Requesting Permission from a Copyright Owner

Before requesting permission from a copyright owner, check with Meaghan Shannon, Copyright Services Officer for suggestions or alternatives that you can consider as well as assistance with your request for permission.

Always submit your request for permission in writing, obtain written permission, and keep copies of communications and payments for your records.

When preparing your request for permission, consider the following questions:

- Who is the copyright owner or representative?
  *In many cases, you will need to request permission through a representative like a book publisher, movie distributer, or music producer.
- How can the copyright owner or representative be contacted?
  *Copyright owners and representatives will specify how they can be contacted: mail, email, online submission form, etc.
- What copyright-protected content do you want to reproduce, translate, adapt, etc.?
- How much of the copyright-protected content do you want to reproduce, translate, adapt, etc.?
  *Your request should include relevant page numbers, song titles, movie scene descriptions, or other references.
- How many students will be using or have access to the content?
- How will those students be using or accessing the content?

You will also need to:

- Plan ahead. Large book publishers and music producers can take up to six weeks to respond to permission requests.
- Be prepared to pay a fee in exchange for permission to reproduce copyright-protected content.

If the copyright owner or representative agrees to grant permission, you will receive a transactional license.

The transactional license will tell you:

- How you may use the copyright-protected content.
- How long the copyright-protected content can be used for.
- The fee (if any) that you are required to pay for the use of the copyright-protected content.
- The terms and conditions of your use of the work.

For more information, please contact Meaghan Shannon, Copyright Services Officer at:
m_shannon2@fanshawec.ca or extension 4346.