

## **Acquiring Permission for Use**

If an intended use of a copyrighted work may infringe the [copyright holder's exclusive rights](#), you will need to obtain permission for use from the copyright holder.

Some uses of copyrighted work that require permission for use are:

- Coursepacks.
- Copying selections of works to create anthologies, collected works or other adaptations.
- Copying selections of work in quantities greater than permitted under fair use provisions.
- Using material for purposes not included under fair use provisions.
- Public screenings of films (Other than face-to-face teaching activities).

For assistance in determining if an intended use of a copyrighted work will require permission of the copyright holder, contact [John Lamborn](#). If permission is required, please complete and submit a [Permission Request Form](#) to initiate the acquisition process.

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## **Other Sources of Information**

An excellent guide to the process of obtaining permission is provided by the [Columbia University Libraries/Information Services Copyright Advisory Office](#). Other useful information is available in:

- [How to Investigate the Copyright Status of a Work](#) (Circular 22), U.S. Copyright Office.
- [Locating Copyright Holders](#), by Lloyd J. Jassin. (Adapted from [The Copyright Permission and Libel Handbook](#), by Jassin & Schechter.)