

REQUEST FOR PERMISSION TO PHOTOCOPY MATERIALS

Date: _____

Dear Permissions Department:

I request permission to photocopy the following copyrighted materials for use in my classes:

Journal/Book Title: _____

Article or Chapter Title: _____

Author or Editor: _____

Volume No.: _____ Issue No.: _____ Date: _____

Specific Pages/Chapter to be Copied: _____

Number of Copies: _____

For Use In: Class Title: _____ Semester: _____

Year: _____ Ongoing Use

Library Reserve Use: _____ Yes _____ No

In-Class Distribution to Students: _____ Yes _____ No

To be used with other photocopied materials? _____ Yes _____ No

Anticipated date of first use: _____

Thank you for your cooperation. I enclose a self-addressed stamped envelope for your convenience in replying to this request.

Sincerely,

Name: _____ Title: _____

Department: _____ Phone: _____

OWNER'S OR PUBLISHER'S REPLY:

Article/Chapter Title: _____

Permission granted

Permission denied

Name: _____ Title: _____

Conditions or details: _____

Signature: _____ Date: _____