

# Copyright Permission Request Information Form

**Instructions:** This form is to be completed by the person requesting copyright permission. It should be sent to the Curriculum Development (CUDV) Department for obtaining copyright permission from publishers as follows:

The completed form is sent to the CUVD department (S. Kausland).

1. The CUDV department will request the copyright permission from the identified source.
2. When the approval/denial of the copyright permission has been received, the CUDV Department will notify the person who submitted the request of the outcome.
3. All requests for copyright permission and responses from publishers will be recorded in the copyright log.

## I. STAR Center Personnel:

1. Date of request: \_\_\_\_\_
2. Name of person making the request: \_\_\_\_\_
3. Course name & number: \_\_\_\_\_
4. Category:
  - a. Image: \_\_\_\_\_
  - b. Text: \_\_\_\_\_
  - c. Web: \_\_\_\_\_
  - d. Other: \_\_\_\_\_
5. Description of copyright material (attach a copy if applicable): \_\_\_\_\_
  
6. How will the information be used:
  - a. PowerPoint® Presentation: \_\_\_\_\_
  - b. Text in the student manual: \_\_\_\_\_
  - c. Text in a handout: \_\_\_\_\_
  - d. Other (describe): \_\_\_\_\_

7. Indicate if each student will have a copy of the subject text for reference: Yes ( ) No ( )

## II. Source

Name of source:

Specific name of person or department to address, if known: \_\_\_\_\_

Address of source:

Web site: [www.ams.org](http://www.ams.org)

Phone Number: