

PERMISSION REQUEST FORM – EDUCATIONAL USE

Complete Part I and email the form to the Permissions Department – cupress-perms@cornell.edu

PART I: TO BE COMPLETED BY THE REQUESTER (please use a separate form for each request)

1. Requester's Name: _____ Date: _____

Organization: _____

Address: _____

Email: _____ Fax: _____

2. I/We wish to use the following material (if the request is for an illustration, please attach a scan of the page from our book):

Book Title: _____ ISBN: _____

Author/Editor: _____ Copyright Year: _____

Imprint, if not CU Press (i.e., Comstock, ILR Press, Three Hills, SEAP, NIUP, or CEAS): _____

Selection (page range(s)/total number of pages to be used): _____

3. The Selection will be used for the following class:

Course code/number: _____ Instructor: _____ Your reference: _____

Semester: _____ School (if not above-noted Organization): _____ Estimated Enrollment: _____

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PART II. TO BE COMPLETED BY CORNELL UNIVERSITY PRESS

• Rights Granted: \_\_\_\_\_ Our Reference: \_\_\_\_\_  
\_\_\_\_\_

• Fee: \_\_\_\_\_ Payment is due within 30 (thirty) days of Date Granted (below).

• Our standard **credit must be included**, in essentially the following form (with variables completed as appropriate):

From [Book Title], by [author/editor/translator]. Copyright © [year] by [name of copyright holder]. Used by permission of the publisher, Cornell University Press.

From [Book Title], by [author/editor/translator], a [imprint] book published by Cornell University Press. Copyright © [year] by [name of copyright holder]. Used by permission of the publisher.

Signature: \_\_\_\_\_ Date Granted: \_\_\_\_\_

Tonya Cook, Subsidiary Rights Manager

**Payment must be made in US dollars. Electronic payment is preferred. We will provide instructions.**

To pay by check, mail check payable to CORNELL UNIVERSITY PRESS to the address given above and quote our reference number.