to whom material will be distributed (teachers, administrators, parents, etc.)
 - 5) Any other pertinent information
4. Please note that if a copyrighted work appears in an anthology, permission must be secured from the original copyright holder. This information will be found in the acknowledgment pages of the collection.
5. Keep a copy of your correspondence and all permission forms.
6. Allow approximately four weeks to receive the requested permission.
7. If permission is not received from the owner of the copyright, the work cannot be duplicated in any form.