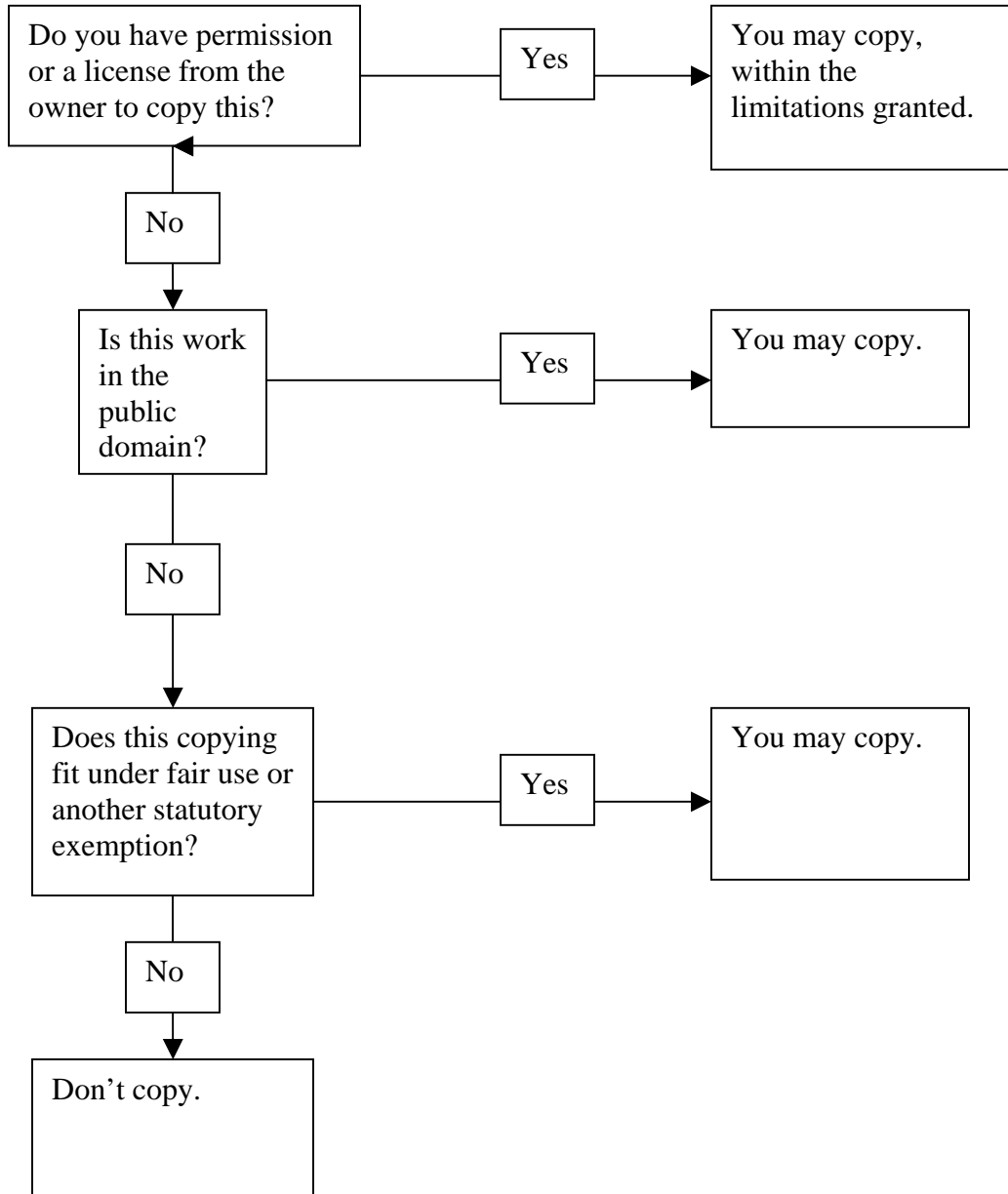


**Copyright for the Academic Librarian**  
Rolling Prairie Library System/RPLS OPAL Room (version 5)  
Rebecca P. Butler, Associate Professor, Northern Illinois University  
March 14, 2007

Sample Flow Chart



## Sample Permission Letter Contents

- Your name and address;
- Date;
- Name and address of copyright owner/creator or publisher;
- Request for permission to copy work;
- Work title, copyright date, publisher, place of publication, distributor, other information imperative to the specific work under consideration;
- How the work under consideration will be used;
- # of times the work under consideration will be used;
- Date by which permission is needed;
- If the wrong person has been contacted, request for name of the correct person;
- Inclusion of SASE;
- Thank you;
- Signature of Requestor;
- Place for owner/creator/publisher to sign and date that permission has been granted.

## Selected Copyright URLs

### *Permission Letters and Information*

- <http://www.landmark-project.com/permission1.php>
- <http://www.copyright.iupui.edu/pgeneral.htm>
- <http://www.proteacher.com>

### *Clearinghouses/Music*

- [www.ascap.com](http://www.ascap.com)
- <http://bmi.com/home.asp>
- <http://www.riaa.com>
- <http://sesac.com>

### *Clearinghouse/Videos/Motion Pictures*

- <http://www.mplc.com>

### *Clearinghouse/Theatrical Performances*

- <http://www.mtishows.com/licensing.asp>

### *U.S. Copyright Office*

- <http://www.loc.gov/copyright/circs/circ22.html#searching>

## Selected Copyright Sources

Association for Information Media and Equipment

[www.aime.org](http://www.aime.org)

Butler, R.P. 2004. Copyright for Teachers and Librarians. New York: Neal-Schuman.

Butler, R.P. 2003. "Copyright Law and Organizing the Internet." In Library Trends, Vol. 52, No. 2, pp. 307-317.

CNI-Copyright Forum

<http://www.cni.org/forums/cni-copyright/cni-copyright.html>

Coombe, R.J. 1998. The Cultural Life of Intellectual Properties. Durham, NC: Duke University Press.

Copyright Clearance Center

<http://copyright.com>

Crews, K. D. 2000. Copyright Essentials for Librarians and Educators. Chicago: American Library Association.

Finger, J.M. and P. Schuler, eds. 2004. Poor People's Knowledge. Washington, D.C.: The World Bank.

Hoffman, G.M. 2001. Copyright in Cyberspace. New York: Neal-Schuman.

Kranich, N., Ed. 2001. Libraries & Democracy. Chicago: ALA.

Minow, M. and T.A. Lipinski. 2003. The Library's Legal Answer Book. Chicago: ALA.

Movie Licensing USA. [www.movlic.com](http://www.movlic.com)

Mullen, L., J. Britten, and J. McFadden. 2004. Digital Portfolios in Teacher Education. Indianapolis: JIST Publishing.

Pace, A.K. 2003. The Ultimate Digital Library. Chicago: ALA.

United States Constitution. Article 1. Section 8.

United States Copyright Law. 1976-Present.

Wherry, T. L. 2002. Intellectual Property in the Digital Age. Chicago: American Library Association.