

Request and Use Agreement Checklist for copyright license

Use the following checklist to add items to the license and to more accurately and fully describe both the works you wish to copy and the intended use of the works.

Works to be used:

_____ **Author/Photographer/Artist**

_____ **Title**

_____ **Name of publication where found (ISSN number, ISBN number, volume, issue, web address)**

_____ **Number of pages to be used**

Your Project:

_____ **Describe your project**

_____ **Purpose of the use (commercial, educational)**

_____ **Where the work will appear (audiovisual program, radio, television, etc)**

_____ **How many copies of the work will be made?**

_____ **Will the project generate income/fees? If so, how much?**