

Educational Materials Copyright Clearance Template

Requestor Information

Name

Department/Organization

Email

Date

Material Details

Title of Material

Author(s) / Creators

Publisher / Source

Type of Material

Full Citation or Reference

Link to Material (if applicable)

Usage Details

Intended Use (e.g., classroom, online, print)

Number of Copies / Audience Size

Course/Project Name (if applicable)

Duration of Use

Specific Portion to Be Used (e.g., pages, chapters, figures)

Permission Information

Source of Permission

Date Permission Requested

Date Permission Received

Permission Details / Restrictions

Additional Notes