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