

SUBJECT: COPYING COPYRIGHTED MATERIAL
EFFECTIVE DATE: FEBRUARY 14, 1989

SAMPLE LETTER FOR PERMISSION

Permissions Department
Harvey Book Company
3 West Road
Baltimore, Md 21214

Gentlemen:

I would like permission to make duplicate copies of the following for my classes:

Title: Helping the School Librarian, Second Edition
Copyright: Harvey Book Company, 1965, 1971
Author: Sara Howes and Don Johnson
Material to be duplicated: Pages 23, 24, and 57 (photocopies enclosed), all in Chapter One
Number of Copies: 25
Distribution: Continuing education classroom, the material will be distributed gratis to students.
Type of Reprint: Photocopy

Material on the pages listed above will be used as supplementary materials. This would not be used for profit-making purposes, and would serve the academic needs of our students.

A self-addressed envelope is enclosed for your convenience. Thank you for your cooperation.

Sincerely,