** Application for copyright permission**

**Copyright holder information** (check “Terms of use” or “Legal notices”)**:**

*Company name:* Click here to enter text.

*Address:* Click here to enter text.

*Email contact, if available:* Click here to enter text.

**Exact description of item:**

*Item title:* Click here to enter text.

*Item type (eg. book, pamphlet, photograph, artwork, web content):* Click here to enter text.

*Full publication information. Provide a* ***full citation****, including page numbers and specific content information. Include item identification (eg. ISBN for book, web address.)*
Click here to enter text.

**Description of proposed use:**

*Where will the item be used?
(eg. class instruction, meeting, presentation, advertising, research paper or presentation.)*

Click here to enter text.

*When will the item be used? (Date or range of dates):* Click here to enter text.

*How will the item be used?
(eg. Moodle, website, Collaborate, PDF, printout, Power Point, poster.)*

Click here to enter text.

*If online, is the site password protected?* Pull down to choose option.

*What is the purpose of the use of the item? (eg. Educational, non-profit, for profit? Include a course ID or description if appropriate.)*

Click here to enter text.

**Statement on profit:**

*Will handouts be produced and sold?* Pull down to choose option.

*Will profit be derived from the use of the material?* Pull down to choose option.

**Applicant’s contact information**

Faculty and staff:

*Name:* Click here to enter text.

*Position:* Click here to enter text.

*Address:* Click here to enter text.

*Phone:* Click here to enter text.

*Email:* Click here to enter text.

Students:

*Name:* Click here to enter text.

*Program of study / course:* Click here to enter text.

*Address:* Click here to enter text.

*Phone:* Click here to enter text.

*Email:* Click here to enter text.

***APPLICANTS:***

***PLEASE SEND A COPY OF ALL COPYRIGHT REQUESTS AND PERMISSIONS, GRANTED OR REFUSED, TO THE COPYRIGHT OFFICER FOR FILING. IT IS COLLEGE POLICY THAT THESE ARE KEPT ON FILE IN THE LIBRARY.***

***SEND TO:*** **THOMASS@NORTHERNLAKESCOLLEGE.CA**