

Policies of the Board of Education

Series 700: Support Services

REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS

771-Rule (2)

The Waunakee Community School District has procedures for requesting permission to use copyrighted materials. In such cases, district staff should send request letters to the copyright owner. Ownership of the work may be determined by checking the title page. The Media Director serves as a resource in locating addresses of copyright owners. All request letters should include the following information:

1. Title, author/editor/producer and edition;
2. Exact material to be used, including amount, page numbers, chapters and, if possible, a photocopy of the material;
3. Number of copies to be made and use to be made of duplicated materials;
4. Form of distribution (classroom, newsletter, etc.);
5. Whether or not the material is to be sold; and
6. Type of reproduction (ditto, photocopy, slide, tape, etc.).

In addition, the procedures suggest that staff members:

1. Include a blank at the end of the request letter for the copyright owner to fill in whether or not permission is granted, conditions, authorized signature and date.
2. Make three copies (a file copy and two to send to the copyright owner). One of these will be returned with the copyright owner's decision indicated.
3. Include a self-addressed, stamped return envelope.
4. Refrain from asking for blanket permission – it usually cannot be granted.
5. Send by registered mail when response is crucial (i.e., for publications that will be sold or printed for distribution).

ADOPTED: June 2000

Waunakee Community School District