

## Personnel

### Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works

1. For a part of a book or a journal article, contact the Copyright Clearance Center (“CCC” Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone 978/750-8400, FAX 978/750-4470, [www.copyright.com](http://www.copyright.com).)
2. For images, contact the Artists Rights Foundation (7920 Sunset Boulevard, Suite 260, Los Angeles, CA 90046, Phone 303/436-5060, FAX 323/436-5061, [www.artistsrights.org](http://www.artistsrights.org)), American Society of Media Photographers (14 West Washington Road, Suite 502, Princeton Junction, NJ 08550-1033, Phone 609/799-8300, FAX 609/779-2233, [www.asmp.org](http://www.asmp.org)), or other professional photography organizations.
3. If the author owns the copyright in a contribution to a periodical, magazine, or newspaper, permission may be obtained through UnCover (The UnCover Company, 3801 East Florida Avenue, #200, Denver, CO 80210, Phone 303/758-3030, FAX 303/758-5946, [uncweb.carl.org](http://uncweb.carl.org)), which handles rights for the Publication Rights Clearinghouse, a collective-licensing agency representing such writers’ groups as The National Writers Union (Chicago Local 12, P.O. Box 2537, Chicago, IL 60690, Phone 312/348-1300, [www.nwu.org](http://www.nwu.org)), and the Society of Children’s Book Writers and Illustrators (345 North Maple Drive, Suite 296, Beverly Hills, CA 90210, Phone 310/859-9887, FAX 310/859-4877 [www.scbwi.org](http://www.scbwi.org)), among others.
4. For a musical work, contact Ascapi (One Lincoln Plaza, New York, NY 10023, Phone 212/621-6000, [www.ascap.com](http://www.ascap.com)), BMI (Broadcast Music Incorporated, 320 West 57<sup>th</sup> Street, New York, NY 10019-3790, Phone 212/586-2000, [www.bmi.com/home/licensing](http://www.bmi.com/home/licensing)), or Sesac (Mark Lancaster, 55 Music Square East, Nashville, TN 37203, Phone 800/826-9996, [www.sesac.com](http://www.sesac.com)).
5. If you want to record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact The Harry Fox Agency, Inc. (National Music Publishers Association, 711 Third Avenue, 8<sup>th</sup> Floor, New York, NY 10017. Phone 212/370-5330, FAX 212/953-2384, [www.nmpa.org](http://www.nmpa.org)).

Music Research Consultants’ web page (8033 Sunset Boulevard, Los Angeles, CA 90046, Phone 213/650-7616, FAX 213/650-3805, [www.musicresearch.com](http://www.musicresearch.com)) contains links to publishers, record labels music rights agencies, and more. This is a good place to gather contact information. If you know the name of an artist, album, song, or label, the All-Music Guide allows you to search for information.

## 6. Play Rights

Samuel French, Inc.  
45 West 25<sup>th</sup> Street  
NY, NY 10010-2751  
Phone: 212-206-8990  
Fax: 212-206-1429  
[www.samuel french.com](http://www.samuel french.com)

Anchorage Press (Plays for young people)  
PO Box 8067  
New Orleans, LA 70182  
Phone: 504-283-8868  
Fax: 504-866-0502

Baker's Plays  
100 Chauncy Street  
Boston, MA 02111-1783  
Phone: 617-482-1280  
Fax: 617-482-7613  
[www.bakersplays.com](http://www.bakersplays.com)

Dramatists Play Service, Inc.  
440 Park Avenue South  
NY, NY 10016  
Phone: 212-683-8960  
Fax: 212-213-1539  
[www.dramatists.com](http://www.dramatists.com)

## 7. News Archives

Check the World Wide Web. Many of the largest news organizations have placed archives of their back issues online.

## 8. Movies

The Motion Picture Licensing Corporation (5455 Centinela Avenue, Los Angeles, CA 90066-6970, Phone 800/462-8855, FAX 310/822-4440, [www.mplc.com](http://www.mplc.com)) grants public performance rights. If you know who the author and the publisher are, you can contact them directly. If you do not know who the publisher is, The Literary Marketplace (for books) or Ulrich's International Periodicals (for journals), both published by the R.R. Bowker Company, may help you. University of Texas at Austin's Harry Ransom Humanities Research Center (Phone 512/471-9119, [www.utexas.edu](http://www.utexas.edu)) provides extremely helpful information about how to find copyright owners.

## 9. Changed Owner

The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office of Internet Resources ([www.loc.gov/copyright](http://www.loc.gov/copyright)) provides online searching of its registration records and performs professional searches for a fee.

## 10. Confirming to Grant Permission

Whenever it is unclear who the owner is, or if the owner is a legal entity of some kind (a business or organization), be sure that the person giving you permission is authorized to do so.

11. Written Permission

One you know whom to ask, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope.

If you receive oral permission, document the conversation and send the owner a confirming letter.

12. Software

Contact the software's manufacturer at the address given on the licensing agreement.

13. Unidentifiable or Unresponsive Owner

A copyright protects materials regardless of whether the owner cares about protection or not. Thus, if required permission cannot be obtained, the work may not be used.