

## APPENDIX II

### Permissions

#### I. Obtaining Permission by Letter Request

When multiple photocopying of copyrighted material is not within the Guidelines and The University of Texas System Office of General Counsel has not given written authorization otherwise, staff or faculty members request permission. Communication of complete and accurate information to the copyright owner will facilitate the request. Although alternatives may be acceptable, the Association of American Publishers suggests that the following information be included to expedite the process.

- A. Title, author and/or editor, and edition of materials to be duplicated;
- B. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material;
- C. Number of copies to be made;
- D. Use to be made of duplicated materials;
- E. Form of distribution (classroom, newsletter, etc.);
- F. Whether the material is to be sold; and
- G. Type of reprint (ditto, photocopy, offset, typeset).

The request should be sent, together with an addressed, postage-paid return envelope, to the permissions department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be obtained from The Literary Marketplace (for books) or Ulrich's International Periodicals (for journals), both published by the R. R. Bowker Company. For purposes of proof, and to define the scope of the permission, it is important that the permission be in writing.

The process of considering permission requests requires time for the publisher to check the status and ownership of rights and related matters, and to evaluate the request. It is advisable, therefore, to allow sufficient lead time. In some instances the publisher may assess a fee for permission, which may either be passed on to students who receive copies of the photocopied material or be paid by the requesting component as an ordinary expense.

#### II. Sample Letter Requesting Permission to Copy

Material Permissions Department  
Hypothetical Book Company  
500 East Avenue  
Chicago, IL 60601

Dear Sir/Madam:

I would like permission to copy the following:

Title: Knowledge of Good, Second Edition

Copyright: Hypothetical Book Co., 1965, 1971.

Author: Frances Jones

Material to be duplicated: Chapter 10 (photocopy enclosed)

Number of copies: 50

Distribution: The material will be distributed to students in my class and they will pay only the cost of the photocopying.

Type of reprint: Photocopy

Use: The chapter will be used as supplementary teaching materials.

I have enclosed an addressed, postage-paid return envelope for your convenience in replying to this request.

Sincerely,

Faculty Member

### III. Obtaining Permission by Telephone

If occasional time exigencies obviate the usefulness of the prior request letter, then the infrequent use of telephone permissions is acceptable. The person receiving permission should obtain the name of the person authorizing copying, make notes concerning the time and date of the call, and the extent of the permission granted; and request and obtain a follow-up permission letter from the copyright proprietor.