

**Sample Copyright Permission Request - For Use by Individual Faculty/Staff (Print out on K-State letterhead)**

Date \_\_\_\_\_

Contact Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Phone./Fax/Email \_\_\_\_\_

Dear \_\_\_\_\_:

I request permission to use the following material:

Nature of material (examples: book chapter, journal article, etc.) [Describe] \_\_\_\_\_

Author(s): \_\_\_\_\_

Title of Article or Book: \_\_\_\_\_

Publisher's Name and Address: \_\_\_\_\_

Date of publication: \_\_\_\_\_

Volume/Issue (if applicable): \_\_\_\_\_  
 Page numbers: \_\_\_\_\_

A photocopy of the material is enclosed.

**I WISH TO USE THIS MATERIAL IN THE FOLLOWING MANNER:**

Name of class: \_\_\_\_\_

Current class size: (please note if there are multiple sections) \_\_\_\_\_

Describe how the material will be used:

<input type="checkbox"/> Class handout	<input type="checkbox"/> Coursepack
<input type="checkbox"/> Internet	<input type="checkbox"/> Intranet
<input type="checkbox"/> Linking	<input type="checkbox"/> Email
<input type="checkbox"/> Journal	<input type="checkbox"/> Magazine
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Presentation	<input type="checkbox"/> Presentation Handout
<input type="checkbox"/> Textbook	<input type="checkbox"/> Tradebook
<input type="checkbox"/> Dissertation	<input type="checkbox"/> Pamphlet
<input type="checkbox"/> CD ROM	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Telnet 2 (statewide satellite delivery system)	
<input type="checkbox"/> Other (describe): _____	

If used for a class, will material be kept by student or returned to the instructor

Yes  
 No

Dates/Duration of use: \_\_\_\_\_

Unless you specify otherwise, the material will be accompanied on publication by the following credit line and copyright notice:  
\_\_\_\_\_ [specify credit line and copyright notice]

If you do not control the world rights to the requested material, please specify here any additional source from whom permission must be obtained: \_\_\_\_\_.

Thank you for your prompt consideration of this request. For your convenience, a release form is provided below.

Sincerely,

[your signature]

### RELEASE FORM

**9** Permission is granted for the use requested above.

**9** Permission is not granted for the use requested above, for the following reason(s):

\_\_\_\_\_  
**Signature**  
**(Name, Title)**  
**(Institution)**  
**(Fax # / Phone # / Email)**

\_\_\_\_\_  
**Date**