

How To Request Copyright Permissions

A federal court ruling reaffirmed the need to obtain permission to use copyrighted materials in college course anthologies. Publishers want to make these materials available to you quickly and inexpensively but they need your cooperation. Whether you request permissions yourself or through a college store or copy service, these suggestions will speed the process. *Please:*

1. *Request permission at the same time you order textbooks*, the earlier the better in the event your request cannot be granted and you need to substitute other materials. Publishers do not always control rights and need time to research the extent to which permission may be granted.

2. *Direct your request to the publisher's Copyright and Permissions*

Department, not the author. If publishers do not control the rights, they will inform you whom to contact.

3. *Include all of the following information in your request:* (a) author's, editor's, translator's full name(s); (b) title, edition and volume number of book or journal; (c) copyright date; (d) ISBN for books, ISSN for magazines and journals; (e) numbers of the exact pages, figures and illustrations; (f) if you are requesting a chapter or more: both exact chapter(s) and exact page numbers; (g) number of copies to be made; (h) whether material will be used alone or combined with other photocopied materials; (i) name of college or university; (j) course name and number; (k) semester and year in which material will be used; (l) instructor's

full name.

4. *Request permission whether or not works are in print.*

5. *Provide your complete address and the name of a contact person and telephone number in case there are any questions.*

In many cases your college store, or other service can assist you and/or provide appropriate forms. The publisher's response form will provide the information about payment and fees which are determined by the individual publisher. A booklet, *Questions and Answers on Copyright for the Campus Community*, is available through most college stores or on request from the Association of American Publishers, 220 East 23rd St., New York, NY 10010; (212) 689-8920.

Special Life Insurance Offer Now Available to APSA Members

Members of the American Political Science Association have until April 1, 1992, to take advantage of an excellent membership benefit. The APSA is sponsoring the Living Life Insurance Plan with Accelerated Benefits, which offers \$33,000 or \$55,000 in life insurance protection with simplified acceptance for members and their spouses.

Life insurance is necessary to ensure the protection of members and their families. This plan now includes a NEW Living Life Benefit, a feature that allows terminally ill insureds to collect up to 60% of their benefit prior to their death. This feature was designed so terminally ill patients can take care of debts or bills that can accumulate during a terminal illness.

The remainder of the benefit would be paid to the beneficiary upon the insured's death. The beneficiary the insured selects will receive the benefit upon proof of death. The beneficiary may choose how the benefit is paid—in one lump sum, monthly installments or a combination of both. And the cost of this plan is economical because of the size of the APSA membership.

By applying during this enrollment period, members and their spouses have the benefit of saving time with a short, easy to complete application. These applications contain only a few brief health questions and no physical examination is required. After this enrollment period ends, a longer application with detailed health questions would be necessary.

For more information about this plan, please contact the Insurance Administrator: Albert H. Wohlers & Co., APSA GROUP INSURANCE PLANS, 1440 N. Northwest Highway, Park Ridge, Illinois 60068-1400. Or call toll-free: 1-800-323-2106.