How do I get permission to put copyrighted material on my course page?

If you determine you need permission to use copyrighted material, you can do so through the University’s Copyright Clearance Service available through the University’s Printing Services. Copyright Permission Forms are available at the University Copy Centers and Printing Services web page under “Copyright Clearance Service.” You may need to use the Firefox browser to open the form.

How long does it take to get permission?

The time period for obtaining permission to use a copyrighted work varies depending on the copyright owner. You should allow at least 6 to 8 weeks to obtain copyright permission. Consequently, you need to contact the University’s Printing Services early in the process to ensure you will have the permissions you need before the beginning of the semester.

Are there fees associated with requesting/obtaining permission to use copyrighted materials?

The University’s Printing Services currently does not charge for permission requests. But, most copyright owners will charge a fee for use of the copyrighted work. These charges vary depending on the amount copied and the copyright owner. Each University department determines how to pay these fees, so you will need to check with your department about payment procedures.