

Instruction

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: OBTAINING PERMISSION TO USE COPYRIGHTED MATERIALS**

	<u>Responsibility</u>	<u>Action</u>
User	1)	a. Locates a source containing the desired material. b. Submits information to the District's copyright officer on the Request For Obtaining Permission To Use Copyrighted Material (Form #8350F).
Copyright Officer	2)	a. Determines by looking in the source if the publisher owns the copyright or attributes it to someone else. b. Writes to the owner of the copyright for written permission to use the material (Letter to Permissions Department - Form #8350F.1). Includes in the letter: (1) Request for written permission to use the material. (2) Specific information related to the material to be used. (3) Nature of the publication or use in which the material will be included. (4) Number of editions of publication to be published (if applicable). (5) Number of copies to be printed. (6) Approximate length of time the publication will be in use.

(Continued)

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SUBJECT: OBTAINING PERMISSION TO USE COPYRIGHTED MATERIALS (Cont'd.)

<u>Responsibility</u>	<u>Action</u>
Copyright Officer (Cont'd.)	<ul style="list-style-type: none"> (7) People to whom publication will be distributed. (8) Price of publication or intention to distribute gratis. (9) Request for the acknowledgment from the publisher. (10) Date by which information is needed.
Publishing Company	3) Responds in writing, granting or denying permission to use copyrighted material.
Copyright Officer	4) After receiving response from the owner of the copyright, notifies user of decision.
User	<ul style="list-style-type: none"> 5) <ul style="list-style-type: none"> a. If granted permission, uses the material requested as per conditions outlined in the request or according to conditions set forth by the publishing company granting permission. b. If denied, does not use the material.