



# COPYRIGHT CLEARANCE REQUEST

3700 Willingdon Avenue  
Burnaby, BC V5G 3H2

## INSTRUCTIONS

1. Faculty/Staff Member completes Part A.
2. BCIT Copyright Clearance Staff obtains copyright clearances when needed, completing Part B
3. Upon completion of clearance process, Faculty/Staff Member ensures that the correct copyright standard notice appears in the reproduced content.

## PART A

Faculty / Staff Name	School/Department	Date
Course No	Course Name	LTC Project (if applicable)
Bibliographic Citation (Include author, title, date, publisher, place of publication, ISBN, page numbers and/or description of digital content. Attach list if more space needed)	Format <input type="radio"/> Print <input type="radio"/> Digital <input type="radio"/> Audio/Visual <input type="radio"/> Other	Type of Clearance <input type="radio"/> Reserve-Print <input type="radio"/> Reserve-Electronic <input type="radio"/> WebCT
No. of Copies Needed or No. of On-line Students	Time Frame From	To

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I verify that the bibliographic citation is accurate and request that copyright clearance be obtained, or I have attached a record to show that I have received permission directly from the copyright holder.

Name	Signature (required)	Date
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## PART B

BCIT Clearance Staff Responsible (name)	Department	Date
	<input type="radio"/> Library <input type="radio"/> Bookstore	<input type="radio"/> BCITimaging <input type="radio"/> Other

## PART C

### Permission Request History

Royalty Cost (if any)	Permission Document Received <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Digitized and placed in Copyright database
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