

## SEDL Copyright Permission Request

Thank you for your interest in using SEDL materials to strengthen your research, presentations, or publications. All requests to use materials copyrighted by SEDL must be submitted in writing. Please print and complete the following form and fax it to 512-476-2286 or mail it to the following address:

Nancy Reynolds  
Information Resource Center  
SEDL  
4700 Mueller Blvd.  
Austin, TX 78723

After your request is received at SEDL, staff will review it, and if copyright permission is granted, you will receive via e-mail, fax, or mail, a letter outlining acceptable use of SEDL materials and the terms, conditions, and limitations governing permission to reproduce the work. After reviewing the letter of agreement, you will need to sign and return it to SEDL.

Please note that SEDL cannot grant permission to repurpose individual photographs and other graphic images found in our products or on our Web site.

\*Required Field

### Contact Information

\*First name: \_\_\_\_\_  
\*Last name: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
\*Job title: \_\_\_\_\_  
\*Organization: \_\_\_\_\_  
\*Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\*City: \_\_\_\_\_  
\*State: \_\_\_\_\_  
\*Zip code: \_\_\_\_\_  
\*Country: \_\_\_\_\_  
\*Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Send permission form to me **or**  
 Send permission form to person listed as Licensee below

Via:  E-mail  Mail  Fax

If another person or entity should be listed as the Licensee on SEDL's License Agreement, please also list Licensee's contact information:

First name: \_\_\_\_\_  
Last name: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Description of the SEDL material you would like to use**

Title of material: \_\_\_\_\_  
Source (name of publication or Web site): \_\_\_\_\_  
\_\_\_\_\_  
URL (required for Web site requests): \_\_\_\_\_  
Page no(s). if applicable: \_\_\_\_\_  
Author(s) or editor(s) if known: \_\_\_\_\_  
\_\_\_\_\_  
Publication date if known: \_\_\_\_\_  
Request to use:  Full-text **or**  Excerpt

If you want to request to use more than one item, please print and complete this form for each additional item.

**Proposed description of SEDL material use:**

Photocopy and distribute  
    No. of copies: \_\_\_\_\_  
    No. of recipients: \_\_\_\_\_  
    Event at which reprints will be distributed: \_\_\_\_\_  
    \_\_\_\_\_ and date of event: \_\_\_\_\_

Include in another publication  
     Article in scholarly or trade journal  
     Dissertation **or**  Thesis School attending: \_\_\_\_\_  
    \_\_\_\_\_ and location: \_\_\_\_\_  
    Title of proposed publication: \_\_\_\_\_  
    \_\_\_\_\_  
    Proposed publication date: \_\_\_\_\_  
    Estimated circulation or print run: \_\_\_\_\_

Include in a commercial book

Title of proposed book: \_\_\_\_\_

Author(s) or editor(s): \_\_\_\_\_

If requesting SEDL material for a chapter in a book, title of section: \_\_\_\_\_

Publisher: \_\_\_\_\_

Proposed publication date: \_\_\_\_\_

Estimated print run: \_\_\_\_\_

Include on your Web site

Provide as a link on your Web site

Incorporate SEDL materials on your Web site

Name of your Web site: \_\_\_\_\_

URL of your Web site: \_\_\_\_\_

Digital image

Describe proposed use (e.g. scanned images on a CD-ROM or DVD, PowerPoint slides, interactive program, digitized audio or video):

\_\_\_\_\_

Other use not covered above: \_\_\_\_\_

In general, SEDL does not allow adaptations, deletions, or changes to its materials. If you are seeking to use SEDL materials in one of these ways, please describe your proposed revision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you plan to charge for the final product or presentation, describe the cost structure and price (e.g., cost recovery only, amount of registration fee to include materials distributed): \_\_\_\_\_

Time frame for which you are requesting permission: \_\_\_\_\_

After SEDL staff review your request for copyright permission, you will receive either a permission form for you to review, sign, and return to SEDL, a request for additional information, or a notice explaining why SEDL cannot grant copyright permission for your request.

Thank you!