

***MULTIMEDIA SUPPORT CENTER***  
**COPYRIGHT CLEARANCE ASSISTANCE REQUEST**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

MSC is ready to assist you in obtaining copyright clearance for material to use in your project. Please provide us with as much of the following information as possible to help expedite your request.

NAME OF WORK: ( i.e. song, movie, book, photo, painting, print, TV program...)

\_\_\_\_\_

AUTHOR: ( i.e. writer, musician, artist...)

\_\_\_\_\_

COPYRIGHT HOLDER: ( i.e. stated at end of piece, signed or behind title page...)

\_\_\_\_\_

YEAR OF COPYRIGHT: \_\_\_\_\_ EDITION/ VERSION TO BE USED: \_\_\_\_\_

INTENDED USE OF WORK: \_\_\_\_\_

INTENDED AMOUNT TO BE USED: \_\_\_\_\_

INTENDED AUDIENCE OF YOUR PROJECT: \_\_\_\_\_

INTENDED DISTRIBUTION: ( i.e. CCTV, single showing, multiple classes... ) \_\_\_\_\_

INTENDED LIFE OF PROJECT: (i.e. semester, years, for life of media... ) \_\_\_\_\_

INTENDED FINAL FORMAT: (i.e. CDROM, video, web... ) \_\_\_\_\_

INTENDED NUMBER of COPIES: \_\_\_\_\_

Include any statements that will convince the copyright holder to release the product for Naval Academy use. \_\_\_\_\_

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