

UNITED
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

814-AR-1. COPYRIGHT PERMISSION

The following copyright contact information is provided to assist staff members in complying with copyright requirements. Staff members should contact the district's designated employee for additional information or assistance.

Book Excerpts Or Journal Articles

Copyright Clearance Center, CCC Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone 978-750-8400, www.copyright.com.

Images

Artists Rights Foundation, 7920 Sunset Boulevard, Suite 260, Los Angeles, CA 90046, Phone 323-436-5078, www.artistsrights.org.

American Society of Media Photographers, 150 North Second Street, Philadelphia, PA 19106, Phone 215-451-2767, www.asmp.org.

Other professional photography organizations.

Articles In Periodicals, Magazines, Or Newspapers

UnCover, The UnCover Company, 3801 East Florida Avenue, #200, Denver, CO 80210, Phone 303-758-3030. UnCover handles rights for the Publication Rights Clearinghouse, a collective licensing agency representing such writers' groups as: The National Writers Union, National Office, 113 University Place, 6th Floor, New York, NY 10003, Phone 212-650-7616, www.nwu.org; and the Society of Children's Book Writers and Illustrators, 8271 Beverly Boulevard, Los Angeles, CA 90048, Phone 323-782-1010, www.scbwi.org, among others.

Musical Works

Ascap, One Lincoln Plaza, New York, NY 10023, www.ascap.com.

BMI, Broadcast Music Incorporated, 320 West 57th Street, New York, NY 10019-3790, Phone 212-586-2000, www.bmi.com.

SESAC, 55 Music Square East, Nashville, TN 37203, Phone 615-320-0055, www.sesac.com.

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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, 8th Floor, New York, NY 10017, Phone 212-834-0100, www.nmpa.org.

Music Research Consultants' web page, 8344 Kirkwood Drive, Los Angeles, CA 90046, Phone 323-650-7616, www.musicresearch.com, contains links to publishers, record labels, music rights agencies, and more.

Plays And Dramatic Works

Samuel French, Inc., 45 West 25th Street, New York, NY 10010-2751, Phone 212-206-8990, www.samuelfrench.com.

Anchorage Press Plays, 617 Baxter Avenue, Louisville, KY 40204-1105, Phone 502-583-2288, www.applays.com.

Baker's Plays, 45 W. 25th Street, New York, NY 10010, Phone 212-255-8085, www.bakersplays.com.

Dramatists Play Service, Inc., 440 Park Avenue South, New York, NY 10016, Phone 212-683-8960, www.dramatists.com.

News Archives

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

Movies

The Motion Picture Licensing Corporation, www.mplc.com, grants public performance rights. If known, the producer may also be contacted directly.

Software

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

Written Permission

Once the copyright owner is identified, initiate contact by writing a letter, calling or e-mailing. Seek written permission that clearly describes its scope.

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Changed Owner

The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office of Internet Resources, www.copyright.gov, provides online searching of its registration records and performs professional searches for a fee.

Confirming Permission

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

Unidentifiable Or Unresponsive Owner

If the publisher or copyright owner is unknown, The Literary Marketplace, for books, (www.literarymarketplace.com) or Ulrich's International Periodicals, for journals, (www.ulrichsweb.com) may help.

University of Texas at Austin's Harry Ransom Humanities Research Center (www.utexas.edu) provides helpful information about how to find copyright owners.

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

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