



Request for Permission to use Avondale Copyright Material

Thank you for your interest in using work published by Avondale Academic Press and/or Avondale College of Higher Education administration, faculty and staff.

To protect copyright, we require a *Permissions Request* be completed, identifying the material you wish to use, and outlining its intended use. Certain stipulations and terms & conditions of use may apply.

Please bear in mind that the owner of a copyright work has the right to exclude any other person from reproducing, preparing derivative works, distributing, performing, displaying, or using the work covered by copyright for a specific period of time. Copyrighted work can be a literary work, musical work, dramatic work, pantomime, choreographic work, pictorial work, graphic work, sculptural work, motion picture, audiovisual work, sound recording, architectural work, mask works fixed in semiconductor chip products, or a computer program.

Requests will be dealt with in 5 working days.

Name	
Address	
City	
State/Province	
Postcode/Zip	
Country	
Email	
Phone	
Fax	
Name of Institution	

Title of work	
Author/Creator	
Publication date	
Additional information	

This request is for inclusion in book form

name of book, author/editor, publisher, date of publication

This request is for broadcast or website posting

name of TV/radio programme, web URL, broadcast date



This request is for a student packet

no pages to be copied, no packets to be produced, institution name




Other kinds of permission requests

Please provide more details about information submitted above.

[Submit form](#)

(link to email of copyright officer, Marilyn Gane)

	Faculty/Student Request for Permission to Use Copyright Material
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Background

Avondale College of Higher Education holds a number of licenses to cover student and faculty use of copyrighted materials for education, worship, social and outreach activities.

If, however, you wish to use more of a copyright work than is permitted under the Copyright Act, or material which is not covered by licenses and agreements held by Avondale College of Higher Education, then permission from the copyright owner must be sought.

While every effort will be made to complete your request quickly, please bear in mind that it may take time to identify the copyright owner and/or negotiate permission to use. Plan ahead, and give as much time as possible for your request to be processed.

Please note:

- The creator of a copyright work is not always the copyright owner
- Copyright holders may refuse to grant permission
- Copyright holders may charge a fee for use
- If the copyright owner cannot be found, you are NOT free to use the material
- If the copyright owner does not respond to the request, you are NOT free to use the material
- If the copyright owner is an individual who has died, or a company which has gone out of business, the copyright ownership may have been passed on to another individual, or distributed elsewhere.

Name		Student Number	
Email			
Phone			
Institution	Avondale College of Higher Education		
Date required			

Education
 Social
 Outreach
 Worship

Describe the material you want to use, and how you want to use it.

If permission is required for a **specific event**, include date/time of event, intended audience, anticipated number attending, and location.

(link to email of copyright officer, Marilyn Gane)