

## COPYRIGHT PERMISSION REQUEST

To: Copyright Clerk, Library of the Marine Corps		Date:	
From:	School/Directorate:	Telephone Number:	
		Email:	

1. Request copyright release for:

**Type of Material:**

- ☐ Excerpt(s) from a book   ☐ Excerpt from a Periodical (Magazine/Newspaper)
- ☐ Audio/Visual (Photo/Music)   ☐ Digital text (Provide the URL):

**Format in which Material Will Be Reproduced:**

- ☐ Electronic   ☐ Paper   ☐ Other (describe):

2. Description:

Title of Book, Newspaper, Periodical, etc.:

Author/Editor:

Title of Article, Chapter, Extract, etc.:

Date of publication:

Page range on which material appears:

Total number of pages:

Publisher:

Publisher Contact Information (if available):

ISBN:

ISSN:

**YOU SHOULD INCLUDE A COPY OF THE TITLE PAGE AND THE COPYRIGHT STATEMENT PAGE OF ANY BOOK FROM WHICH YOU ARE REQUESTING COPYRIGHT PERMISSION (IF AVAILABLE). THESE COPIES WILL EXPEDITE THE PROCESSING OF YOUR REQUEST.** Copyright Permissions Request Form and copies can be emailed to [mcu\\_grc\\_copyright@usmcu.edu](mailto:mcu_grc_copyright@usmcu.edu). The MCU Copyright Clerk (GRC Room 212). NOTE: GRC Room 212 is cipher locked. Contact the MCRL Circulation Desk personnel for access (703-784-4409)

3. Copyrighted material will be used for: [Items in this box are MANDATORY and must be specific and accurate]

Course Card Number:      Course Name:

Course begins (DD MON YY):      Number of students in course:

4. Course Author-Instructor special requirements:

Latest date clearance can arrive at requester's office:

Other requirements: