



Teachers College • Columbia University

If you are interested in using Teachers College Press copyrighted material please submit a formal request on letterhead and include your mailing address, phone number, fax number and email address.

If your project or plan cannot be explained in the terms below, please submit a *detailed* explanation, and we will contact you for more information.

Identify the TCP publication:

- Provide the title, author, copyright year and ISBN from the source in which the excerpt appears
- If only a portion of the book is to be used, list the *exact* pages and/or illustrations as they appear in the publication, identifying *any* modifications to the text.

Identify your use of the material:

** if you have received permission for this material before, please include a copy of the previous grant**

- A brief description of how the material will be used
- The title of your course, project, book, presentation, etc.
- The estimated retail price of your product, when applicable
- The name of the publisher, school or organization with which you are affiliated
- The estimated number of copies
- The territory (i.e.: World, US & Canada, state--where will the material be available)
- Editions planned (hardcover, paperback, video, presentation- what type of product)
- Anticipated publication/print date
- Required term of license (how long you would like to exploit the rights you are requesting)

IMPORTANT: IF YOU ARE SUBMITTING A REQUEST FOR ELECTRONIC RIGHTS YOU MUST SUBMIT DETAILED PUBLICATION OR POSTING INFORMATION:

- A brief description of how the material will be used
- The title of the product
- The estimated retail price of your product
- The name of the publisher
- The estimated number of users / copies
- Required term of license
- Provide screen shots of the copyrighted material in context
- Fully explain the security of the website (web)
- Anticipated 'live' date (web)
- Provide the web address and links to relevant content (web)

Alternatively, those requiring rights for course packs must submit requests online via the Copyright Clearance Center at www.copyright.com.