



# LCPS Form EGAD E-2 REQUEST FOR PERMISSION TO COPY

This completed form must be sent to the holder of the copyright on the material you are seeking to copy. Enclose a self-addressed, stamped envelope with this form so it can be returned to you.  
For more information, see LCPS Policy and Regulation EGAD: Copyright Compliance.

*I am requesting permission to copy and use:*

Title of Work to be copied \_\_\_\_\_

Author/Editor of work to be copied \_\_\_\_\_

Year Published \_\_\_\_\_ Number of Copies I Wish to Make \_\_\_\_\_

Will copies be sold? (Circle one)      Yes      No

Description of materials to be copied (Photocopy enclosed) \_\_\_\_\_

\_\_\_\_\_

Intended use of materials \_\_\_\_\_

\_\_\_\_\_

Type of Reproduction (i.e., paper, video, audio) \_\_\_\_\_

*Thank you for your consideration of this request.  
Sincerely,*

Name (Printed) of person requesting permission to copy \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ School/location \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

*A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this form to the proper person/agency. Thank you.*

---

Permission Granted to Copy Material: (Circle one) Yes No Date: \_\_\_\_\_

Signature \_\_\_\_\_ Name (Printed) \_\_\_\_\_

Title \_\_\_\_\_

Conditions (if any): \_\_\_\_\_