

PERMISSIONS FAQ

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If the book is an anthology or a collection, review the copyright, acknowledgment page, the front matter, and the back matter for information regarding the original source of the material you wish to use. Your request should be directed to that party.

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- Name of author(s) and illustrator, if applicable
- ISBN
- Page number(s)
- Description of exact material you wish to use

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- Full name
- Position
- Company
- Address
- Phone
- E-mail address
- Detailed description of how the Union Square & Co. material will be used

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- Title of the book
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- Print run (initial and lifetime)
- Territory of distribution (e.g., US & Canada, world, etc.)
- List price
- Page count
- Text or trade or scholarly

We do not allow editing or re-titling of any selection. Your selection must be reproduced verbatim, as a continuous, uninterrupted excerpt, without alteration, deletion, editing, abridgement, or condensation.

Use of Union Square & Co. Craft Patterns

Any patterns included in our books are for personal, non-commercial use only. Selling items made from these patterns is strictly prohibited.

How do I submit my request?

All requests should be made by e-mail. It is not our policy to grant permissions verbally. Please send requests to permissions@unionsquareandco.com.

How long will my request take?

It takes approximately twelve weeks to receive a response to your request. Please submit your request as early as possible as we need time to research and perhaps refer you elsewhere as we do not always control rights to the material you want. Please note that multiple follow-up queries will hinder the efficient processing of your request.

What about fees?

The fee depends upon the material requested and its intended use. Please note that we DO NOT provide fee estimates. All requests for rush handling (that is, a response within 5 business days of receipt) will be charged an additional US\$200 fee.

Please note, your permission request has **NOT** been granted until you have received a formal agreement signed by Union Square & Co.'s Permissions department.

READ-ALOUD PERMISSIONS

In-Person Read-Alouds

Please be aware that you cannot charge a fee or otherwise profit from these readings.

Permission for Read-Alouds via Livestream, Video, or Other Recording

During this time of long-distance learning, Union Square Kids, a subsidiary of Sterling Publishing, is happy to be able to grant temporary permission to teachers, educators, librarians, booksellers, museums, and other qualified individuals or organizations to make and post readings of many of our titles.

By posting or livestreaming a reading, you are **agreeing** to these terms:

- At the beginning of a livestream, video, or other recording please note that you are reading with the permission of Union Square Kids, and mention the title, author, and illustrator of the book.
- Viewers cannot be charged for viewing a video, and readings cannot be used as a means to generate income via advertising or any other fee.

- For picture books, you may read the entire book. For chapter books and novels, the readings should be limited to approximately 20% of the text. The reader may display illustrations.
- You may post your recording on either a closed platform (e.g., through a password-protected school or other private platform) or a private social media channel accessible only by students/educators).
- When the event has concluded, any recordings must be deleted or, in the event the applicable platform does not permit deletion, access to uploaded videos must be disabled within 14 days.

How do I request read-aloud permission? Please email the following information to permissions@unionsquareandco.com

1. Your name
2. School/library
3. Location
4. Book you want to read
5. Platform where reading will be posted

We will respond to confirm permission as soon as possible.

Feel free to tag us on social media @unionsqandco!