



How To Obtain Written Copyright Permission Bay Path University

- Bay Path University has an institutional account with the Copyright Clearance Center and will arrange and pay for copyright permissions
- To obtain permission, faculty should fill out the [Copyright Permission Request Form](#)
- You will be asked to provide
 - The course you want to use the material for
 - Date permission needed
 - Your contact information
 - The title of the publication (e.g., *Journal of Marriage and Family*)
 - ISBN, ISSN (*if you have it*)
 - Author or Editor
 - The publication date of the item being copied
 - The pages you are copying
 - The number of copies you need
 - The way you will use the copies (photocopies, Canvas posting, etc.)
- The Copyright Administrator is:
 - Sandy Cahillane, scahillane@baypath.edu x1247
- The Copyright Administrator will:
 - Forward you information on the status of your order.
 - Forward you the written permission, when received.
 - Take care of the budget and billing details.
- How long will it take?
 - Please try to submit all requests two weeks before you need permission
 - The Copyright Clearance Center has many “preauthorized permissions,” which can be available the same day you place your request
 - The Copyright Administrator will try to place your order as soon as possible, but may not be available the day you make your request
 - If your request is not preauthorized, a typical turnaround time is 10 business days or longer during the beginning of each semester