



TEAL Technology Lab Material Copy Request

In accordance with University Counsel policy, please provide the following information regarding your material copy request:

Your name _____

Your phone number _____

Today's date _____

Your e-mail address _____

1. Was this material published before 1923? *If yes, include the title page with copyright year in the material to copy, and proceed to B. in the "If YES" column below. If no, proceed to 2. below.*
2. Has permission been obtained to copy this material?
If yes, proceed to the "If YES" column below. If no, proceed to the "If NO" column below.

If YES

- A. Please attach copy of permission to copy this material.
- B. Please attach material to copy.
- C. Copy due date _____
- D. Media to copy material to (if WebCT course, please provide course number and section)

E. Special instructions

Please deliver this form with material to
UHAL 221

If NO

Please provide the following information regarding the material you are requesting to be copied:

A. Title, author, and copyright year of material (include title of larger work if published in journal, etc.)

B. Total page count/size of source from which material is taken

C. Intended use of material

D. Frequency of material use

E. Media to copy material to

F. Number of students material will be given to _____

Please deliver this form to University Counsel at
SNGL 224

University Counsel signature

University Counsel Comments

Purpose and character of use of copyright material

Nature of copyright material

Amount and substantiality of portion used in relation to copyright material as whole

Effect of use upon potential market for or value of copyright material
