



## Request to Reproduce Copyrighted Material Instructions

*Per ANG policy 3.09*

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**Step 2** Once you have permission from all of the authors, submit the original completed Request to Reproduce Copyrighted Material form *and* the author's written permission to ANG. This information may be mailed, e-mailed or faxed to the appropriate individual:

For material published on the ANG Web site:

ANG Internet Committee Chairman  
(Internet@needlepoint.org; see Volunteer Staff Page of the current issue of *Needle Pointers* for additional contact information)

For material published in *Needle Pointers*, beginning with November 1998 issue:

Sunwest Publishing, Inc.  
5831 Meadowcrest  
Dallas, TX 75230

For material published in *Needle Pointers*, prior to November 1998:

ANG President  
(President@needlepoint.org; see Volunteer Staff Page of the current issue of *Needle Pointers* for contact information)

For all other ANG copyrighted material:

ANG President

**Step 3** You will be notified in writing of ANG's decision to allow or refuse permission to reproduce the copyrighted material.

**Step 4** Upon granting written approval, ANG and the author will require the grantee to give written credit to both ANG and the author, in the form of a statement of credit on any and all reproductions of ANG material. The Statements of Credit will be provided to the grantee by ANG and the author and must appear, as written, on any and all material approved for reproduction by ANG.



## Request to Reproduce Copyrighted Material

*Per ANG policy 3.09*

Name of Individual Completing Form: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

ANG Membership Number: \_\_\_\_\_

### **This request is from (check appropriate block):**

- Individual ANG Member
- Individual (non-member)
- ANG Chapter (Specify name and location) \_\_\_\_\_  
\_\_\_\_\_

- Non-ANG Group

Name of organization: \_\_\_\_\_

Description and mission of organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization address and meeting location: \_\_\_\_\_  
\_\_\_\_\_

Is this a shop or commercial business? \_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_

How will the material be used? i.e., what is the purpose of the request i.e., meeting, workshop, public distribution, publicity, etc? Be as specific as possible; include additional pages if needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of copies requested: \_\_\_\_\_ Number of individuals to receive the reproduced material: \_\_\_\_\_

Are all potential recipients members of ANG? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date material is to be distributed: \_\_\_\_\_

**I understand that if this request is approved, the copyrighted material listed above may be reproduced and distributed only to the named group for the specific purpose stated above. Furthermore, I understand that unauthorized reproduction or distribution of the copyrighted material may result in legal action against me and/or the organization on whose behalf this request is submitted.**

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Signature Date

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\_\_\_\_\_  
Author and Date Author and Date

\_\_\_\_\_  
Author and Date Author and Date

**Permission granted by the ANG Board of Directors:**

\_\_\_\_\_  
ANG President Date