

UNLV Academic Publishing Services

Copyright Permission Request Form

Page ____ of ____

■ Date of Reg:	Mo: _____ Day: _____ Yr: _____
■ Start of Term:	Mo: _____ Day: _____ Yr: _____
■ University:	University of Nevada, Las Vegas
■ Course Name:	_____
Course #:	_____
Instructor:	_____
■ No. of sets:	_____

Photocopy permission is requested for the following works for ONE-TERM use in educational course sets:

Please Type or Print Legibly

ISBN/ISSN: _____ ■ Auth/Ed/Trans of Book: _____

■ Publisher/Rightsholder: _____

■ Book/Journal Title: _____

Chapter/Article Name: _____

Author of Article: _____ ■ Total # of Pgs: _____ ■ From: _____ ■ To: _____

■ Copyright Year (4 digits): _____ Pubn Yr (If Differs): _____ Volume: _____ Edition: _____

Your Line Item Ref. #: _____ +25% of Work **Y / N** Out of Print? **Y / N** Add'l Info? **Y / N**

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Instructions for the APS Request Form

You must complete all items identified with a black box (■) or your requests will not be processed. Other information is not required but may speed CCC's reply to you. Please type or print **legibly**.

If you submit more than four works for one course set, use another form and mark the top right-hand corner of each page with the appropriate page number.

Basic Information

Fill in the information that pertains to all the works on this form. Definitions are for your information:

- Start of Term: Be sure to provide the correct date. Incorrect dates can delay a response to you.
- Course Name/Course #: All the works you request on each form should pertain to one specific course.
- Your Doc. Ref.: Your own identifier of this course set for tracking purposes.
- Your Acct'g Ref: Your own accounting reference (P.O. Number) for this course set. Please include an accounting reference if you require it to show on the invoice for payment.
- No. of Sets: The number of course sets you expect to sell for this course.

Each Work You Are Requesting

List your requested works for this set in the 4 blocks provided. Definitions are for your information:

- Auth/Ed/Trans of Book: Auth = Author, E = Editor, Trans = Translator. **Circle One and include the name.**
- Publisher/Rightsholder: Be sure to provide the correct rightsholder. Incorrectly identifying the rightsholder can delay a response to you.
- Copyright Year: 4-digit number of the copyright year (example "91" = 1991)
- Edition: **Month and day are required** for newspaper and magazine permissions. Volume and Edition of a journal are very helpful.
- Total # of Pgs: Total number of pages to be copied. To calculate: "To" minus "From" plus one, subtract the starting page from the last page to be copied and add 1.
Example: you want to copy pages 22-100:
100 To Page
-22 From Page
78 +1 = **79**
- From - n To: Exact page range to be copied. If you have multiple page ranges from the same work you must request them separately. Use the word "ibid" in Book/Journal Title" and indicate the new page range.
- Your Line Item Ref.#: Your own identifier of this particular item for tracking purposes.
- +25% of Work? Y / N Circle Y or N to indicate whether you are requesting to copy more than 25% of a work. Copying more than 25% (or more than 2 articles) requires special permission and may slow our reply to you.
- Add'l Info? Y / N: Circle Y or N to indicate whether you are sending additional information about your request.

Did you complete all items identified with a black box (■)?

THANK YOU FOR USING THE ACADEMIC PUBLISHING PROGRAM!

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