**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.

**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](https://www.copyright.gov/circular21/), U.S. Copyright Office.
- [Locating Copyright Holders](https://www.loc.gov/patents/locatingcopyrightholders/), by Lloyd J. Jassin. (Adapted from *The Copyright Permission and Libel Handbook*, by Jassin & Schechter.)