Permission Request Form
For Classroom/Course Use

Type of use

☐ Non-Profit  ☐ For-Profit

For faster processing, please complete all sections that are relevant to your request.

Request For Permission Of:  ☐ Print Materials  ☐ Digital/Electronic Delivery  Date: __________

<table>
<thead>
<tr>
<th>To rightsholder:</th>
<th>From organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact name:</td>
<td>Contact name:</td>
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<td>Address:</td>
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<td>Email:</td>
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<table>
<thead>
<tr>
<th>Professor’s name:</th>
<th>CCC Account #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full school name:</td>
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<tr>
<td>Address:</td>
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<td>City/St/Zip Code:</td>
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<td>Fax:</td>
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<td>Email:</td>
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<tr>
<td>Course name:</td>
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<tr>
<td>Term starting date:</td>
<td></td>
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<tr>
<td>Term ending date:</td>
<td></td>
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<tr>
<td>Number of students:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Requester’s name (if different than professor’s):</th>
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<tbody>
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<td>Address:</td>
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<td>Email:</td>
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<td>Comments:</td>
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Permission is requested for the following works:

<table>
<thead>
<tr>
<th>Book/Title:</th>
<th>Copyright year (4 digit):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Page #From: To: Chapter(s):</td>
</tr>
<tr>
<td>Publisher/rightsholder:</td>
<td>Photographs and page #:</td>
</tr>
<tr>
<td>ISBN/ISSN:</td>
<td>Illustration and figure #:</td>
</tr>
<tr>
<td>Edition:</td>
<td>Number of copies or units to be reproduced:</td>
</tr>
</tbody>
</table>

What format will the material be distributed in? (Please check all that are applicable)

I prefer ☐ Print  ☐ CD-Rom  ☐ Internet  ☐ Intranet  ☐ Campus  ☐ Network
☐ Closed Circuit Broadcast  ☐ Satellite Transmission
☐ Other, please explain __________________________________________________________________________

For Non-printed materials:

<table>
<thead>
<tr>
<th>Position of material:</th>
<th>URL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of segment for audio/video tracking:</td>
<td>Other reference data:</td>
</tr>
</tbody>
</table>

For electronic/digital delivery permission please continue on next page
### Who will access information?
- [ ] Students
- [ ] Staff
- [ ] Others, please explain: ___________________________________________________________________

Number of persons having access: __________

### What will be the source of the material you intend to use?
- [ ] Scanned Images
- [ ] Re-typed Text
- [ ] Electronic Files
- [ ] Other, please explain: ___________________________________________________________________

### What format will the material reside in?
- [ ] PowerPoint Slides
- [ ] Scanned Images
- [ ] Text Based
- [ ] Interactive Program
- [ ] Digitized Audio
- [ ] Other, please explain: ___________________________________________________________________

### Will the content reside on a server?
- [ ] Yes
- [ ] No

If yes, provide name of server owner: ___________________________________________________________________

URL address where content will appear: ___________________________________________________________________

### Will this URL be linked to other URL's?
- [ ] Yes
- [ ] No

If yes, please give URL(s) of linked web sites: ___________________________________________________________________

### Will access be restricted?
- [ ] Yes
- [ ] No

If yes, please provide password: ___________________________________________________________________

### How long will the material be posted to this URL? ___________________________________________________________________

### Name of person who will be creating the electronic product, web site, etc.: ___________________________________________________________________

### Will the end user be able to modify the original material?
- [ ] Yes
- [ ] No

If yes, please explain: ___________________________________________________________________

### Name of person that will be signing the license: ___________________________________________________________________

### Address: ___________________________________________________________________

City/St/Zip Code: ___________________________________________________________________

Telephone: ___________________________________________________________________

Fax: ___________________________________________________________________

Email: ___________________________________________________________________

### Are you planning on archiving the material after posting?
- [ ] Yes
- [ ] No

If yes, for how long: ___________________________________________________________________

### Who will have access to the archived material?

Please give URL and password: ___________________________________________________________________

### Will the textbook be adopted?
- [ ] Yes
- [ ] No

### Will users be required to purchase the textbook?
- [ ] Yes
- [ ] No

### Optional Information:

### Will the material serve as a supplement to a class offered on campus?
- [ ] Yes
- [ ] No

### Will it replace a class offered on campus?
- [ ] Yes
- [ ] No

### Will the materials be used alone as a reference tool?
- [ ] Yes
- [ ] No

### Combined with other materials?
- [ ] Yes
- [ ] No

### Will the class be “sold” as a product to other schools or universities?
- [ ] Yes
- [ ] No

### What type of platform is being used to create and display the material?
- [ ] Macromedia Authorware
- [ ] Microsoft Front Page
- [ ] Adobe PageMill
- [ ] Macromedia Dreamweaver
- [ ] Other? Please explain: ___________________________________________________________________